



Ordinary Council Meeting Agenda

Notice of Council Meeting

The next Ordinary Council Meeting of the Shire of Capel will be held on Wednesday 29 May 2024 in the Council Chambers, Forrest Road, Capel commencing at 6:00 pm.

The meeting will also be broadcast through the Shire's YouTube platform.

Gordon MacMile
Chief Executive Officer
17 May 2024

Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A lifestyle of choice; connecting community, culture and country.

Our Values



H Honesty

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



E Empathy

We are kind and show understanding of peoples circumstances, perspectives and differences.



A Accountability

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



R Respect

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



T Teamwork

We are cooperative, collaborative and united while working towards common goals of our Shire.



GENERAL INFORMATION ON COUNCIL MEETINGS

COUNCIL MEETINGS

All Ordinary Council meetings are held in the Council Chambers at 6.00pm on the last Wednesday of the month (except for January and December when it is held on the third Wednesday).

TAKING ACTION ON COUNCIL DISCUSSIONS / DECISIONS

No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of Council being received.

AGENDAS

The agenda for the upcoming Council meeting is available in PDF format on the Council's website www.capel.wa.gov.au from the Friday prior to the Council meeting. A hard copy of the agenda can be obtained from the front counter of the Shire Administration building.

MINUTES

Minutes of the latest Council meeting will be made available on the website within ten days of the meeting being held. Hard copy versions of Council Minutes are also available at the front counter at the Shire Administration building and for perusal online in the Shire's Public Libraries.

MEETING GUIDELINES

All speakers should be clear and to the point, and speak through the Presiding Member at all times. Members of the public are not permitted to enter into debate with elected members or staff. Any correspondence received after the agenda is finalised will not be reflected in the staff report and will not be distributed to elected members by administration.

To minimise disruption during meetings, please ensure your mobile phone is turned off before entering the Chambers. You may enter and leave the Chamber at any point during the meeting.

MOBILE PHONES AND SMART DEVICES

Video recording of a Council meeting is not permitted. All mobile phones must be on silent mode during the meeting.



QUESTIONS, PRESENTATIONS, PETITIONS AND DEPUTATIONS

ASKING A QUESTION AT A COUNCIL MEETING

If you want to ask a question, here is what to do:

1. You may ask up to two (2) questions with a total time limit of two (2) minutes per speaker. Additional questions will be permitted if time allows at the discretion of the Presiding Member.
2. Please state your name, address and the agenda item number you are referring to, and then ask your question.
3. Please submit your question in writing to the Chief Executive Officer by 12.00noon on the day before the meeting. This allows for an informed response to be given at the meeting.
4. Questions that have not been submitted in writing by 12.00noon on the day before the meeting will be responded to if they are straightforward. Otherwise they will be taken on notice and will be answered in writing after the Council meeting.
5. A question may relate to any subject that is within the Council's jurisdiction but should be a matter of general community interest. Please give staff the opportunity to try to answer your questions before a Council meeting.
6. Where a question raises a significant issue about an agenda item that might not have been addressed in the staff report or prior discussions with elected members and cannot be adequately responded to, Council will need to consider whether the item should be held over or referred back for further consideration, taking into account statutory deadlines and other implications of deferring the item.
7. A person who has asked a question will not be permitted to make a presentation on the same topic at the same meeting – this is unfair to the other members of the public who wish to communicate with Council.

Questions on any matter that is on the Council agenda are required to be asked prior to the matter/s being discussed by the Council in the first 'Public Question Time' session of Council meeting. Questions on Council agenda items that have been dealt with at the same Council meeting will not be permitted during the second 'Public Question Time' session. [LG (Administration) Regulations 1996, regulation 7(2)].

If you wish to ask a question of Council, please complete the attached form (page 4).

PRESENTATIONS

1. Any member of the public may during the Presentations segment of the ordinary meeting, with the consent of the Presiding Member, speak on any matter on the agenda paper provided that –
 - (a) the person has requested the right to do so in writing addressed to the CEO by noon on the day of the meeting;
 - (b) the person's speaking right is to be exercised before Council debates the particular agenda paper item;
 - (c) the person speaking will be limited to a maximum of five (5) minutes; and
 - (d) persons addressing Council on an agenda item are not entitled to table documents as part of the meeting proceedings.



2. Any member of the public making a presentation shall not also be afforded a deputation during that meeting or an adjourned meeting on the same matter.

PETITIONS

1. A petition received by a member or the CEO is to be presented to the next Ordinary Council meeting.
2. A petition to the Council is –
 - (a) as far as practicable to be prepared in the form prescribed in the Schedule (*of the Shire of Capel Standing Orders Local Law*);
 - (b) to be addressed to the Council and forwarded to a member or the CEO;
 - (c) to state the name and address of the person to whom correspondence in respect of the petition may be served; and
 - (d) to be respectful and temperate in its language.
3. The presentation of a petition is to be confined to the reading of the petition.
4. The only motions in respect of a petition that are in order are that –
 - (a) the petition be received;
 - (b) a report on the petition be prepared; or
 - (c) that the petition be acknowledged and be dealt with by the Council in conjunction with a similar item on the same agenda paper.

Where a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the CEO may at their discretion forward the petition to Council accompanied by an officer report.

DEPUTATIONS

- (1) A person or person wishing to be received as a deputation by the Council or a Committee is to apply, in writing, to the CEO, not less than seven (7) working days prior to the meeting at which the deputation wishes to be received, setting out in concise terms the matter to be raised. The CEO is to forward the written request to the President, or the presiding member as the case may be.
- (2) The President, if the request is to attend a Council meeting, or the Presiding Member of the Committee, if the request is to attend a meeting of a Committee, may either approve the request, in which event the CEO is to invite the deputation to attend a meeting of the Council or Committee as the case may be, or may instruct the CEO to refer the request to the Council or Committee to decide by simple majority whether or not to receive the deputation.
- (3) A deputation invited to attend a Council or Committee meeting is not to exceed three persons, only two of which are at liberty to address the Council, for a maximum of five (5) minutes each or a collective maximum of ten (10) minutes, except in reply to questions from Councillors, and the matter shall not be further considered by the Council, until all other business of the meeting has been finalised.

Any matter which is the subject of a deputation to the Council or a Committee is not to be decided by the Council or that Committee until the deputation has completed its presentation.



COUNCIL MEETING PUBLIC QUESTION FORM

This form should be submitted by 12.00noon on the day **before** the Council meeting if a detailed answer is expected. Please either:

- Email it to info@capel.wa.gov.au or
- Hand deliver it to the Chief Executive Officer at the Shire Administration building, Forrest Road, Capel

Questions received after that time may be taken on notice and answered in writing after the meeting.

Name:		Phone:	
Address:			

Question 1:

Question 2:

Signature:		Date:	
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1. Declaration of Opening/Announcement of Visitors

Acknowledgement of Country

'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'

2. Record of Attendance/Apologies/Leave of Absence (Previously Approved)

3. Response to Previous Public Questions Taken on Notice

P David – North Boyanup

Question 1:

Will Council, now that you can see that there is Silica Sand in the area immediately undertake its own testing to determine the matrix of the sand?

Response:

Testing of silica levels is conducted by environmental and laboratory consultants on behalf of Department of Mining, Industry Regulation and Safety and the Department of Health who are the governing bodies for residential safety and workplace hazards. The Department of Health have clearly stated that their database shows the site to be safe. Furthermore, the operator would be required to produce levels to both State Government agencies to demonstrate compliance with appropriate levels prior to commencement of operation.

Question 2:

If not, why not?

Response:

The application has been determined the Development Assessment Panel, after considering all the evidence provided, including public submissions and the Shire's Responsible Authority Report, which included advice from the Department of Health. In making the decision, the DAP did not require or suggest the need for testing of sand for silica content. The Shire is guided by this decision and expert professional advice received from the Department of Health.

Question 3:

If the answer is no because the applicant is going to be asked to produce this, can council in all Conscience rely on what the Applicant provides , given that all information that has been used and supplied to date has been cherrypicked and tailored to suit their own requirements, with the sole aim to seek approval?



Response:

The information has been reviewed and assessed by the governing bodies for residential safety and workplace hazards. The Shire relies on their jurisdiction and the veracity of the State Government agencies and the accuracy of their assessment.

The evidence presented to the Shire for assessment and consideration at the RAR stage, is the information that forms part of any Development Approval. Should false be information provided to the Shire for the purpose of assessment, this would potentially result in non-compliance of an approval.

Question 4:

Will Council put a hold on works commencing at the EIL Site?

Response:

The Extractive Industry License will be assessed and determined in accordance with the Local Law. The applicant is not able to legally commence until the point at which an EIL is issued for works.

Question 5:

If Not, Why not?

Response:

Please see response to 4) above.

Question 6:

Will Council Put anemometers on site to assess whether the data used in the Applicants dust management plan is fit for purpose?

Response:

Dust monitoring will occur in accordance with the Dust Management Plan. Complaints will be considered and addressed at the time, having regard to the Dust Management Plan.

Question 7:

If Not, Why not?

Response:

Please see response to 6) above.

Question 8:

Does the Council actually believe that the Applicant will comply with the Dust management plan outside working hours? If so, please provide a 24hr council contact, so that if the applicant does not respond, Council can in their absence.

Response:



The Shire does not have reason to believe that the operator would be acting disingenuously or would seek to operate in a manner that is contrary to their supporting documentation. The *Planning and Development Act 2005* contains provisions for appropriate recourse if there is a breach of compliance.

Question 9:

Did Council consider the effect of this approval, in approving this application that it would open the pathway for other applicants to place mining activities within the EPA acceptable buffer distance?

Response:

The Development Application was not determined by Council but by the DAP. This notwithstanding, the Development Assessment Panel considered the EPA guidelines when making the decision and were satisfied that a reduced separation distance was appropriate based on the technical studies and management treatments proposed.

Question 10:

What economic benefit, if any will this EIL bring to the Shire of Capel?

Response:

Basic raw materials are a key component for the functioning of the economy in providing a resource for the building industry, as well as for enabling essential infrastructure projects (including road construction). The importance of basic raw materials is recognised in the planning framework through planning instruments including the State Planning Policy and Local Planning Scheme. This resource is essential for both the Shire of Capel economy and the wider southwest region.

Question 11:

What benefit does Council believe that this EIL will bring to the Shire AT ALL?

Response:

Please see response to 10) above

4. Public Question Time

5. Application for Leave of Absence

Cr McCleery has an approved leave of absence for the 29 May 2024 Ordinary Meeting of Council (OC/2024/26).



6. Declarations of Interest

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.

A **financial interest** occurs where a Councillor, or a person with whom the Councillor is closely associated, has a direct or indirect financial interest in the matter. That is, the person stands to make a financial gain or loss from the decision, either now or at some time in the future.

An **indirect financial interest** includes a reference to a financial relationship between that person and another person who requires a Local Government decision in relation to the matter.

A person has a **proximity interest** in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; or a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development (as defined in section 5.63(5)) of land that adjoins the person's land.

An **impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the **impartiality** of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

7. Notice of Items to be Discussed Behind Closed Doors

The item/s to be discussed behind closed doors are:

- 20.1 Agribusiness Precinct – Demand Analysis, Site Identification and Concept Masterplanning.

8. Confirmation of Minutes

8.1. Ordinary Meeting of Council - 24 April 2024

Voting Requirements

Simple Majority

Officer's Recommendation – 8.1.
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That the Minutes of the Ordinary Meeting of Council - 24 April 2024 be confirmed as a true and correct record, with an amendment to Item 14.6 and 14.7 Holiday Home applications to amend the Approved Development Plans to be dated that of the Council Meeting, being 24 April 2024.



9. Announcements by Person Presiding Without Discussion

10. Petitions/Deputations/Presentations

Nil

11. Motions of Which Previous Notice has Been Given

Nil

12. Questions of Which Previous Notice has Been Given

Nil



13. Chief Executive Officer Reports

13.1. Committees of Council - Minutes

Author Governance Support Officer, Belinda Facey

Authorising Officer Chief Executive Officer, Gordon MacMile

Nature of the Decision Review

Attachments

1. BFAC Minutes 12 July 2023 [**13.1.1** - 20 pages]
2. BFAC MINUTES 4 October 2023 [**13.1.2** - 11 pages]
3. EDAC Meeting Minutes - 27 September 2023 [**13.1.3** - 7 pages]
4. Special Audit and Risk Agenda - 15 March 2023 - Minutes [**13.1.4** - 9 pages]
5. Audit and Risk Minutes - 28 June 2023 [**13.1.5** - 44 pages]
6. Audit and Risk Minutes - 20 December 2023 [**13.1.6** - 65 pages]
7. CCAS Minutes 29 March 2023 [**13.1.7** - 11 pages]

Confidential Status *This item is not a confidential matter.*

Proposal

Note the confirmed Minutes from the previous meetings of the Committees of Council, allowing for all Councillors and the broader community to be informed of the matters being considered.

Officer's Recommendation

That Council notes the following confirmed minutes:

1. Bush Fire Advisory Committee meeting held on the 12 July 2023 and 4 October 2023;
2. Economic Development Advisory Committee meeting held on the 27 September 2023;
3. Audit and Risk Committee meeting held on 15 March 2023, 28 June 2023 and 20 December 2023; and
4. Climate Change Adaptation and Sustainability Committee meeting held on 29 March 2023.

Background

The Ordinary Meeting of Council on 27 October 2021 resolved the following:

- OC214/2021 - 'That Council appoint Cr Andrew, Cr Kitchen, Cr Mogg, Cr Noonan and Cr Terrantroy to the Audit Committee for a period ending on the ordinary election day in October 2023'.
- OC217/2021 - 'That Council appoint Cr Clews, Cr McCleery, Cr Mogg, Cr Schiano and Cr Terrantroy to the Climate Adaptation and Sustainability Committee for a period ending on the ordinary election day in October 2023'.



- OC220/2021 - 'That Council appoint Cr Kitchen as the Member and Cr Dillon as the Deputy to the Bush Fire Advisory Committee for a period ending on the ordinary election day in October 2023'.

The Ordinary Meeting of Council on 24 November 2021 resolved the following:

- OC247/2021 - 'That Council appoints Cr Noonan (Chair), Cr Mogg (Deputy Chair), Cr Terrantroy (Member) and Cr Andrew (as Proxy) to the Capel Economic Development Advisory Committee for a period ending on the ordinary election day in October 2023'.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction1 - Strengthen and enhance the well-being of our community.

1.1 A more engaged community

Direction 4 - Deliver good leadership, governance and decision-making.

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

Corporate Business Plan 2023-2027

GOV 30 (Governance) - Production and distribution of meeting agendas and minutes for council, committee and internal meetings.

Statutory Framework

The Committees of the Council are managed in accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Policy Framework

There are no Council policies relevant to this item.

Implications

This item is an administrative matter with no risk, financial or sustainability implications relevant.

Summary

Each of the Committees can make specific and individual recommendations referred to and later considered by the Council.

Providing the Minutes for noting allows all Councillors (that are not appointed representatives or in attendance) and the broader community, to remain informed of the general business undertaken by each of the Committees of Council.



Accordingly, the confirmed Minutes of the Committees are presented to the Council on a periodical basis as required, to allow for timely information processes.

Voting Requirements

Simple Majority

Officer's Recommendation – 13.1
--

That Council notes the following confirmed minutes:

- 1. Bush Fire Advisory Committee meeting held on the 12 July 2023 and 4 October 2023;**
- 2. Economic Development Advisory Committee meeting held on the 27 September 2023;**
- 3. Audit and Risk Committee meeting held on 15 March 2023, 28 June 2023 and 20 December 2023; and**
- 4. Climate Change Adaptation and Sustainability Committee meeting held on 29 March 2023.**



Bush Fire Advisory Committee

A handwritten signature in blue ink, appearing to read "G MacMile".

Gordon MacMile
Chief Executive Officer

Minutes
Wednesday, 12 July 2023

SHIRE OF CAPEL

Bush Fire Advisory Committee

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Committee Members (Voting):

Chair – Elgin Bush Fire Brigade	B Bell
Deputy Chair – Boyanup Bush Fire Brigade	D Wetherall
Chief Bush Fire Control Officer	C Scott
Deputy Bush Fire Control Officer	M Scott
Capel Bush Fire Brigade	T James
Gelorup Bush Fire Brigade	N Rowlandson
Stirling Bush Fire Brigade	M Roberts
Council Delegate	Cr D Kitchen

Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A future focused and resilient community that benefits from good governance, responsive services and appropriate facilities to deliver positive social, environmental and economic outcomes for everyone.

Our Values

Respect

We are respectful in all that we do, and all interactions we have, while being inclusive and mindful of differences.



Honesty

We are truthful, trustworthy, and genuine in all that we say and do.



Teamwork

We are cooperative, collaborative, and united while working towards common goals of our Shire.



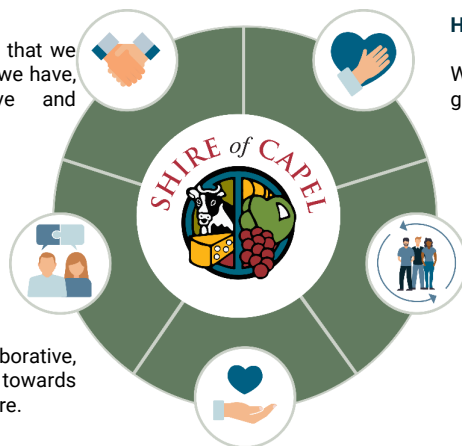
Accountability

We are transparent in all that we do and stay true to our word by taking responsibility for our actions.



Empathy

We are kind and show understanding of people's circumstances, perspectives, and differences.



MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 12 July 2023.....4

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the Meeting at 7.04pm and read out the following Acknowledgement of Country:

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

PRESENT

VOTING MEMBERS

Chair – Elgin Bush Fire Brigade	B Bell
Deputy Chair – Boyanup Bush Fire Brigade	D Wetherell
Chief Bush Fire Control Officer (CBFCO)	C Scott
Deputy Chief Bush Fire Control Officer (DCBFCO)	M Scott
Capel Bush Fire Brigade, Captain	T James
Gelorup Bush Fire Brigade, Captain	G Malatesta
Stirling Bush Fire Brigade, Fire Control Officer	M Roberts
Shire of Capel, Council Delegate	Cr D Kitchen

NON-VOTING MEMBERS

Shire of Capel, Chief Executive Officer	G MacMile
Shire of Capel, Director Infrastructure & Development Services	T Gillett
Shire of Capel, Emergency Services Coordinator	A Ciric
Brigade Training Coordinator	P Allen
Shire of Capel, Administration Officer	J Riedmann

GUESTS

Gelorup Bush Fire Brigade, Fire Control Officer	J McDougall
Elgin Bush Fire Brigade, Deputy BFAC Representative	B Scott
Shire of Capel, WHS Advisor	M Picker

APOLOGIES

Gelorup Bush Fire Brigade	N Rowlandson
Department of Fire & Emergency Services, Area Officer	R Southgate
Department of Biodiversity, Conservation & Attractions	H Holzheuer

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 12 July 2023.....5

3. CONFIRMATION OF PREVIOUS MINUTES

3.1 Bushfire Advisory Committee Minutes – 12 April 2023

That the Minutes of the Bushfire Advisory Committee Meeting held on 12 April 2023 be confirmed a true and correct record of proceedings.

BF0008/2023 Amended Recommendation/Committee Decision – 3.1

Moved T James, Seconded C Scott

That the Minutes of the Ordinary Bush Fire Advisory Committee Meeting held on 12 April 2023 be confirmed a true and correct record of proceedings with the following corrections:

- **5.4 - Elgin Bush Fire Brigade Report: To read “*B Bell thanked all those that responded to the fires near Boundary, Railway, Gavins and Elgin Roads and that good firebreaks were helpful in the response*”.**
- **6.4(3) 000 agreement, CAD listings and IRS reports – Bullet Point 2: Be removed.**

Carried 8/0

4. MATTERS ARISING

4.1 Deputy Chief Bushfire Control Officers

Purpose

Following the resignation of Mr. Murray Scott as Deputy Chief Bush Fire Control Officer, the committee is requested to consider nominations for the role of Deputy Chief Bush Fire Control Officer and consider whether the Shire should appoint more than one deputy.

Process

An expression of interest to nominate for the position of DCBCO was circulated to Bush Fire Brigade FCO’s and Captains on the 31 May 2023 with a closing date of 30 June 2023.

Four nominations were received with all nominations meeting the required skills and experience required for the role of Deputy Chief Bush Fire Control Officer. Nominations were received from - D. Tait, M. Roberts, J McDougall, and B. Bell.

Rationale

The Shire believes there is significant value in appointing multiple DCBFCOs for the following reasons:

- Clearly details zones of responsibility throughout the district.
- Provides for greater overall capacity throughout the district.
- Provides for automatic and understood coverage in the absence of CBFCO and any individual DCBFCO.
- Ensures that coverage in any absence is provided by a formally recognised DCBFCO.
- Most probably, the group of DCBFCOs would provide the next logical successor for the eventual transition to a new CBFCO over time. This transition can occur without substantially diminishing the overall capacity of the group.

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 12 July 2023.....6

Recommendation

That the Bush Fire Advisory Committee (BFAC) recommends that the Capel Shire Council:

1. Appoints all four nominations to the position of DCBFCO.
2. Divides the district into four zones (as per Attachment 4.1.1) and allocates an area to an individual DCBFCO as an area of primary responsibility, and a proxy to each zone as coverage in case of absence.
3. Appoints each DCBFCO for a period of four years at which time all positions become vacant.

BF0009/2023 Officer Amended Recommendation / Committee Decision – 4.1

Moved G Malatesta, Seconded D Kitchen

That the Bush Fire Advisory Committee (BFAC) recommends that the Capel Shire Council:

- 1. Appoints all four nominations to the position of DCBFCO.**
- 2. Divides the district into four zones (as per the revised Attachment 4.1.1) on the basis of the existing Brigade areas and allocates an area to an individual DCBFCO as an area of primary responsibility.**
- 3. During a period of absence, the absent DCBFCO will ensure that another DCBFCO is allocated to their zone and the CBFCO is notified of that change.**
- 4. Appoints each DCBFCO for a period of four years at which time all positions become vacant.**
- 5. The Stirling and Capel areas will be combined into one zone for one DCBFCO.**

Carried 7/1

4.2 Minimum Training requirements for Bush Fire Brigade volunteers

Purpose

To agree to and recommend the minimum brigade level training activities (in addition to any DFES training courses) requirements that volunteers must have completed to remain active in accordance with Shire of Capel WHS Management Procedures.

Recommendation

That Bush Fire Advisory Committee (BFAC) notes and agrees that:

- All volunteers (including non-operational) must complete the following DFES courses:
 - Bushfire Safety Awareness
 - Bushfire Fighting Skills, and
- All active firefighters must attend at least 4 brigade level training occurrences per financial year.
- Preseason competency-based assessment for all active firefighting brigade members is to be completed prior to 1 December each year.
- All existing and future volunteers are to complete the online WHS volunteer induction prior to 1 December 2023, before being registered a Bushfire brigade volunteer.

The completion of the above training and inductions will be recorded in the Shire’s myOSH system to continue initiatives to fulfil the Shire’s responsibilities for volunteers (including BFBs) under WHS requirements.

If a member has not completed the required Shire WHS induction and training requirements this will result in the members’ membership being reviewed and lead to the member being

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 12 July 2023.....7

unable to be classified as being an active firefighter for the coming 2023/24 season.

BF0010/2023 Officer Recommendation/Committee Decision – 4.2

Moved M Scott, Seconded D Wetherall

That Bush Fire Advisory Committee (BFAC) notes and agrees that:

- **All volunteers (including non-operational) must complete the following DFES courses:**
 - **Bushfire Safety Awareness**
 - **Bushfire Fighting Skills, and**
- **All active firefighters must attend at least 4 brigade level training occurrences per financial year.**
- **Preseason competency-based assessment for all active firefighting brigade members is to be completed prior to 1 December each year.**
- **All existing and future volunteers are to complete the online WHS volunteer induction prior to 1 December 2023, before being registered a Bushfire brigade volunteer.**

The completion of the above training and inductions will be recorded in the Shire’s myOSH system to continue initiatives to fulfil the Shire’s responsibilities for volunteers (including BFBs) under WHS requirements.

If a member has not completed the required Shire WHS induction and training requirements this will result in the members’ membership being reviewed and lead to the member being unable to be classified as being an active firefighter for the coming 2023/24 season.

Carried 8/0

5. BRIGADE REPORTS

B. Bell commented that this section is not relevant to the special meeting and did not seek reports from brigades.

Given the nature of the meeting, reports were only by CBFCO and the Brigade Training Coordinator.

- 5.1 Chief Bush Fire Control Officer - Report attached to the minutes.
- 5.2 Boyanup Bush Fire Brigade
- 5.3 Capel Bush Fire Brigade
- 5.4 Elgin Bush Fire Brigade
- 5.5 Gelorup Bush Fire Brigade
- 5.6 Stirling Bush Fire Brigade
- 5.7 Brigade Training Coordinator - Report attached to the minutes.
- 5.8 Department of Fire and Emergency Services (DFES)
- 5.9 Department of Biodiversity, Conservation and Attractions (DBCA)
- 5.10 Emergency Services Coordinator

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 12 July 2023.....8

6. GENERAL BUSINESS

6.1 Introduction to M Picker (Shire of Capel, WHS Advisor).

Purpose

To introduce Megan Picker, and to provide an outline of the process for any WHS issues and/or incidents to be captured by and as part of the Shire's systems.

Megan Picker was introduced to the Committee and provided an overview of her role and a summary of the immediate work to be undertaken with the Brigades.

6.2 Bushfire Mitigation Notice

Purpose

To review the current Bushfire Mitigation Notice for any changes needed to the requirements in accordance with s33 Bush Fires Act 1954.

Recommendation

That no changes to the Bushfire Mitigation Notice be made for the 2023-24 season.

BF0011/2023 Officer Recommendation/Committee Decision – 6.2

Moved T James, Seconded C Scott

That no changes to the Bush Fire Mitigation Notice be made for the 2023-24 season., other than an update to the DCBFCO and FCO names.

Carried 8/0

6.3 Capel Bush Fire Brigade – T James

- T James advised that the 3.4U appliance still has ongoing issues with a leak. A Ciric advised that the appliance is booked in for repair under warranty on 14 August 2023.

6.4 Elgin Bush Fire Brigade – C Scott

- C Scott asked if the control point scribe should be a recognised position. G MacMile advised that the scribe's work only needs to be clear and fillable on the IRS forms.
- C Scott queried if the brigades would be provided computers for brigade administration, A Ciric advised that laptops and printers have been purchased for each Brigade and are currently with the Shire's Information Technology Department for configuration and loading of all forms required by the Brigades.
- B Bell requested a current Brigade Boundary Map.

A Ciric advised that these maps were circulated to all FCO's recently and if a laminated copy is requested it will be provided.

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 12 July 2023.....9

6.5 Stirling Bush Fire Brigade – M Roberts

- M Roberts advised that the water tank at Stirling brigade facility now only needs a connection or tap for filling the trucks as there is enough head pressure to operate it. A Ciric advised that there are issues regarding power supply. M Roberts advised that no electricity is required.

6.6 Brigade Training Coordinator – P Allen

- D Wetherall queried if all brigade training nights could be circulated amongst all brigades so members could attend other brigades training activities. T James advised Capel is just focusing on Capel members at the moment. P Allen to distribute each Brigade's training schedules to all brigades.

7. WORK HEALTH AND SAFETY

7.1 LT Recovery with Loader – February 2023
Incident Discussion – Incident Investigation and Outcomes.

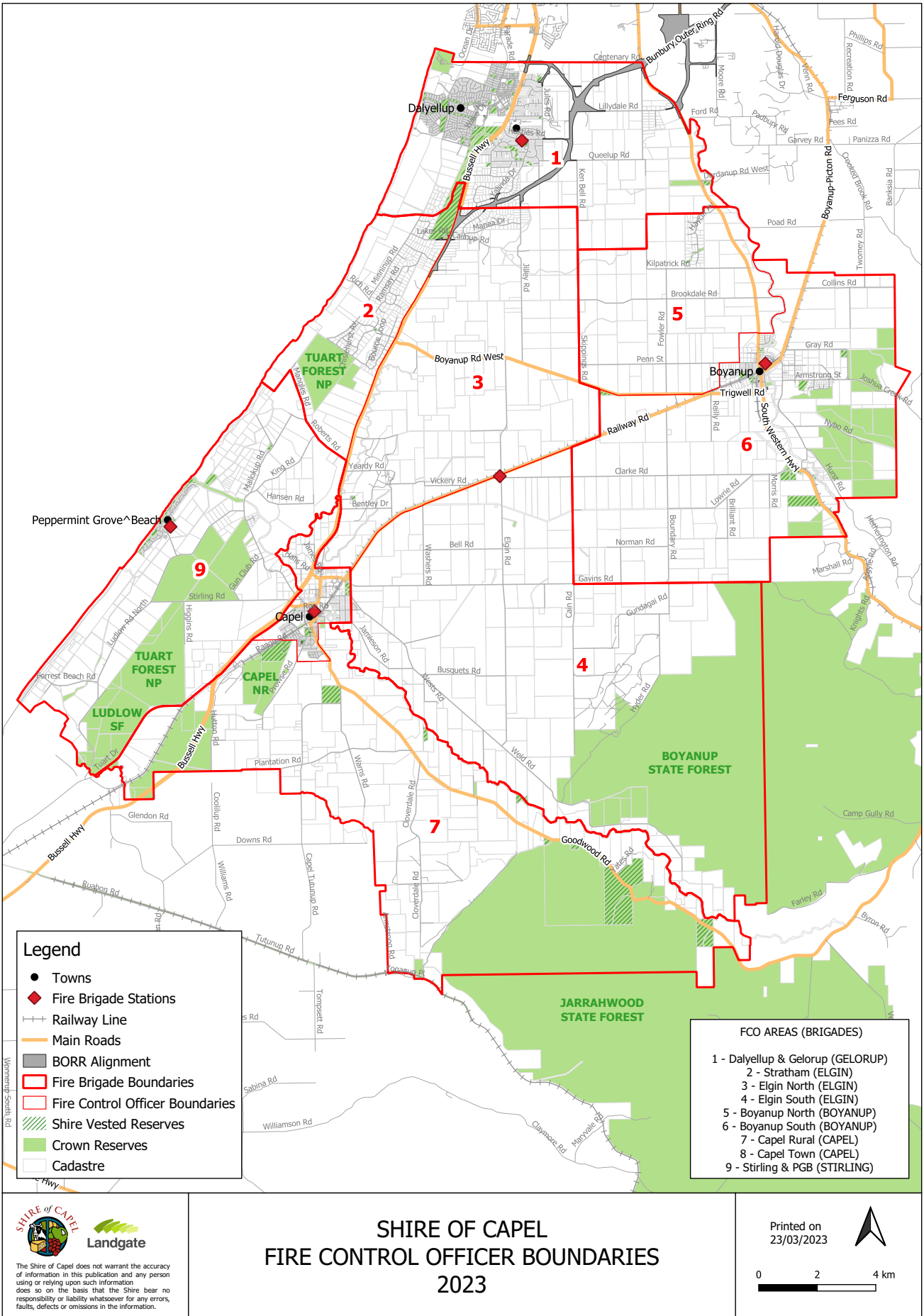
T Gillett provided an overview of how the new WHS process related to this incident. This will be a regular item on the Agenda to discuss any WHS accidents or near misses reported and for the Committee to also bring forward any WHS items for discussion.

8. NEXT MEETING

The next Bush Fire Advisory Committee meeting to be held on Wednesday, 13 September 2023.

9 CLOSURE OF MEETING

There being no further business, the meeting was declared closed at 8.45pm.



The Shire of Capel does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the Shire bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

SHIRE OF CAPEL
FIRE CONTROL OFFICER BOUNDARIES
2023

Printed on
23/03/2023



CAPEL SHIRE BRIGADE TRAINING COORDINATOR REPORT 17.07.2023

IMPLEMENTATION OF WHS

Thank you to Andriena for her support in implementing the WHS within the shire.

Met with Andriena Tuesday 18th April to discuss the implications and expectations for brigades and members relating to the WHS.

Also discussed what my role as Training Coordinator would involve.

Brigade Training Officers or a brigade representative met at Boyanup on Thursday 27th April to discuss the WHS implications and expectations. Discussion also centred around ways each brigade could best implement, and solve some of the angst regarding the WHS.

All brigades agreed to assist each other and met again in September to discuss progress and share any tips relating to training.

Since the above meeting, Andriena has verified some of the concerns individual brigades raised:

Members from other brigades being able to attend training at another brigade due to work or family commitments, and

Brigades joining together for training due to lack of numbers or sharing experience.

I have been in touch with most brigade training officers since April to check on progress and assist if required.

All brigades have reported a positive response to training sessions. Some brigades have included a social aspect afterwards with a sausage sizzle.

Interestingly, feed back from Boyanup, Elgin and Stirling brigades, indicated there was some confusion about the training and the method of delivery. Members considered it to be similar to the initial training e.g. classroom orientated.

BFAC Meeting 12 July 2023

CBFCO Report

Firstly, congratulations to Glenys Malatesta on being nominated for the Murray Lang Bush Fire Service Award.

After a very busy first three months of the year, things slowed down for the next three months. We had only seventeen fires in those three months. Three structural fires, Two vehicle fires one car and one back trailer on a log truck, and rest were scrub fires, with a couple of these being escape burns from private control burns.

All brigades are doing their monthly training, with very good attendance at all of them. The new Gelorup shed is taking shape with the steel frame being erected.

I am attending a chiefs meeting at the centre of excellence for three days in the middle of the month.

Thanks to all volunteers and their families for the work they do to protect our communities

Chris Scott
Chief Bush Fire Control Officer
Shire of Capel



Bush Fire Brigade Member Skills Competency Assessment

Members Skills Competency Assessment

Completion Due Date: 1st December 20__

Member Name:

DFES Number:

Brigade:

Address:

Contact mobile number:

Members are to read and understand the following, then sign below prior to commencing the Competency Assessment:

- This is a **compulsory** annual members Competency Assessment which has been endorsed by the Shire of Capel Emergency Services Coordinator (ESC), CBFCO and ALL Brigade Captains.
- It is designed to ensure that all members of Brigades within the Shire of Capel, have achieved a minimum standard of skills, prior to the fire season.
- Members who are unable to complete or demonstrate the skills listed within this document by the completion date, will become inactive Firefighters.
- Members that are inactive are unable to attend any Brigade incident or turnout.
- Members deemed inactive may complete further training and reassessment, later, to become an active member.
- Each Brigade will keep an accurate record of the status of each member and a copy of these records shall be forwarded to the Shire of Capel ESC/CBFCO when completed.
- These records are to be retained for seven (7) years in accordance with *State Records Act 2000*.
- Retrospective dating will not be accepted.

Medical Declaration

To the best of my knowledge, I declare that I have no new or existing medical conditions in addition to those previously declared that will impact my ability to safely carry out the required duties as an active firefighter.

If my medical condition changes for whatever reason after the date on this form, I shall inform my brigade Captain and seek a clearance from them before attending any Brigade incident or turnout.

I have read and understand the above information:

Member Name:

Signature:

Date:

Appliance Skills	Competent	Comments
Shipping a hydrant standpipe and producing water.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Brigades without ground hydrants shall discuss the procedure.
Start/stop each type of appliance's pump.	<input type="checkbox"/> Yes <input type="checkbox"/> No	LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 2.4 <input type="checkbox"/> 3.4 (Cross out not applicable)
Show water at the branch of each brigade appliance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 2.4 <input type="checkbox"/> 3.4 (Cross out not applicable)
Demonstrate or explain how foam is produced on each brigade appliance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 2.4 <input type="checkbox"/> 3.4 (Cross out not applicable)
Demonstrate appliance drafting (minimum one appliance type).	<input type="checkbox"/> Yes <input type="checkbox"/> No	Appliance type:

Communication Skills	Competent	Comments
The following items apply to both the TAIT Single Band (Black) and TAIT Dual Band (Green or Yellow) Radio's.		
Change a channel.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Adjust the volume.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The following items apply to the TAIT Dual Band (Green or Yellow) Radio's.		
Change the band.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Activate/deactivate dual band receive.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Show the GPS function.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Demonstrate how to find and use 'Selcall'.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Demonstrate how to activate/de-activate 'Talk-Around'	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Show how to change to/navigate 400 Mhz channels,	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The following items apply to Portable Radio's.		
Change a channel.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Adjust the volume.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Operate the Keypad Lock function.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other essential communications and turnout skills.		
Explain the Prowords: Over- Out- Roger- Wilco- Emergency, Emergency, Emergency-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What are the arrival codes for first arriving crews, explain what each one means?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Using a map book in the appliance locate an incident from COMCEN information for a turn out.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain the term PAFTACS. P- A- F- T- A- C- S-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Complete a T Card.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Send a Turn Out message, via radio, turning out from the Station to an incident.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Fire Ground Safety Skills	Competent	Comments
What is a Red Flag Warning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain the term LACES. L- A- C- E- S-	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain "The Dead Man Zone."	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Heat Stress:</u> Watch the Video 'Don't let Heat Stress bring you down'. (9.45mins) Successfully complete questionnaire.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Crew Protection	Competent	Comments
Watch the Video – 'Comprehensive Crew Protection'. (15mins)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
As a crew member of an appliance, take part in a Burn Over drill	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Brigade Administration Items ONLY.	Checked	Comments
Drivers licence check. Note: A current driver's license is not required to satisfactorily complete this Pre-Season Refresher, it is simply to check currency of those with a driver's licence.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Holds a licence: <input type="checkbox"/> Yes <input type="checkbox"/> No Licence number: Expiry date: Classes: Probationary: <input type="checkbox"/> Yes <input type="checkbox"/> No Notes:
PPC/PPE Check. Note: Each member is required to check their PPC/PPE for serviceability for the fire season. If any item requires replacement, it should be replaced from brigade stock or ordered from the Shire of Capel through your Equipment Officer to ensure all items of equipment are serviceable.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Items replaced/ordered:

Member Endorsement for the Fire Season 202_

Brigade Officer Comments:

At the time of assessment, the member demonstrated the safe use and function of equipment
YES/NO

Name Brigade Officer:

Signature:

Date:

Member Comments:

Member Signature:

Date:

Emergency Contact Details	
Name	
Relationship	
Contact number	



Bush Fire Mitigation Notice

Minimum property requirements

All properties

Clean gutters on all buildings.

Remove debris from around buildings.

Maintain a 20 metre low fuel zone around all habitable buildings.

Residential properties

Grass must not be higher than 10cm.

You must prevent growth by burning or spraying if you can't mow/slash grass. Permits may be required.

Residential properties larger than 2024m²

Maintain a 3 metre wide firebreak on all external boundaries.

You can manage your entire property as a low fuel zone instead of installing firebreaks.

Special rural properties

Maintain a 3 metre wide firebreak on all external boundaries.

Rural properties

Maintain a 20 metre wide low fuel zone or 2 metre firebreak around all haystacks.

Maintain a 2 metre wide firebreak on land adjacent to a road reserve.

Plantations

Adhere to the Guidelines for Plantation Fire Protection 2011.

OC109/2021

Compliance period

The compliance period is from **1 December to 26 April**.

Under section 33 of the Bush Fires Act Your property must be compliant with this notice during the compliance period.

Penalties apply.

Variations

You must apply for a variation by 31 October if you can't comply with the requirements of this order.

Late applications will not be accepted.

Specifications

Low fuel zone

To maintain a low fuel zone you must:

- reduce and maintain fuel loads at 2 tonnes per hectare
- skirt trees up to a height of 2m
- no trees/shrubs over 2 metres high within 2 metres of a habitable building
- no tree crowns/branches over habitable buildings
- clear/prune scrub to reduce to a sparse density -you must be able to walk through with relative ease and minimal deviation
- no grass higher than 10cm.

Firebreak

Your firebreaks must:

- be as close as practical to the property boundary
- have a vertical clearance height of 4 metres (excludes rural zoned properties)
- be continuous and trafficable for a 4WD vehicle with no obstructions
- mineral/bare earth - clear of all vegetation
- not terminate in a dead-end.

Maintained green lawns are acceptable in conjunction with or instead of mineral earth firebreaks. They must meet the firebreak clearance and width requirements.

General Community Information

Burning periods

Permit required during restricted burning period.

Dates subject to change.

Restricted	Prohibited	Restricted
1 November to 14 December	15 December to 31 March	1 April to 30 April

Permits

Contact your fire control officer with at least 48 hours notice to apply. You are responsible for any burns on your property.

Take care and Burn SMART. Search Burn SMART for more information.

Register all burns with DFES on 9395 9209

Wood/solid fuel BBQ's, camp fires & fire pits

Wood/solid fuel BBQs include constructed pizza ovens, kettle style barbeques, wood stoves and ovens are generally permitted year round, however are **not permitted** when the fire danger rating is high or above.

Outdoor cooking and camp fires are **not permitted** during the Prohibited Burning Period (15 December-31 March), and on any day where the fire danger rating is high or above.

Any additional restrictions due to fire weather conditions, will be published on the Shire's website when these conditions occur.

The Australian Fire Danger Rating System

Visit: afac.com.au/initiative/afdrs

Fire control officers

Chief Bush Fire Control Officer

Chris Scott | 0408 921 356

Boyanup North

* Daniel Tait | 0417 091 076

Trevor Brockman | 0407 080 925

Boyanup South

Brian Smith | 0427 387 412

Chris Ward | 0431 532 791

Capel Town

Peter Dunlop | 0428 122 676

Jason McNabb | 0417 037 382

Capel Rural

Kevin Scott | 0488 100 353

Dalyellup & Gelorup

* Jeff McDougall | 0427 959 380

Neill Rowlandson | 0427 056 888

Graham Briggs | 0418 931 824

Elgin North

Chris Scott | 0408 921 356

Elgin South

* Barry Bell | 0427 966 126

Peppermint Grove Beach & Stirling

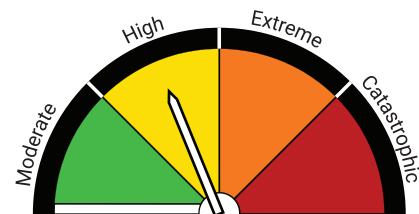
* Mark Roberts | 0412 446 516

Stratham

Brad Scott | 0427 957 443

Geoff Vardie | 0417 947 420

* Also Deputy Chief Bush Fire Control Officer



Bush fire warning system



Emergency warning

You are in danger and need to take immediate action to survive. There is a threat to lives or homes.



Watch and act

There is a possible threat to lives or homes. You need to leave or get ready to defend – do not wait and see.



Advice

A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.

All Clear

Take care to avoid any dangers and keep up to date.

Local information

Shire of Capel

Call: 9727 0222

Email: info@capel.wa.gov.au

Visit: capel.wa.gov.au

Police, Fire and Ambulance

Call: 000

Bush fire warnings

Visit: emergency.wa.gov.au

Listen: ABC Radio 684 AM

Call: 13 DFES



Bush Fire Advisory Committee

A handwritten signature in blue ink, appearing to read "G MacMile".

Gordon MacMile
Chief Executive Officer

Minutes
Wednesday, 4 October 2023

Acknowledgement of Country



We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community.

We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A Lifestyle of Choice; Connecting Community, Culture and Country.

Our Values



H Honesty

We are truthful, trustworthy and genuine in all that we say and do.



E Empathy

We are kind and show understanding of peoples circumstances, perspectives and differences.



A Accountability

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



R Respect

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



T Teamwork

We are cooperative, collaborative and united while working towards common goals of our Shire.

SHIRE OF CAPEL

Bush Fire Advisory Committee

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Committee Member and Representatives (Voting):

Council Delegate (Member) Cr D Kitchen

Representatives

Chair – Elgin Bush Fire Brigade/DCBFCO	B Bell
Deputy Chair – Boyanup Bush Fire Brigade	D Wetherall
Chief Bush Fire Control Officer	C Scott
Deputy Chief Bush Fire Control Officer	J McDougall
Deputy Chief Bush Fire Control Officer	D Tait
Deputy Chief Bush Fire Control Officer	M Roberts
Capel Bush Fire Brigade	T James
Gelorup Bush Fire Brigade	N Rowlandson
Stirling Bush Fire Brigade	M Roberts

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chair opened the Meeting at 7:06 pm and read out the following Acknowledgement of Country:

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

PRESENT

VOTING MEMBER and REPRESENTATIVES

Shire of Capel, Council Delegate (Member) - Deputy	Cr A Dillon
Chair – Elgin Bush Fire Brigade/DCBFCO	B Bell
Deputy Chair – Boyanup Bush Fire Brigade	D Wetherell
Chief Bush Fire Control Officer (CBFCO)	C Scott
Deputy Chief Bush Fire Control Officer	J McDougall
Deputy Chief Bush Fire Control Officer	M Roberts
Capel Bush Fire Brigade, Captain	T James
Stirling Bush Fire Brigade, Fire Control Officer	M Roberts
Gelorup Bush Fire Brigade	N Rowlandson

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 4 October 2023.....5

NON-VOTING MEMBERS

Shire of Capel, Chief Executive Officer	G MacMile
Shire of Capel, Director Infrastructure & Development Services	T Gillett
Gelorup Bush Fire Brigade, Captain	G Malatesta
Brigade Training Coordinator	P Allen
Shire of Capel, Manager Sustainability & Environment	M Beahan

GUESTS

Shire of Capel, WHS Advisor	M Picker
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APOLOGIES

Shire of Capel, Council Delegate (Member)	Cr D Kitchen
Shire of Capel, Emergency Services Coordinator	A Ciric
Deputy Chief Bush Fire Control Officer	D Tait
Department of Fire & Emergency Services, Area Officer	R Southgate
Department of Biodiversity, Conservation & Attractions	H Holzheuer
Shire of Capel, Administration and Customer Services	J Riedman

3. DECLARATION OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Bushfire Advisory Committee Minutes – 12 July 2023

That the Minutes of the Bushfire Advisory Committee Meeting held on 12 July 2023 be confirmed a true and correct record of proceedings.

BF0012/2023 Amended Recommendation/Committee Decision – 3.1

Moved: D Wetherall Seconded: C Scott

That the Minutes of the Bush Fire Advisory Committee Meeting held on 12 July 2023 be confirmed as a true and correct record:

Carried 8/0

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 4 October 2023.....6

5. MATTERS ARISING

5.1 000 Agreement

Purpose

The DFES Computer Aided Dispatch (CAD) system utilised for Initial Mobilisation of resources has pre-determined Response Messages as agreed with appropriate stakeholders within all DFES regions. For bush Fire Brigades this is determined by the 000 Agreement DFES Standard Operating Procedure 2.1.2 states in relation to Bush Fire Brigades:

Bush Fire Brigades are to be mobilised to all fire incidents within their area of responsibility:

- Turnout procedures as per Triple Zero Agreement for the identified BFB/LG
- BFB's/LGs are to be mobilised first on all occasions
- Mobilise backup resources if required from LG or as requested by the LG CBFCO
- DOCC determines if FRS/VFES resources are to be mobilised – if FRS resources are mobilised the LG representative (CESM/CBFCO) is to be advised.
- Mobilise as per seasonal/regional protocols and/or-Enhanced Mobilising. • If incident is determined a Hazmat Fire, see Hazmat notes below

DFES is the HMA for Hazardous Materials Emergencies (HAZMAT). BFB's may be required to provide assistance at HAZMAT incidents:

- BFB's may provide water at HAZMAT incidents for decontamination, if requested.
- Mobilising procedures as per Triple Zero agreement for the identified BFB/LG if requested by IC.

Currently the 000 agreement is as follows:

1. Capel Shire Pager Group (CBFCO, DCBFCOs, Emergency Services Coordinator & Director Infrastructure and Development Services)
2. CBFCO Mobile (Chris Scott)
3. DCBFCO Mobile (Murray Scott – resigned)
4. DFES Regional Duty Coordinator (RDC)

The 000 agreement allows for no more than 3 Local Government contacts with the 4th contact will always be the RDC.

With the current changes to the structure of the DCBFCO the 000 agreement should be updated with the opportunity to consider the mobilisation arrangements, including transitioning to BEET based dispatch.

BEET is a CAD system that provides geofenced areas – typically brigade areas that the location of the incident is automatically sent to the respective brigade. The CBFCO or DCBFCO can then monitor the response and adjust as necessary.

It is proposed that the 000 agreement is amended to:

1. BEET Layer with run card for the brigade area (i.e. automatic turnout direct to the brigade with respective DCBFCO for the brigade are to acknowledge)
2. Capel Shire Pager Group (CBFCO for the brigade to acknowledge)
3. CBFCO Mobile (Chris Scott)
4. DFES Regional Duty Coordinator (RDC)

As part of this process, it is recommended that brigade SMS lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.

Attachment 5.1.1 Outlines the proposed 000 agreement process.

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 4 October 2023.....7

Officer's Recommendation

1. BEET Layer with run card for the brigade area (i.e. automatic turnout direct to the brigade)
2. Capel Shire Pager Group (with respective DCBFCO for the brigade to acknowledge)
3. CBFCO Mobile (Chris Scott)
4. DFES Regional Duty Coordinator (RDC)

As part of this process, it is recommended that brigade SMS lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.

BF0013/2023 Amended Recommendation / Committee Decision – 5.1

Moved: T James Seconded: D Wetherall

That the Bush Fire Advisory Committee (BFAC) recommends that the Capel Shire Council amend the 000 call out system to the following:

- 1. Capel Shire Pager Group (CBFCO, DCBFCOs, Emergency Services Coordinator and Director Infrastructure and Development Services) with the CBFCO (or proxy) to acknowledge; and**
- 2. The DFES Regional Duty Coordinator (RDC).**

Carried 7/1

For: B Bell, A Dillon, T James, M Roberts, N Rowlandson, C Scott, D Wetherall,

Against: J McDougall

5.2 Appointment of Deputy Chief Bushfire Control Officers – Update

Explanation provided that the previous BFAC recommendation of four year terms for the new Deputy Chief Bushfire Control Officers was amended to a two year term by Council decision (to allow for a period of assessment of the new system).

Confirmation that the new Deputy Chiefs have been adopted by Council and letters of confirmation have been sent out to each.

6. BRIGADE REPORTS

6.1 Chief Bush Fire Control Officer (Attachment 6.1.1)

- Since the middle of May 2023, the Shire of Capel has had 14 fires: 1 vehicle fire, 8 scrub fires, 5 structural fires (with one resulting in complete loss of a double garage).
- Brigades are doing monthly training now and are having good attendances.
- Reiteration of the fear that VBFBS will lose some volunteers due to the new WHS and induction training requirements but acknowledged that the whole State is in the same situation with this issue.

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 4 October 2023.....8

- Congratulations to Glenys Malatesta who received the Murray Lang Bush Fire Service Award.
- Expectations are that the fire season will start earlier this year with unusually dry conditions. Possibility of bringing restricted season forward given the expected conditions.

6.2 Boyanup Bush Fire Brigade

- Updated that the brigade training is progressing well, with about 10-12 people per training sessions (up to 20 people in one session). However, the brigade still has a few members yet to do training.
- Recently had to attend a car fire, that they managed to contain.

6.3 Capel Bush Fire Brigade

- Informed the Committee that the Capel truck has been repaired in Perth, strengthening the tanks.
- Informed the Committee that in-house training is underway, and they have held 4 sessions so far. They have had good attendance. The brigade has gained one new member and lost a member.
- Holding a community day at shed on 28th October – alongside Ambulance, Police, and Marine Rescue.

6.4 Elgin Bush Fire Brigade

- Explained that their brigade training is underway but there are still some members not trained, and others with only 1 or 2 training sessions completed. Also confirmed they are expecting to lose some volunteers who do not want to undertake the training.

6.5 Gelorup Bush Fire Brigade

- Spoke to the report tabled at the meeting and explained that Gelorup have been holding regular training sessions the first Monday of each month.
- Congratulated Glenys Malatesta who received the Murray Lang Bush Fire Service Award.

6.6 Stirling Bush Fire Brigade

- Confirmation that six volunteers have been fully trained, and he expects that four are going to drop out.
- Also confirmed that the water tank upgrades are progressing well on site.

6.7 Brigade Training Coordinator (Attachment 6.7.1)

- Referred to report attached in the agenda. All brigade training is progressing with steady numbers attending on a regular basis.
- Thanked Trevor Bates, Jeff McDougall, Ian Cocker and Mark Coppendale for taking on the role of brigade training officers and doing a brilliant job implementing WHS requirements with high quality training exercises.

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 4 October 2023.....9

6.8 Department of Fire and Emergency Services (DFES)

- DFES did not attend meeting. No report was provided.

6.9 Department of Biodiversity, Conservation and Attractions (DBCA)

- DBCA did not attend meeting. Report provided with agenda.

6.10 Emergency Services Coordinator

- Meeting apology, no report provided

7. WORK HEALTH AND SAFETY

7.1 Update on Volunteer Induction.

- Currently planning face to face WHS sessions and will also be running inductions online.
- Confirmed that an email will go out soon with more details and dates for this training.

7.2 Update on Completion of Competency Training Requirements.

- Reiterated that the completion of competency training requirements needs to be completed by 1 December.
- Confirmed that the Shire will send a letter to each brigade with more detail on why the new training requirements have been brought in, and that this letter can be provided to members who remain uncertain about the training.
- Confirmed the Shire will follow up with the brigades to give reminders and get updated numbers on members who have been trained at the end of October and end of November.
- Thanked all brigades for doing a good job getting people up to date with training. Saying that it has been quite a successful role out, and the Shire appreciates the support from members to get this training process completed.

8. GENERAL BUSINESS

8.1 Fire Season Preparedness

- East coast of Australia is already experiencing an early bush fire season, and questioned whether there is more we need to do to prepare.
- Belief that VFBs are well prepared after last year seeing reasonably successful responses.
- DPaW have already stopped some of their controlled burns due to these same concerns.
- DFES will send out an updated fire risk forecast soon and it will be shared with the Committee.

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 4 October 2023.....10

8.2 Update on Gelorup Bushfire Brigade Facility – Progress and Opening

- Confirmed that construction remains on track and the official opening is planned for 15th December. The Shire will advise when further details become available.

8.3 Confirming of Reporting (see Attachments 8.3.1 and 8.3.2 – Fillable Forms – Hazard, Near Miss and Incident Reporting)

- Explanation provided on the reporting forms attached to the agenda.
- Explanation provided that the forms have an option for people to fill out their WHS forms manually rather than online, and confirmed the Shire can print copies for brigades as required.

8.4 Appointment of BFAC Representatives

- Explanation that, as an official committee of council, Council will need to officially appoint BFAC committee members once the new council has been established following the elections. The BFAC nominations for representatives will be completed at the next BFAC meeting.

8.5 General Discussion

- a) Elgin has experienced some issues with volunteers unable to sign up as the DFES website says there are no vacancies available in Elgin for volunteers.
 - Action - The Shire will follow up on this issue and advise the brigades.
- b) Truck servicing – Brigades wish to be advised when servicing is being completed. Stirling found their truck out of service, but they were not advised who is repairing it and when it will be back in service.
 - Action - The Shire will advise the brigades when trucks will be serviced.
- c) Query whether the truck roll over incident report has been finalised.
 - Action - The Shire will follow this up and advise.
- d) New computers will be ready to be rolled out to brigades in January/February next year. At this time the Shire can provide further training/IT advice if required. Brigades are asked to let the Shire know if they need this assistance.
- e) Query that Gelorup BFB had recently paid for new equipment and queried whether they could get reimbursed for those costs.
 - Confirmed that the Shire cannot refund for the existing IT equipment.
 - Action - The Shire will also confirm whether Gelorup will receive a new computer.
- f) Question of whether it was risky keeping the new computer in the shed given the chance of theft or damage.
 - Confirmed they should stay in the sheds for ease of use and access for everybody in the brigade.

MINUTES - BUSH FIRE ADVISORY COMMITTEE MEETING – 4 October 2023.....11

- Action: The Shire will provide covers for the Elgin laptops as they will be impacted by dust.
- g) Query raised with the Fire control boundaries, stating that the southern boundary in the map is incorrect near the Ludlow River area.
 - Action: The Shire will update the brigade location map and make sure it reflects the exact boundary locations.
- h) Question asked if the Shire has new protocols in place for the new fire rating system.
 - Action - The Shire will follow this up with DFES to ensure we are following their protocols and will provide brigades the information on official updates from DFES as they are disseminated.
- i) Two new standpipes are going in as part of BORR project, and once commissioned the Shire will advise what is happening with their usage. The standpipes will not be ready this season though.
- j) Query regarding Elgin Hall when a major fire is underway and the carpark full, blocking the BFB facility. May need to bollard it off as vehicles might block trucks in the shed.
 - Action – Shire to review suitable barricades.
- k) Query if can we bring the fire break inspections forward to 30th November.
 - Action - Shire will find out if there is flexibility to move the inspections as the timing may be a statutory requirement. The Shire will take the question on notice and will advise.
- l) Committee told that the Shire land area between Berkshire St and Spurr St is currently a fire risk, and requested the Shire attend to this.
 - Confirmed the Shire has a new weed spraying contractor assisting, and that area is in the Shire's program and will be tidied up.
- m) The Committee confirmed that the radio call signs for Deputy Chief Fire Control Officers will be central/north/east/south as they apply.

9. NEXT MEETING

- The next Bush Fire Advisory Committee meeting to be held on Wednesday, 17 April 2024 unless otherwise determined as necessary.

10. CLOSURE OF MEETING

There being no further business, the meeting was declared closed at 8:35pm



Economic Development Advisory Committee

Gordon MacMile
Chief Executive Officer

Minutes

Wednesday, 27 September 2023



Committee Members:

Chair Cr Kieran Noonan
 Deputy Chair Cr Rosina Mogg
 Cr Christine Terrantroy

Capel Chamber of Commerce Representative	G Goldner
Regional Development Australia Representative	C Jenkinson
Bunbury Geographe Economic Alliance Representative	B Edwards
Bunbury Geographe Chamber of Commerce Representative	J Broad
South West Development Commission Representative	P Kirby
Iluka Resources Limited Representative	G Green
Boyanup General Store Representative	A McGeoch

Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A future focused and resilient community that benefits from good governance, responsive services and appropriate facilities to deliver positive social, environmental and economic outcomes for everyone.

Our Values



SHIRE OF CAPEL

Economic Development Advisory Committee

MINUTES

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chair declared the meeting open at meeting open at 3.05pm and the following Acknowledgement of Country was read:

‘We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.’

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Present:	Chair, Councillor	K Noonan
	Deputy Chair, Councillor	R Mogg
	Councillor	C Terrantroy
	Regional Development Australia (SW) Representative	C Jenkinson
	Bunbury Geographe Economic Alliance Representative	B Edwards
	Iluka Resources Limited Representative	G Green
	South West Development Commission Representative	P Kirby
	Bunbury Geographe Chamber of Commerce Representative	J Broad
	Shire of Capel Chief Executive Officer	G MacMile
	Shire of Capel Director Infrastructure & Development	T Gillett
	Governance Support Officer	B Facey
Guest:	Manager Benigo Bank, Capel	C Armstrong
Absent :	Capel Chamber of Commerce Representative	G Goldner
	Boyanup General Store Representative	A McGeoch

3. DISCLOSURES OF INTEREST

Nil

Economic Development Advisory Committee Meeting – 27 September 2023

4

4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Economic Development Advisory Committee Minutes – 22 February 2023 (Attachment 4.1.1)

VOTING REQUIREMENTS

Simple Majority

Moved J Broad, Seconded Cr Mogg

EDAC001 - OFFICER'S RECOMMENDATION – 4.1

That the Minutes of the Economic Development Advisory Committee Meeting held on 22 February 2023 be confirmed as a true and correct record.

Carried 8/0

For – Cr Noonan, Cr Mogg, Cr Terrantroy, B Edwards, G Green, C Jenkinson, P Kirby, J Broad

Against - Nil

5. REPORTS

Nil

6. GENERAL BUSINESS

Discussion on the following items

6.1 Shire of Capel – Economic Development Framework (Attachment 6.1.1) (SoCapel).

- Economic Development Framework has been updated and endorsed by Council.
- Several actions from the Framework have been included in the Corporate Business Plan for 2023/24.
- Commencement for recruiting for an Economic Development Officer soon.
- Cr Noonan thanked Gordon and Shire staff for all the work on the Framework.

6.2 Capel Chamber of Commerce / Bunbury Chamber of Commerce Structural Change (BGCCI / CCCI)

- BGCCI assisting Capel Chamber of Commerce in relation to governance / finance / administration and marketing; in the process of drafting a MOU.
- Name will remain Capel Chamber of Commerce. Julie will help with developing processes, running meetings and assisting the President.

6.3 Retail Trading Hours (SoCapel)

- Fully deregulated trading hours approved. Gordon MacMile thanked members for assisting in the consultation process.
- Hope to see appearance of larger retail businesses investing in Shire of Capel.

6.4 Agri Business Precinct Update (SoCapel)

- First project steering group meeting to be held late October early November.
- Gordon briefed Director General from Department of Primary Industries and Regional Development (DPIRD) on the Agricultural Business Precinct.

6.5 Shop Local campaign (BGCCI)

- The campaign will be supported by a dedicated social media, print and radio campaign.
- Campaign Duration 16 October – 15 December 2023

6.6 Land, Housing and Accommodation Study and Business Case (SoCapel)

- Land and housing strategy / business case progressing well.
- Scheduled for mid-November completion for submission to State and Federal Governments.

6.7 Update from EDAC Representatives (All)**Brant Edwards**

- Federal government announced decision to open consultation for Western Australia's first offshore wind zone.
- Attended a Telstra workshop on Mobile black spots. Talk around Digital connectivity

Julie Broad

- Organising shinning stars event and Bunbury town team movement.
- Together with Brant organising future skills forum – workshops designed and implemented retail.
- Attending festival of urbanism.
- Stats low for online shopping.
- Hosting South West leaders 24-34 cohort 12 October.
- Hosted meet the candidates at the City of Bunbury.
- On the Board for the BORR currently at 52% complete.
- December hosting inaugural beach party Koombana Bay Sailing Club.

Casandra Armstrong

- Hosting a community Pitch night 7 October.
- Working in partnership with the Bunbury Chamber of Commerce in supporting the Capel Chamber.
- Minor and community grand criteria – Gordon to send to Bendigo.

Gary Green

- Promising data from the wind mast.
- 100 acre trial north of the plant for a carbon farming trial.
- Plant – bringing SR2 down for major maintenance over 116 days.

Pip Kirby

- Working with Talison on Greenbushes to Bunbury Railway study – community Session to be held on Tuesday 10 October in Boyanup.
- Work around housing across the region, working with local governments on small initiatives.

Charles Jenkinson

- Provided updates on Federal Govt funding opportunities.

6.8 Upcoming LG Elections and Appointments to Committees of Council (SoCapel)

- Cr Noon and Cr Mogg up for re-election.
- First Ordinary Council meeting after election representatives will be re-appointed by Council.
- Thank you to Cr Noonan for the original idea for the EDAC Committee and the Chairmanship

6.9 End of Year Business Sundowner (SoCapel)

- One more EDAC meeting to be held this Calendar year on 13 December 2023.
- EDAC representatives will be invited to stay for a sundowner after the meeting.

6.10 Other

- Cr Terrantroy will be an apology at the December EDAC meeting.
- Cr Noonan thanked the Committee for the leadership and guidance it has provided.

7. MEETING CLOSURE

There being no further business the meeting was declared closed at 4.25pm.



Special Audit and Risk Committee Meeting

Gordon MacMile
Chief Executive Officer

Minutes
15 March 2023



Committee Members:

- Chair Cr Kaara Andrew
- Deputy Chair Cr Rosina Mogg
- Cr Doug Kitchen
- Cr Kieran Noonan
- Cr Christine Terrantroy
- Dr Kenneth Parker

Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A future focused and resilient community that benefits from good governance, responsive services and appropriate facilities to deliver positive social, environmental and economic outcomes for everyone.

Our Values

Respect

We are respectful in all that we do, and all interactions we have, while being inclusive and mindful of differences.



Honesty

We are truthful, trustworthy and genuine in all that we say and do.



Teamwork

We are cooperative, collaborative and united while working towards common goals of our Shire.



Accountability

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



Empathy

We are kind and show understanding of people's circumstances, perspectives and differences.



SHIRE OF CAPEL

MINUTES

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5.	PETITIONS/DEPUTATIONS/PRESENTATIONS	4
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6.3	Quarterly Regulation 17 Progress Report - Nil (Scheduled for the June 2023 Agenda)	9
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8.	MEETING CLOSURE	9

SHIRE OF CAPEL SPECIAL AUDIT AND RISK COMMITTEE MEETING 15 MARCH 2023 4

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 4.53pm and made the following Acknowledgement of Country.

'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Present:	Chair	Cr Kaara Andrew
	Deputy Chair	Cr Rosina Mogg
		Cr Doug Kitchen
		Cr Kieran Noonan
		Cr Christine Terrantroy
		Dr Kenneth Parker via phone
	Chief Executive Officer	G MacMile
	Director Community and Corporate	S Chamberlain
	Strategic Governance and Risk Coordinator	T Stowell
	Governance Support Officer	B Facey

3. PUBLIC QUESTION TIME

Nil.

4. DISCLOSURE OF INTEREST

Nil.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

SHIRE OF CAPEL SPECIAL AUDIT AND RISK COMMITTEE MEETING 15 MARCH 2023..... 5

6. COMMUNITY AND CORPORATE REPORTS

6.1 Compliance Audit Return 2022

Location:	Capel
Applicant:	Shire of Capel
File Reference:	GR.LI.1
Disclosure of Interest:	Nil
Date:	10.03.2023
Author:	Governance Officer, Amanda Lorrimar
Senior Officer:	Director Community & Corporate, Samantha Chamberlain
Attachments:	2022 Draft Compliance Audit Return. Corporate Business Plan. Strategic Community Plan. Endorsed Auditor Report. Council Meeting Minute Extract - Compliance with Interest Disclosures.

PROPOSAL

To accept and review the 2022 Compliance Audit Return (CAR) and recommend it to the Council.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee:

- Receive the completed 2022 Compliance Audit Return.
- Recommend the 2022 Compliance Audit Return to the Council for adoption as the official Shire of Capel return at the Ordinary Council Meeting on 29 March 2023.

BACKGROUND

The Department of Local Government Sport & Cultural Industries (DLGSCI) requires that all local governments complete and submit an annual CAR. The return consists of a set of questions that are specifically designed to test the level of statutory compliance in each local government.

The 2022 CAR questionnaire incorporates sections on:

- Commercial enterprises by local governments.
- Delegation of power/duty.
- Disclosure of interest.
- Disposal of property.
- Elections.
- Finance.
- Integrated planning & reporting.
- Employees.
- Official conduct.
- Optional questions.
- Tenders for providing goods and services.

Relevant Officers contribute the required information, which is then collated into the official response presented to the Audit Committee and Council for endorsement.

A certified copy of the CAR document and an extract of the Council meeting minutes at which it was endorsed, must be provided to the DLGSCI by 31 March each year.

SHIRE OF CAPEL SPECIAL AUDIT AND RISK COMMITTEE MEETING 15 MARCH 2023..... 6

Additionally, the following supporting documentation is required and attached to substantiate some of the responses detailed in the CAR report:

- Corporate Business Plan.
- Strategic Community Plan.
- Endorsed Auditor Report.
- Council meeting minute extracts showing compliance to Interest Disclosure.

DECISION FRAMEWORK

- **Shire of Capel Strategic Community Plan 2021 – 2031.**

Direction 4 – ‘Deliver good leadership, governance, and decision-making.’

Community Outcomes:

- 4.1 Effective and compliant governance.
- 4.2 Informed and transparent decision-making.

- **Corporate Business Plan 2022 – 2026**

FIN4 Financial Auditing - Ensure compliance of financial systems with all relevant legislation.

STATUTORY FRAMEWORK

- **State Framework**

Local Government Act 1995

Regulations as to audits

(1) Regulations may make provision –

- (i) Requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are*
 - (i) of a financial nature or not: or*
 - (ii) under this act or another written law*

Local Government (Audit) Regulations 1996

14 Compliance Audits by Local Governments

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit, the local government is to prepare a compliance audit return in a form approved by the minister.
- (3A) The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub-regulation (3A), the compliance audit return is to be:
 - (a) presented to the council at a meeting of the council, and
 - (b) adopted by the council, and
 - (c) recorded in the minutes of the meeting at which it is adopted.

SHIRE OF CAPEL SPECIAL AUDIT AND RISK COMMITTEE MEETING 15 MARCH 2023.....7

15 Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3), a certified copy of the return together with -
- (a) A copy of the relevant section of the minutes referred to in 14(3)(c), and
 - (b) any additional information explaining or qualifying the compliance audit, (3A) The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review,
- is to be submitted to the Department CEO by 31 March next following the period to which the term relates.
- (2) In this regulation –
- certified** in relation to a compliance audit return means signed by –
- (a) the mayor or president; and
 - (b) the CEO.

Local Government Act 1995, (Act s. 7.13(1)(i)) Local Government (Audit) Regulations 1996 13

POLICY IMPLICATIONS

- Risk Management Framework.
- Compliance.
- Internal Controls.

RISK IMPLICATIONS

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Medium	Unlikely	Moderate	Controlled procedures and processes
Risk Description: Adverse impact on budget			
Risk 2 Legislative Compliance Rating: Medium	Unlikely	Moderate	Apply compliance practices as legislated and ensure annual CAR is completed and lodged before the due date.
Risk Description: Failure to understand and meet legislative requirements			
Risk 3 Reputation Rating: Medium	Possible	Moderate	Alignment and commitment to meeting compliance through clear processes and procedures.
Risk Description: Failure to comply leads to poor standing in the community and potential prosecution			
Opportunity: The introduction of the Attain program provides Councillors and staff with a faster and more effective compliance process.			

SHIRE OF CAPEL SPECIAL AUDIT AND RISK COMMITTEE MEETING 15 MARCH 2023.....8

FINANCIAL IMPLICATIONS

Budget

There is no impact on the budget, as the CAR responses are compiled utilising existing staff hours.

Long Term

As no assets/infrastructure is being created, there are no long-term financial implications relevant to this proposal.

SUSTAINABILITY IMPLICATIONS

Continued legislative compliance meets the community's expectation of effective governance and contributes to the social and economic sustainability of the Shire.

CONSULTATION

External Consultation

No external consultation is required.

Internal Consultation

Contributions toward the preparation of the 2022 CAR were made by:

- Director Community and Corporate Services, Manager of Finance, Procurement Officer, the CEO and Governance Officer.

COMMENT

A 2022 draft Compliance Audit Return was initially presented to the Audit and Risk Committee meeting on 22 February 2023.

The Audit and Risk Committee did not adopt the report as it was felt that more detail was required to enable adequate assurance of the Officers' responses. A new draft of the document has been compiled to address these concerns, with more information included in the 'Comment' column of the report.

Furthermore, the former draft 2022 Compliance Audit Return identified 1 instance of non-compliance which related to the Disclosure of Interest section, question 5, s5.56 Admin Reg 23, Form 3, "Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022". However, following further investigations, this item is no longer a non-compliance instance as all relevant persons had lodged all prescribed forms within the required time. The attached CAR now reflects this decision.

The attached 2022 Compliance Audit Return is commended to the committee for review, with the recommendation to present the report to the Council at the March Ordinary Council Meeting.

SHIRE OF CAPEL SPECIAL AUDIT AND RISK COMMITTEE MEETING 15 MARCH 2023.....9

VOTING REQUIREMENTS

Simple Majority.

OFFICER'S RECOMMENDATION – 6.1

That the Audit and Risk Committee:

- Receive the completed 2022 Compliance Audit Return.
- Recommend the 2022 Compliance Audit Return to Council for adoption as the official Shire of Capel return at the Ordinary Council meeting on 29 March 2023.

AC007/2023 - ALTERNATIVE MOTION/COMMITTEE DECISION – 6.1

Moved Cr Kitchen, Seconded Cr Noonan

That the Audit and Risk Committee:

- **Receive the completed 2022 Compliance Audit Return as circulated to the Committee at 4.30pm on 15 March 2023.**
- **Recommend the 2022 Compliance Audit Return to Council for adoption as the official Shire of Capel return at the Ordinary Council meeting on 29 March 2023.**

Carried 6/0

*For – Cr Andrew, Cr Kitchen, Cr Mogg, Cr Noonan, Dr Parker
Against - Nil*

6.2 Quarterly Audit Management Report - Nil (Scheduled for the June 2023 Agenda)

Nil

6.3 Quarterly Regulation 17 Progress Report - Nil (Scheduled for the June 2023 Agenda).

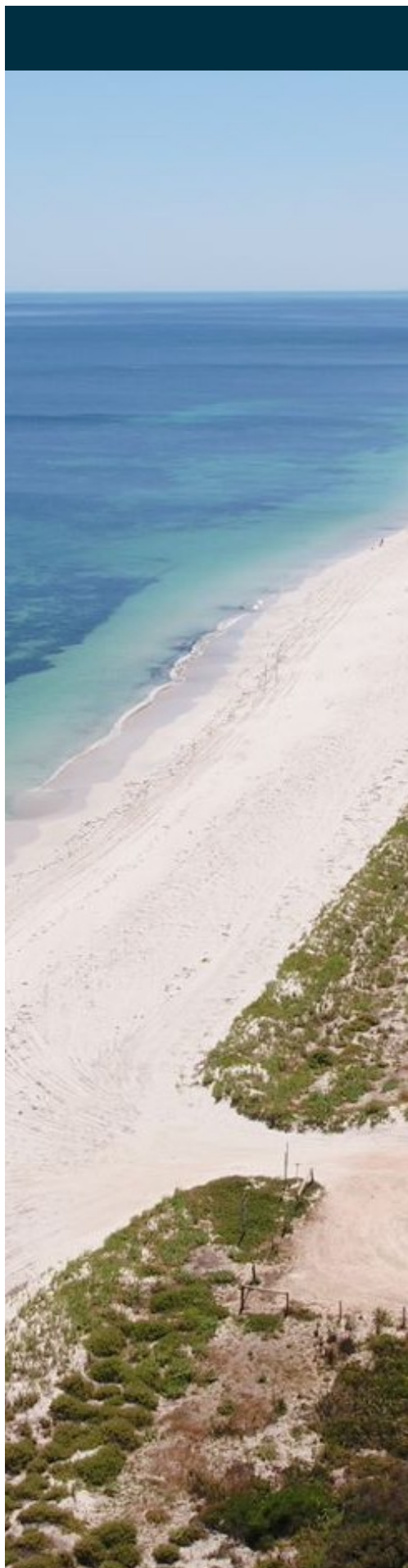
Nil

7. GENERAL BUSINESS

Nil

8. MEETING CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 5.00pm.



Audit and Risk Committee

Minutes
28 June 2023



Committee Members:

Chair Cr Kaara Andrew
Deputy Chair Cr Rosina Mogg
 Cr Doug Kitchen
 Cr Kieran Noonan
 Cr Christine Terrantroy
 Dr Kenneth Parker

Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

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Honesty

We are truthful, trustworthy and genuine in all that we say and do.



Accountability

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



Teamwork

We are cooperative, collaborative and united while working towards common goals of our Shire.



Empathy

We are kind and show understanding of people's circumstances, perspectives and differences.



SHIRE OF CAPEL

MINUTES

1.	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	4
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	4
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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 3.02pm and made the following Acknowledgement of Country.

'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

PRESENT:

Chair	K Andrew
Deputy Chair	R Mogg
Councillor	D Kitchen
Councillor	C Terrantroy
Independent Member	Dr K Parker
Chief Executive Officer	G MacMile
Director Community and Corporate	S Chamberlain
Director Infrastructure and Development	T Gillett
Manager Finance	A Mattaboni
Strategic Governance and Risk Coordinator	T Shipley

ABSENT:

Councillor	K Noonan
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MEMBERS OF PUBLIC – Gallery 4

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTEREST

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Audit and Risk Committee Minutes – 22 February 2023 and 15 March 2023

Voting Requirements

Simple Majority

AC007/2023 – OFFICER'S RECOMMENDATION/COMMITTEE DECISION – 5.1

Moved Cr Mogg,, Seconded Cr Terrantroy

That the Minutes of the Audit Committee meeting held on 22 February 2023 and the Special Audit and Risk Committee meeting held on 15 March 2023 be confirmed as a true and correct record.

Carried 5/0

For – Cr Andrew, Cr Kitchen, Cr Mogg, Dr Parker, Cr Terrantroy

Against - Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

7. COMMUNITY AND CORPORATE REPORTS

7.1 Quarterly Summary - Regulation 17 Internal Audit Progress Report

Author	Samantha Chamberlain – Director Community and Corporate
Authorising Officer	Gordon MacMile – Chief Executive Officer
Nature of the Decision	Legislative
Attachments	None
Confidential Status	This item is not a confidential matter.

Proposal

The Audit and Risk Committee is to receive the quarterly Regulation 17 Progress Report, noting the stated actions under risk management, internal controls and legislative compliance are being implemented appropriately and in a timely manner.

Officer Recommendation

That the Audit and Risk Committee perform its role set out in Regulation 16 of the Local Government (Audit) Regulations 1996 to receive and review the quarterly Regulation 17 Progress Report.

Background

Regulation 17 of the Local Government (Audit) Regulations 1996 (Reg 17) requires the CEO to review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal controls and legislative compliance.

In 2018 a legislative amendment changed the requirement for these reviews to be completed no less than once every three financial years.

Since this time, the Shire has conducted Reg 17 reviews in November 2014, April 2016, September 2018 and May 2022. Following each audit, Officers review the findings and prioritise actions based on risk and allowable resources.

Officers will provide progress reports at each Audit and Risk Committee meeting with the reporting format remaining the same for tracking purposes.

Previous Council Decisions

AC005/2023 - OFFICER'S RECOMMENDATION/COMMITTEE DECISION – 7.3

Moved Cr Kitchen, Cr Terrantry

That the Audit and Risk Committee perform its role set out in Regulation 16 of the Local Government (Audit) Regulations 1996 to oversee the implementation of actions that the local government has accepted should be taken following receipt of a report of a review conducted under Regulation 17(1) and associated resource requirements.

Carried 4/2

For- Cr Kitchen, Dr Parker, Cr Noonan, Cr Terrantry
Against- Cr Andrew, Cr Mogg

Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

Direction 4 - Deliver good leadership, governance and decision-making.

4.1 Effective and compliant governance.

4.2 Informed and transparent decision making.

Corporate Business Plan 2022-2026

FIN 32 - Biannual review of all internal systems and processes for compliance, efficiency and effectiveness.

Statutory Framework

State Framework

Local Government (Audit) Regulations 1996

16. An audit committee has the following functions –

(c) To review a report given to it by the CEO under regulations 17(3) (the CEO's report) and is to –

(i) report to the council the results of that review; and

(ii) give a copy of the CEO's report to the Council;

(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –

(i) regulation 17(1);

(f) to oversee the implementation of any action that the local government –

(iii) has accepted should be taken following receipt of a review conducted under regulations (17).

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to –

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

(2) The review may related to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

Policy Framework

- Risk Management Framework.
- Internal Controls.
- Legislative Compliance.
- Fraud and Misconduct.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance Rating: Medium	Unlikely	Moderate	<ul style="list-style-type: none"> • Progress reporting to the Audit Committee. • Corporate Business Plan Action. • External Audit recommendations.
Risk Description: Failure to complete the audit process that is required under the Local Government Act Regulations.			
Risk 2 Reputation Rating: Medium	Unlikely	Major	<ul style="list-style-type: none"> • Appointment of suitably qualified professionals to conduct reviews. • Actioning recommendations. • Progress report to the Audit Committee.
Risk Description: Failure to assess the appropriateness and effectiveness of internal systems and procedures increases risks associated with fraud, misconduct and reputation.			

Risk	Likelihood	Consequence	Mitigation
Risk 3 Financial Rating: Medium	Unlikely	Major	<ul style="list-style-type: none"> • Appointment of suitably qualified professionals to conduct reviews. • Actioning recommendations. • Progress report to the Audit Committee.
Risk Description: Failure to assess the appropriateness and effectiveness of internal systems and procedures increase risks associated with fraud, misconduct and financial loss.			
Opportunity: The Regulation 17 review provides a great opportunity to test the robustness of the Shire's internal process and procedures and develop a plan to support constant improvement. This provides organisation wide resilience and efficiencies.			

Financial Implications

Budget (Financial Year 2022-23)

Through the review of the observations to date, there are no additional budget considerations for the financial year 2022-23.

Long Term

Future budget considerations, mainly for inclusion in the 2023-24 Draft Annual Budget are detailed against each observation and will be incorporated into future budget planning.

Sustainability Implications

Constant improvement to the Shire's internal systems and procedures is essential to the sound management of the Shire's governance framework. This facilitates consistent and equitable decision making, which is essential to create positive social, economic and environmental impacts in the community.

Consultation/Engagement

External Consultation

Some observations require Officers to undertake consultative processes with other LGs ensuring best practice methodology is included in the actionable requirements.

Internal Consultation

The Executive Leadership Team and Management Team are responsible for attributable observations identified through this review process. The report template identifies the 'Devolved Responsible Officer(s)' tasked with ensuring each action is completed both appropriately and in a timely manner.

Officer's Comment

Auditors Assurance Advisory Group (AAG) were appointed on 11 April 2022 to conduct an independent and comprehensive audit of the Shire's risk management, internal control and legislative compliance with a draft report presented to Officers for consideration.

The draft report was reviewed, and management comments were provided by the Director Community and Corporate, Manager Finance and Strategic Governance and Risk Coordinator. The report was finalised by AAG on 2 June 2022 and presented to the Audit and Risk Committee on 29 June 2022.

The report highlighted the strong progress made by the Shire since the 2018 Reg 17 Audit and provided further recommendations for the Shire to improve systems and processes.

This is summarised in the following executive summary:

"In Summary, the audit identified that significant progress has been made by the Shire of Capel since the previous Regulation 17 Audit conducted in 2018. While there are findings in this report, they are predominantly of an improvement nature rather than indicators of breakdowns of controls or material non-compliance."

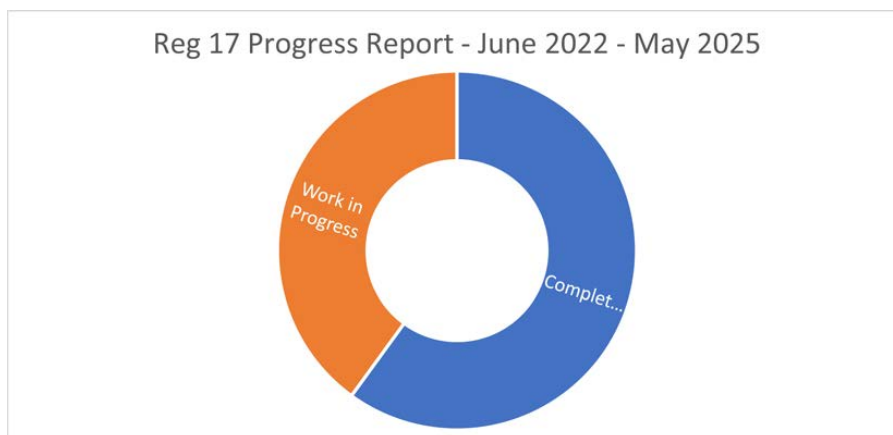
Following the auditor's report being endorsed at the June 2022 Audit and Risk Committee, Officers are actioning works for each observation and the progress is reported through the quarterly progress reports to the Audit and Risk Committee.

An Alternative Motion adopted at the Audit and Risk Committee on 21 December 2022 directed Officers to include resourcing requirements for each observation and this detail has been included in the quarterly reporting format.

Through the review of resourcing requirements, no additional resourcing is required for the current financial year. However, 6 observations are identified to require resourcing during the 2023-24 and 2024-25 financial years and these observations will be included in the Shire's 2023-2027 Corporate Business Plan and subsequent funding allocations linked to the Shire's future budgets.

For June 2023 reporting, the Regulation 17 audit progress of actions marked 'Completed' and a 'Work in Progress' and summarised in the below graph:

Graph 1.



Since reporting the quarterly progress update in February 2023, Officers have completed a further 6 observations/recommendations during this time, making the total number completed 9 out of 15 observations/recommendations.

The June 2023 Quarterly Progress Report is presented in more detail in the following pages.

Quarterly Progress Report

The following table summarises the progress made to date against each of the Regulation 17 Observations:

5.1 Risk Management

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - June 2023	Resourcing
<p>5.1.1 Risk Management Framework</p> <p>Observations/Findings</p> <p>The Shire has developed and adopted a new suite of Risk Management documents and a Risk Register. These were informed by ISO 31000:2018 and are a significant improvement over the previous regime, which had not been operating effectively in place since late 2018. The following observations were made:</p> <ul style="list-style-type: none"> The new Risk Framework categorises risks but does not separate out “Fraud and Misconduct”. As Fraud and Misconduct is an area of focus at all levels of Government, there would be value in identifying risks and mitigating controls for Fraud and Misconduct. Ownership of individual risks is assigned to Shire staff depending on the severity of the risk, ranging from operational managers to the 	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire consider revising the new Risk Management Framework and associated documents to: <ol style="list-style-type: none"> Incorporate a Fraud and Misconduct category. Specify ownership of the various levels of risk, with ‘Extreme’ risks assigned to either the Council or Audit Committee. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>The Shire agrees and will consider incorporating a Fraud and Misconduct category when the Risk Management Framework is reviewed in 2023-24.</p> <p>The current role of the Council and Audit Committee is oversight and review. The Council or Audit Committee may become involved the management of extreme risks, where certain action is required to mitigate the risk e.g. Beyond the delegated authority of the CEO to act.</p> <p>The Shire will consider specific ownership of extreme risks when the Risk Framework is reviewed.</p> <p>Responsibility: Director Community and Corporate</p>	<p>Management Update:</p> <p>COMPLETED – The Shire’s Corporate Risk Register is being presented to the Audit and Risk Committee on 28 June 2023.</p> <p>The Risk Register will continue to evolve to reflect and update identified risks across the organisation, with updates presented at future Audit and Risk Committee meetings.</p> <p>Devolved Responsible Officer(s):</p> <p>Strategic Governance and Risk Co-ordinator.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - June 2023	Resourcing
<p>CEO. Given the consequences of 'Extreme' risks, there would be value in ownership of these risks and their mitigation actions resting with either Council or the Audit Committee.</p> <p>Causes</p> <ul style="list-style-type: none"> • This is an opportunity for improvement, as such, there was no direct cause for this omission other than strict adherence to the ISO. • Practice of assigning risk ownership to operational/ executive management <p>Potential Impact:</p> <ul style="list-style-type: none"> • Possibility of not adequately identifying and mitigating fraud and misconduct risks. • Council not adequately aware of 'Extreme' risks, making resourcing of mitigation strategies more problematic. <p>Inherent Risk Rating: Low</p>		<p>Implementation Date: 2023-24.</p>		

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - June 2023	Resourcing
<p>5.1.2 Business Continuity</p> <p>Observations/Findings</p> <p>The Shire has developed and implemented a Business Continuity Plan and a Business Systems Disaster Plan. Both are comprehensive documents, and there is evidence that both have been reviewed at least annually.</p> <p>Good practice with Business Continuity Plans is to undertake an annual test of the Plan. There does not appear to be a process to test the Business Continuity Plans nor evidence of any testing.</p> <p>Causes</p> <ul style="list-style-type: none"> Both Plans are relatively new (June 21 and September 20 respectively) and testing has not been identified as a necessity. <p>Potential Impact:</p> <ul style="list-style-type: none"> Missing information/ steps within the Plans may not be identified or changed circumstances considered. Ultimately, this could result in the Plans being ineffective during an event. The benefits of familiarisation/ training of staff afforded by the testing process are not realised. <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire implements an annual testing regime for both the Business Continuity Plan and the Business Systems Disaster Plan. Testing should be documented, and any lessons learned incorporated into the next iteration. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>The Shire Executive Management Team will allocate a project lead and schedule an appropriate day in the Corporate Calendar to test each plan.</p> <p>Responsibility: Director Community and Corporate</p> <p>Implementation Date: 2022-23.</p>	<p>Management Update:</p> <p>Testing of the Business Continuity Plan is now scheduled for the third/fourth quarter of 2023.</p> <p>Originally anticipated scheduling the exercise to test the Business Continuity Plan during mid-April 2023, however, the Shire’s WHS Advisor resigned during this period and have rescheduled to allow the newly appointed Officer adequate time to settle into the position.</p> <p>Completion:</p> <p>On track for completion during the 2023 calendar year.</p> <p>Devolved Responsible Officer(s):</p> <p>Manager Organisational Development & Manager Business Systems.</p>	<p>To date, no additional resourcing requirements have been identified.</p> <p>However, resourcing linked to additional staff hours is a possibility and will be costed through the planning for the exercise.</p> <p>Any associated costs will be reported in the next quarterly progress report to the committee.</p>

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - June 2023	Resourcing
<p>5.1.3 Managing Operating Risks</p> <p>Observations/Findings</p> <p>There isn't a formal process in place guiding operational managers on the identification, mitigation, and reporting of operating risks. It is understood that this occurs informally as managers go about their day-to-day duties. It is noted that there are policies providing guidance for 'Legislative Compliance' and 'Fraud and Corruption', and processes in some work areas e.g., project management methodology. However, these do not currently align with the Risk Management Framework.</p> <p>Causes</p> <ul style="list-style-type: none"> The Risk Management Framework is newly introduced and has yet to incorporate processes for managing operating risks. <p>Potential Impact:</p> <ul style="list-style-type: none"> Not all risks are appropriately documented, assessed and mitigated. Insufficient visibility of operating risks across the organisation, so unable to identify multiple instances of the same risk. <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> Once Risk Management Framework has been fully implemented and embedded, the Shire develop and implements a procedure to guide operational managers in determining, documenting and managing material operating risks. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>The Executive Management Team have endorsed a Risk Management Procedure that identifies the roles and responsibilities for determining, documenting and managing risks. Training is scheduled with relevant Shire officers on 13 and 15 June 2022. Compliance with the Risk Management Procedure will be expected from this time. An ongoing review of Risk Management policies and procedures is planned.</p> <p>Responsibility: Director Community and Corporate</p> <p>Implementation Date: 2022/23</p>	<p>Management Update:</p> <p>COMPLETED - with a continual staff training review process for good practice purposes.</p> <p>Devolved Responsible Officer(s):</p> <p>Strategic Governance and Risk Co-ordinator & WHS Advisor.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - June 2023	Resourcing
<p>5.1.4 Risk Reporting</p> <p>Observations/Findings</p> <p>There has been no formal Risk reporting within the Shire since 2018.</p> <p>Causes</p> <ul style="list-style-type: none"> The previous Risk Register was last updated in late 2018 and was not operational since then. There had been no risk management process in place between then and the development of the new Risk Management Framework in late 2021/early 2022, so no associated reporting regime in place <p>Potential Impact:</p> <ul style="list-style-type: none"> Senior Management and Council not aware of material risks, or mitigating actions, faced by the Shire. <p>Inherent Risk Rating: High</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire establishes a new risk reporting regime which includes: <ol style="list-style-type: none"> Quarterly reporting of risks through to EMT and the Audit Committee and/or Council. Incorporates tables summarizing numbers of risk per category and risk rating. A summary of all 'Extreme' and 'High' rated risks. A link to the full Risk Register should readers wish to review in detail. <p>A mock-up of a possible report format is available at Appendix 3</p> <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>The newly developed Risk Register will be embedded in the Agenda for the monthly joint meeting of Executive Management Team and Managers and the three Audit Committees per year.</p> <p>The Shire will implement the use of written risk reports as recommended.</p> <p>Responsibility: Strategic Governance and Risk Coordinator</p> <p>Implementation Date: July 2022.</p>	<p>Management Update:</p> <p>COMPLETED - As per the Officer's commentary for Observation 5.1.1.</p> <p>Devolved Responsible Officer(s):</p> <p>Strategic Governance and Risk Co-ordinator & WHS Advisor.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - June 2023	Resourcing
<p>5.1.5 Insurance</p> <p>Observations/Findings</p> <p>The audit concluded that there is a robust process in place for reviewing the Shire’s insurable risks on an annual basis with the Insurer, LGIS. This includes communication about any major changes in the Shire’s operations and assets and plant holdings.</p> <p>Notwithstanding this, the current economic conditions within Western Australia have resulted in changes which may impact the adequacy of the Shire’s insurance coverage, these include:</p> <ul style="list-style-type: none"> • Significant increases in the costs of building materials, plant and equipment. • Delays in delivery of materials and plant. • Shortage of skilled labour to undertake repair and/ or construction works. • Availability of construction contractors. <p>Causes</p> <ul style="list-style-type: none"> • Change in revaluation cycle from three to five years. • External factors include rising costs, labour shortages and delivery delays. <p>Potential Impact:</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> 1. The Shire urgently commission: <ol style="list-style-type: none"> a. An insurance revaluation of all buildings and plant to assure there will be adequate coverage in the event of loss or destruction. b. An assessment of the Shire’s Business Interruption Insurance to accommodate for likely delays in replacing or rebuilding critical buildings and/ or infrastructure. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>Asset revaluation for financial reporting is addressed in the Local Government (Financial Management) Regulations 1996. Further direction is given by the Office of the Auditor General Western Australian local government position paper 2. There is a requirement for assets to be revalued within a period of no more than five years. This applies to land, buildings, infrastructure and investment property. Plant and equipment are now carried at depreciated cost.</p> <p>An insurance valuation is completed when a</p>	<p>Management Update:</p> <p>COMPLETED – Revaluations were completed across the Shire’s entire asset base excluding Land and Buildings which are scheduled to be revalued during 2023-24.</p> <p>Devolved Responsible Officer(s):</p> <p>Manager Finance and Director Community & Corporate.</p>	<p>Quotations for Land and Building revaluations are being sought and will be included in the final 2023-24 Annual Budget.</p>

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - June 2023	Resourcing
<ul style="list-style-type: none"> Insufficient insurance coverage to replace or repair critical buildings and/ or infrastructure. Increased business interruption if the Shire's administration building or depot were to be destroyed or damaged. <p>Inherent Risk Rating: High</p>		<p>financial valuation is completed. An annual internal assessment is made of the insurance value for each asset on the insurance schedules, as part of the review of the Shire's insurable risks. The local government sector acknowledges the volatility in the cost and availability of resources and materials for asset replacement.</p> <p>An assessment of major assets should be completed to identify critical assets that, if lost, would cause major business interruption. It should then be decided if an external insurance valuation of these assets should be completed to ensure a process of adequate coverage.</p>		

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - June 2023	Resourcing
		<p>These valuations would occur outside the years when a financial valuation takes place for an asset class. It would also apply to assets that are not required to be valued for financial reporting such as heavy plant.</p> <p>Agree that an assessment of the Shire’s business interruption insurance be completed to report on the level and scope of coverage.</p> <p>Responsibility: Director Community and Corporate.</p> <p>Implementation Date: 2022/23.</p>		

5.2 Internal Controls

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - June 2023	Resourcing
<p>5.2.1 Purchasing Policy v2</p> <p>Observations/Findings</p> <p>This updated policy has become inaccurate in relation to Section 11f which refers to Purchase Orders and Requisitions, however, we understand the Shire does not use requisitions currently.</p> <p>Causes</p> <ul style="list-style-type: none"> There are no current procedures for the raising or authorising of Purchase Orders to show clarity in the process. <p>Potential Impact:</p> <ul style="list-style-type: none"> Confusion leading to inefficiency. <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> Procedures are adopted for the whole Procurement Process including the raising, approving, and issuing of Purchase Orders. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>Agree to review and update the purchasing policy to remove any inaccuracies and reflect changes since the last review. Review and update management procedures on raising, approving and issuing of purchase orders.</p> <p>The Shire is currently using manual patching to rectify deficient system capabilities with the ERP and this creates workflow inefficiencies. The Shire will review the ERP in 2022/23 and a resolution to recommendations 5.2.1, 5.2.2, 5.2.3, 5.2.4, will be investigated.</p> <p>Responsibility: Director Community and Corporate.</p> <p>Implementation Date: 2022-23.</p>	<p>Management Update:</p> <p>COMPLETED – The Shire’s Purchasing Policy and Management Procedure was adopted by the Council during the March 2023 OCM.</p> <p>Since this time, Procurement training sessions for all staff have been conducted across the organisation to ensure the new policy/framework is adhered to when Officers procure goods and services for the Shire.</p> <p>Devolved Responsible Officer(s):</p> <p>Manager Finance & Finance Officer.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - June 2023	Resourcing
<p>5.2.2 Purchasing Policy v2</p> <p>Observations/Findings</p> <p>There is no segregation of duties between order raising and order approval, with one officer required to undertake both tasks.</p> <p>Causes</p> <ul style="list-style-type: none"> Lack of focus on segregation of duties, possibly due to lack of clarity with no procedures as in the above cause. <p>Potential Impact:</p> <ul style="list-style-type: none"> Lack of segregation of duties, as well as possible inefficiency with Senior Officers' time, spent raising documents. Possibility for fraud and misconduct to occur. <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> A different officer raises the order from the officer whom it is directed to for approval. Note if this recommendation is actioned the officer raising the order could also receive the order if recommendation 8 below leads to 3-way matching. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>Agree to review and update the purchasing policy and management procedures to address the issue of segregation of duties.</p> <p>Responsibility: Director Community and Corporate</p> <p>Implementation Date: 2022-23</p>	<p>Management Update:</p> <p>COMPLETED – Through the review of the Shire's Purchasing Policy, a requisition system has been introduced to allow for the segregation of duties between the Officer raising and approving the requisition. The new requisition system is due to 'go live' on Monday 3 July 2023.</p> <p>Devolved Responsible Officer(s): Manager Finance & Finance Officer.</p>	<p>As per above.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - June 2023	Resourcing
<p>5.2.3 Accounts Payable</p> <p>Observations/Findings</p> <p>The accounts' payable function operates a 2-way match process for all non-manually processed invoices.</p> <p>Causes</p> <ul style="list-style-type: none"> The Shire does not receive goods or services on the accounting system. Instead, the AP officer sends out all invoices for manual signoff. <p>Potential Impact:</p> <ul style="list-style-type: none"> Inefficiency and possible increased risk of inaccuracy in the accounts payable process. <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire investigates whether the current Synergy software for 3-way matching offers a suitable solution prior to any alternative module implementation being considered. If acceptable, then 3-way matching should commence with the receiving functionality being introduced. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>Agree to investigate current software to improve the efficiency and accuracy of the matching process.</p> <p>Responsibility: Director Community and Corporate</p> <p>Implementation Date: 2022-23.</p>	<p>Management Update:</p> <p>Work in progress – processing mapping exercise currently in progress.</p> <p>Considering this functionality through the onboarding of a new finance system during the Enterprising Resourcing Product (ERP) investigations.</p> <p>Completion: Ongoing - consideration through investigation of new ERP.</p> <p>Devolved Responsible Officer(s):</p> <p>Manager Finance & Finance Officer.</p>	<p>To date, no additional resourcing requirements have been identified.</p> <p>Projected resourcing requirements related to new ERP integration will be presented to the Council in April.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - June 2023	Resourcing
<p>5.2.4 Accounts Payable</p> <p>Observations/Findings</p> <p>We understand the matching process of invoice to purchase order on Synergy allows a 10% overspend before a warning is given on the system, but that does not prevent the matching from taking place.</p> <p>Causes</p> <ul style="list-style-type: none"> Parameters in the system have been set at this level we understand due to typical GST errors. <p>Potential Impact:</p> <p>Overpayments.</p> <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <p>1. The Shire undertake an assessment of whether this level of flexibility is necessary as 10% appears a high level of tolerance.</p> <p>It is commonplace that a warning occurs at 90% and that any invoices over 100% of the order value require either a new order or an amendment to be raised for matching to succeed.</p> <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>Agree with undertaking an assessment on the levels of tolerance and the management procedures. Additional controls will be considered during this assessment.</p> <p>Responsibility: Director Community and Corporate.</p> <p>Implementation Date: 2022-23</p>	<p>Management Update:</p> <p>Work in progress continuing. System controls will be assessed for the feasibility of adjusting the % tolerances. During this time, a review will be completed on the number of occurrences which exceed 100% of the payable amount and assess the level of financial risk this poses on the Shire's cash flow position.</p> <p>Completion:</p> <p>Extended review and completion period to January 2024.</p> <p>Devolved Responsible Officer(s):</p> <p>Manager Finance & Finance Officer.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - June 2023	Resourcing
<p>5.2.5 General Ledger Reconciliations</p> <p>Observations/Findings</p> <p>The following month-end reconciliations for March 2022 had the following issues.</p> <ul style="list-style-type: none"> • Rates: no evidence of independent review. • Creditors: at the time of the audit had an unreconciled difference of \$100. • Payroll: not performed due to software problems with the new definitive module. The provider is working on a solution. • Fixed Assets: no full reconciliation was performed for March; a monthly YTD report was however prepared. <p>Causes</p> <ul style="list-style-type: none"> • Absence of timeliness and full testing prior to software purchase. <p>Potential Impact: Build-up of inaccurate transactions leading to inaccurate balance sheet and potential for fraud.</p> <p>Inherent Risk Rating: High</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> 1. When all software issues have been resolved the Shire should reconcile all balance sheet accounts monthly leaving an audit trail, and also demonstrate evidence with independent reviews over differences actioned by the following month. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>All balance sheet reconciliations to be reviewed with evidence of that review. Any variances to be noted at the time of reviewing the reconciliations and the process being followed to resolve the difference be noted. Monthly evidence of review to be completed.</p> <p>Responsibility: Director Community and Corporate.</p> <p>Implementation Date: 2022-23.</p>	<p>Management Update:</p> <p>COMPLETED - As per the 2022-23 Interim Audit Recommendation, payroll reconciliations are now completed on a fortnightly basis, aligning with the fortnightly pay runs.</p> <p>Devolved Responsible Officer(s): Manager Finance & Payroll Officer.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - June 2023	Resourcing
<p>5.2.6 Access to Synergy Finance Modules</p> <p>Observations/Findings</p> <p>On review of the access to Synergy Finance modules, it was noted that there are multiple users, named and unnamed who have access to all modules allowing transactions to be raised (for example in Accounts Payable) and then reported on through the general ledger, with the potential for prior manipulation.</p> <p>Causes</p> <ul style="list-style-type: none"> • Absence of automated systems controls. • Allowance in the system for employees to cover or rotate in other peoples' roles without having their access halted or removed from their previous or substantive roles. <p>Potential Impact: Potential for fraud and theft.</p> <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> 1. The Shire needs to perform a review of all access to Finance modules with a view to restricting all individuals' access such that no one officer can enter or change transaction data whilst also having access to change the reporting of such changes. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>A review of access to finance modules is in progress. Changes have been made to access levels with this work continuing.</p> <p>Responsibility: Director Community and Corporate.</p> <p>Implementation Date: 2022-23.</p>	<p>Management Update:</p> <p>COMPLETED - with ongoing monitoring necessary.</p> <p>Devolved Responsible Officer(s):</p> <p>Manager Business Systems.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - June 2023	Resourcing
<p>5.2.7 Definitive Payroll – Higher Duties</p> <p>Observations/Findings</p> <p>The payroll does not have a separate classification for higher duties. When these higher duties occur, the rates are manually changed but do not appear on the face of the payroll report as a changed status.</p> <p>Causes</p> <ul style="list-style-type: none"> Absence of appropriate controls and new payroll software. <p>Potential Impact:</p> <p>Inability to substantiate accuracy and compliance to third parties, and potential overpayments.</p> <p>Inherent Risk Rating: Low</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The software supplier should be requested to add this classification. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>The Shire has a process for approval of higher duties, including written confirmation of the agreement and rate. These changes are approved in fortnightly variance reports with supporting commentary.</p> <p>Manual processes to show higher duty approval have been tested within the current software. They have proven unsuccessful, and the Shire will continue to work with the software provider to find a way to improve the identification of higher duties.</p> <p>Responsibility:</p> <p>Director Community and Corporate</p> <p>Implementation Date:</p> <p>2023-24</p>	<p>Management Update:</p> <p>Work in progress.</p> <p>Working with IT Vision to provide a software solution to recognise this classification in the payroll system.</p> <p>Completion:</p> <p>Mid-financial year 2023-24</p> <p>Devolved Responsible Officer(s):</p> <p>Manager Organisational Development & Payroll Officer.</p>	<p>To date, no additional resourcing requirements have been identified.</p> <p>If required, software solution costs will be identified through future budget planning.</p>

5.3 Legislative Compliance

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - June 2023	Resourcing
<p>5.3.1 Compliance Register</p> <p>Observations/Findings</p> <p>Although we have not found any evidence that changes to Regulations are not being tracked and actioned, there is no current compliance register being used to record that process.</p> <p>Causes</p> <ul style="list-style-type: none"> Absence in personnel business continuity. <p>Potential Impact:</p> <p>Non-compliance with Regulations., including the potential for the absence of appropriate delegated authorities.</p> <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire: <ul style="list-style-type: none"> Expedites the purchase of the ATTAIN software package which we have been advised is currently being considered. <p>And/or</p> <ul style="list-style-type: none"> Refreshes the previous register used for this purpose but refreshes it with all relevant legislation and other regulations rather than just the LGA 1995 material. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>The Shire is currently procuring the Attain by Integrity software package.</p> <p>Responsibility: Strategic Governance and Risk Coordinator</p> <p>Implementation Date: 2022.</p>	<p>Management Update:</p> <p>COMPLETED – Attain Software has been integrated and is now in use to track compliance actions against legislative requirements and broadening its use to include a compliance calendar function.</p> <p>Devolved Responsible Officer(s):</p> <p>Strategic Governance and Risk Co-ordinator.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - June 2023	Resourcing
<p>5.3.2 Capital Expenditure Requirements for Long Term Financial Plan and Asset Management Plan</p> <p>Observations/Findings</p> <p>As per The OAG Audit Report 20/21, Section 50(1)(c) of the Local Government (Financial Management) Regulations 1996 requires the Shire to report the Asset Renewal Funding Ratio in its annual report. This has not been done for 2019, 2020, and 2021. To do this the Capital Expenditure for the Long-Term Financial Plan and the Asset Management Plan needs to be estimated. This estimation process was not evidenced.</p> <p>Causes</p> <ul style="list-style-type: none"> Asset Management Plan data not ready to be presented. <p>Potential Impact:</p> <p>Lack of funding provision for asset maintenance and assets fall into a state of disrepair.</p> <p>Regulatory non-compliance. Poor accounting of/for capital assets.</p> <p>Inherent Risk Rating: High</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The capital expenditure be estimated for both reports mentioned, and the reports completed to the satisfaction of the OAG. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>Agree with the recommendation. The Shire is investigating the onboarding of a new Asset Management Plan and supporting the asset management system.</p> <p>This issue is being considered by DLGSC as part of the Local Government Act reform program.</p> <p>Responsibility: Director Community and Corporate.</p> <p>Implementation Date: 2022-23.</p>	<p>Management Update:</p> <p>The Shire’s Asset Management Strategy is scheduled to be presented to the Council at a workshop on 16 August 2023 with a report and strategy subsequently presented at the August 2023 OCM.</p> <p>Investigations into suitable Asset Management software solutions have been conducted, with a view to onboarding the solution early 2023-24 financial year.</p> <p>Completion:</p> <p>Mid-financial year 2023-24.</p> <p>Devolved Responsible Officer(s):</p> <p>Director Community & Corporate, Director Infrastructure & Development & Manager Asset & Technical.</p>	<p>The 2023-24 Draft Annual Budget identifies \$20,000 to procure and onboard an Asset Management software solution to support the monitoring and maintenance of the Shire’s Asset Management Strategy.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - June 2023	Resourcing
<p>5.3.3 Internal Audit</p> <p>Observations/Findings</p> <p>The Shire does not have a regular Internal Audit function, rather they go to market as and when required, usually to conduct the regulated audits (Reg 5 and Reg 17).</p> <p>In the absence of an Internal Audit function, the Shire does not have a Strategic Internal Audit Plan to identify and document areas of audit risk and audit focus.</p> <p>Causes</p> <ul style="list-style-type: none"> • Business maturity with respect to Internal Audit. • Limited resources to dedicate to an internal audit function. <p>Potential Impact:</p> <p>Missed opportunity for early identification/prevention of control and governance breakdowns, and limited improvement prospects for strengthening of operations.</p> <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that the Shire consider:</p> <ol style="list-style-type: none"> 1. Commissioning the production of a Strategic Internal Audit Plan (1-, 2- or 3-year horizon) to identify areas of risk (strategic through to operational). This would be considered and prioritised by the Audit Committee to guide future internal audit and review activities. 2. Establish a part-time IA function. While it is understood an in-house function is not economically viable, it may be possible to call for quotes to provide a fixed number of hours per year from firms on the CUA or WALGA panel to deliver against an approved Strategic Internal Audit Plan (as per recommendation 15) <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>Agree with undertaking an investigation into the feasibility and viability of establishing an internal audit function. Consider implementing this function through options including:</p> <ol style="list-style-type: none"> 1. 0.50 FTE appointment of an Internal Audit Officer to perform duties. 2. External quote process with suitable organisations to perform internal audit functions on an agreed fixed hour contract basis. 3. Partner with a larger LG that has the capacity to outsource their Internal Audit Staff to perform Internal Audit functions for the Shire. <p>Responsibility:</p> <p>Director Community & Corporate</p> <p>Implementation Date:</p> <p>Feasibility study to be completed during 2022-23 and 2023-24 financial</p>	<p>Management Update:</p> <p>Work in progress continuing. Future budget consideration for financing additional works by a contractor or managing in-house.</p> <p>Currently in discussions with neighbouring LGs on best practice methods for managing an internal compliance function.</p> <p>Completion:</p> <p>A recommendation will come to the Audit and Risk Committee once a suitable solution has been determined.</p> <p>Devolved Responsible Officer(s):</p> <p>Director Community & Corporate & Manager Finance.</p>	<p>A recommendation will come to the Committee once a suitable solution has been determined and costed for inclusion in future budget preparations.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - June 2023	Resourcing
		years with a recommendation report to Audit and Risk Committee.		

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Summary

Shire Officers have provided a quarterly progress report for each observation/ recommendation, including proposed actions, a timeline for implementation and projected resourcing requirements.

Continuing progress reports will be provided to future Audit & Risk Committees with the intent that all recommendations will be finalised by 30 June 2024, with the exception of recommendations linked to the onboarding of a new ERP system that may exceed the preferred timeframe.

Voting Requirements

Simple majority.

Officer's Recommendation – 7.1

That the Audit and Risk Committee perform its role set out in Regulation 16 of the *Local Government (Audit) Regulations 1996* to receive and review the quarterly Regulation 17 Progress Report.

AC008/2023 – ALTERNATIVE MOTION/COMMITTEE DECISION – 7.1

Moved Dr Parker, Seconded Cr Mogg

That the Audit and Risk Committee receives the quarterly Regulation 17 progress report and notes the improvements to systems and procedures achieved since the previous report

Carried 5/0

For - Cr Andrew, Cr Kitchen, Cr Mogg, Dr Parker, Cr Terrantroy

Against – Nil

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7.2 Shire of Capel Interim Audit Report -Year Ending 30 June 2023

Author	Director Community and Corporate Services, Samantha Chamberlain
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Legislative
Confidential Status	This item is not a confidential matter.
Attachments:	1. Shire of Capel Interim Auditor's Report Year Ending June 2023

Proposal

The Audit and Risk Committee is to review the findings identified during the Interim Audit for the year ending 30 June 2023 and review the Interim Audit report as attached.

Officer's Recommendations

That the Audit and Risk Committee:

1. Consider the Interim Audit results for the year ending 30 June 2023.
2. Recommends that the Council endorse the Interim Audit Report and the accompanying 'Management Comment'.

Background

Changes to the Local Government Act 1995 enacted in 2005 required the Council to establish an Audit Committee. The delegation of powers and duties to the Audit Committee was agreed by the Council to accept responsibility for oversight of the financial affairs of the Shire of Capel.

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor, so the Council can be satisfied with the local government's performance in managing its financial affairs.

Local governments undergo an external financial audit on an annual basis and auditors are appointed through the Office of the Auditor General (OAG).

The Shire of Capel's Interim Audit commenced on Monday 3 April 2023 and was conducted by three Officers from Moore Australia (WA). Moore Australia (WA) has been contracted to conduct the Shire's annual audit process. Previous to this, the Shire's auditors were AMD Accounting.

Audit Scope

The primary audit scope and objective is to express an opinion as to whether the Shire's general purpose financial report as a whole is free from material misstatements (whether due to fraud or error) and is prepared (in all material respects) in accordance with applicable Australian Accounting Standards, the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

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The audit also reports on the following matters in accordance with Reg 10(3) of the *Local Government (Audit) Regulations 1996*:

- Significant adverse trends in the financial position or the financial management practices of the Shire.
- Non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law.
- Whether all required information and explanations were obtained by the auditor.
- Whether all audit procedures were satisfactorily completed in conducting the audit.
- Whether the calculation of the asset consumption and asset renewal ratios were supported by verifiable information and reasonable assumptions.

Audit Approach

The audit process generally contains three phases - planning, fieldwork and completion.

The planning phase is critical to the audit process as this is where audit risk is addressed. The methodology focuses on the Shire’s underlying business risks, recognising that audit risk is affected by the business risks of the Shire, as well as by how well Management and the Council address those risks.

The most critical aspect of audit planning is the assessment of risk and consideration of where material misstatements could occur.

The audit approach focuses on areas that represent a higher risk to the business. The auditor’s methodology uses a risk-based approach to evaluate and, when appropriate, to test the effectiveness of internal controls with the expectation that a moderate level of reliance can be placed on the operating controls.

A combined assessment of inherent and control risk for significant accounts and the related financial statement assertions will be made. This will establish a portfolio of audit procedures that are customised based on the Shire’s significant accounts, critical areas, disclosures and classes of transactions, as well as the assessment of risk, including the risk of fraud.

Audit procedures include both substantive tests of account details and tests of internal controls for significant account balances, transactions and disclosures.

Previous Committee Decisions

AC005/2023 - ALTERNATIVE MOTION/COUNCIL DECISION – 7.2

Moved Dr Parker, Seconded Cr Terrantroy

That the Audit and Risk Committee review and receives the Quarterly Audit Management Report for the year ending 30 June 2022 noting Officer's progress to date.

Carried 6/0

For – Cr Andrew, Cr Kitchen, Cr Mogg, Dr Parker, Cr Noonan, Cr Terrantroy
Against - Nil

Statutory Framework

Local Government Act 1995

Division 5 – Annual reports and planning

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain –
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) *deleted*]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor’s report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and

Division 3 – Conduct of audit

7.9. Audit to be conducted

- (1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to –
 - (a) the mayor or president; and
 - (b) the CEO of the local government; and
 - (c) the Minister.

7.12AD. Reporting on a financial audit

- (1) The auditor must prepare and sign a report on a financial audit.

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee has the following functions –

- (a) to guide and assist the local government in carrying out –
 - (i) its functions under Part 6 of the Act; and
- (ii) its functions relating to other audits and other matters related to financial management;
 - (b) to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under Part 7 of the Act;
 - (c) to review a report given to it by the CEO under regulation 17(3) (the *CEO’s report*)

and is to –

- (i) report to the council the results of that review; and
- (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –
 - (i) regulation 17(1); and
 - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government –
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

Policy Framework

Policy 2.35 – Legislative Compliance.

Implications

Risk

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Medium	Unlikely	Moderate	Ensure compliance with state legislation and Financial Management Regulations through contemporary financial control mechanisms and accurate financial reporting.
Risk Description: Failure to fulfil compliance requirements both statutory and regulatory.			

Financial - Budget

The cost of the 2023 interim audit is included within the 2022-23 Annual Budget and is a statutory requirement through the Office of the Auditor General WA.

Financial - Long Term

There are no long-term financial implications associated with this matter, as no assets are being created or additional costs to be accounted for.

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Strategic Implications

Corporate Business Plan – 2022-2026

FIN 1 – Annual and Monthly Reporting Requirements.
 FIN 4 – Financial Auditing.
 FIN 5 – Fair Valuation of Assets.

Strategic Community Plan 2021 to 2031

Direction 4 - Deliver good leadership, governance and decision-making.
 Community Outcomes:
 4.1 Effective and compliant governance.
 4.2 Informed and transparent decision-making.

Consultation

The following timetable is a broad outline of the key deliverables and timing aspects of the audit:

Engagement Activity	Timing
Audit Planning	March 2023
Entrance Meeting	30 March 2023
Interim Audit Visit	3 April - 5 April 2023
Interim management report (if any matters to be reported)	Mid May 2023
Receipt of complete and balanced draft financial report	End September 2023
Final Audit Visit	18-20 October 2023
Issuance of Audit Concluding Memorandum	Mid November 2023
Concluding (Exit) Meeting	End November 2023
Date CEO sign off on financial statements	E November 2023
Final sign-off of Auditor's report & management report	Early December 2023

The timely delivery of the audit is contingent upon necessary audit documentation and key personnel being readily available and a robust internal consultation process ensures the audit program can be delivered as scheduled.

Officer's Comment

The attached 'Shire of Capel Interim Management Letter' identifies one audit Finding which relates to the reconciliation of payroll reporting which has previously been identified during the 2021-22 financial audit with control measures implemented to mitigate the Finding.

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An extract from the 'Shire of Capel Interim Management Letter' details the Finding as follows:

1. Payroll reconciliation not performed.

Finding 2023

Reconciliation of the payroll reports to corresponding general ledger has not been performed from 1 July 2022 to the date of our interim visit.

Finding 2022

Reconciliation of the payroll reports to corresponding general ledger has not been performed during the year.

Rating: Significant

Implication

Reconciliations are a key control for ensuring the completeness and accuracy of financial data within the general ledger from which financial statements are derived. The payroll reconciliation is a key reconciliation for the Shire. Without this reconciliation being performed on a regular basis there is an increased risk for fraud and or errors to go undetected and not be identified in a timely manner. This could result in significant variances at year end.

Recommendation

To help ensure salaries and wages are complete and correctly posted into the general ledger, we recommend they be reconciled every pay run to the payroll summary report and documented for review by a senior staff member independent of preparation. The independent review should seek to confirm the accuracy of the reconciliation and should be evidenced accordingly.

Management Comment:-

Agree with the finding and the recommendation from the finding. Payroll reconciliation is now performed by the Payroll Officer on a fortnightly basis, rather than monthly, after the main payroll run. The payroll reconciliation is then forwarded to the Manager Finance to review and sign. The accuracy of the reconciliation is evidenced accordingly and recorded with the reconciliation.

Responsible Person:

Manager Finance

Completion Date:

Immediately

The 'Management Comment' above details the Officer's response to the Finding noting the auditor's recommendation to increase the payroll reconciliations from monthly to fortnightly, aligning to the Shire's fortnightly payroll cycle.

Since receiving this report, Officers are now completing payroll reconciliations on a fortnightly basis, in line with the Shire's payroll cycle and as per the auditor's recommendation above.

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Summary

Shire Officers welcome the Finding received through the interim audit process, guiding Officers to ensure all financial activity is both compliant with the current standards and is contemporary through financial functions to ensure good governance and transparency.

Voting Requirements

Simple majority.

Officer's Recommendation – 7.2

That the Audit and Risk Committee:

1. Consider the Interim Audit results for the year ending 30 June 2023.
2. Recommends that the Council endorse the Interim Audit Report and the accompanying 'Management Comment'.

AC009/2023 – AMENDED RECOMMENDATION/ COMMITTEE DECISION 7.2

Moved Cr Kitchen, Seconded Cr Terrantroy

1. **Consider the Interim Audit results for the year ending 30 June 2023.**
2. **Recommends that the Council endorse the Interim Audit Report and the accompanying 'Management Comment'.**
3. **The Shire writes to the OAG to get confirmation that the process relating to '1. Payroll reconciliation not performed.' is now satisfied with the Shire's newly implemented reconciliation and authorisation process.**

Carried 5/0

For - Cr Andrew, Cr Kitchen, Cr Mogg, Dr Parker, Cr Terrantroy

Against – Nil

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7.3 Corporate Risk Register Quarterly Report

Location:	Capel
Applicant:	Shire of Capel
Disclosure of Interest:	Nil
Date:	19.06.2023
Author:	Strategic Governance and Risk Coordinator, T Shipley
Senior Officer:	Director Community & Corporate, S Chamberlain
Attachments:	Risk Management Framework

Proposal

For the Audit and Risk Committee to note and endorse the Shire's Corporate Risk Register and consider making a recommendation to the Council for considerations of risk mitigation treatments.

Officer's Recommendation

That the Audit and Risk Committee recommends the Council endorse the following Corporate Risk Register Actions and consider the mitigation requirements as part of the 2023-24 Annual Budget and 2023-2027 Corporate Business Plan.

Background

Council adopted the Risk Management Framework at the Ordinary Meeting of the Council on 30 March 2022.

During the development of the Framework, the residual risk tolerances were not identified by the Shire at the time of adoption.

The Regulation 17 review has identified the need to report a Corporate Risk Register to the Audit and Risk Committee, however, given the Risk Tolerance component of the Risk Framework required further deliberation within the organisation, Officers have identified this as a priority before formal risk reporting should commence.

The Risk Tolerance Framework was adopted by the Audit and Risk Committee in February 2023.

Previous Decisions:

Audit Committee Meeting 23 February 2022 (AC004) –

'That the Audit Committee:

1. Endorse the Risk Management Policy and Risk Management Framework as attached, and
2. Recommend that the Council adopt the Risk Management Policy and Risk Management Framework.'

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Ordinary Council Meeting 30 March 2022 (OC056/2022):

‘That Council:

1. Notes recommendation AC004 of the Audit Committee at its Meeting held on 23 February 2022,
2. Revokes Shire Policy 2.28 Risk Management Framework, and
3. Adopts the Risk Management Policy and Risk Management Framework as attached.’

Decision Framework

Shire of Capel Strategic Community Plan 2021 – 2031

Direction 4 – ‘Deliver good leadership, governance, and decision-making.’

Community Outcomes:

- 4.1 Effective and compliant governance.
- 4.2 Informed and transparent decision making.

Corporate Business Plan 2022 – 2026

FIN 20 – Risk Management Plan – Review the effectiveness of the Risk Management Framework and provide continuous training to the Council and employees.

FIN 21 – Risk Management Plan – Identify and mitigate all Council risks. Determine the Council’s risk profile.

Statutory Framework

State Framework

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to –
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
 - (d) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

The CEO is to report to the audit committee the results of that review

Policy Implications

Policy 2.28 Risk Management Framework.

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputational Rating: High	Possible	Major	The CEO is required to review the Local Government’s systems and procedures in relation to risk management under the <i>Local Government (Audit) Regulations 1996</i> . Quarterly risk reporting will be brought to the Audit and Risk Committee.
Risk Description: Failure to identify the Shire’s risks in an open and accountable way.			
Risk 2 Legislative Compliance Rating: Medium	Possible	Major	The CEO is required to review the Local Government’s systems and procedures in relation to risk management under the <i>Local Government (Audit) Regulations 1996</i> . Quarterly risk reporting will be brought to the Audit and Risk Committee.
Risk Description: Failure to understand and meet legislative requirements.			
Opportunity: To meet requirements of risk reporting and provide the Audit and Risk Committee an opportunity to provide input and identify solutions to mitigate Shire risks.			

Financial Implications

Budget

The budget impacts have been incorporated through the 2023-27 Corporate Business Plan (year 3 build) and included in the 2023-24 Annual Budget preparation. These have been identified in the attached Risk Register.

Until such time as these documents have been endorsed through the Council, the costs associated with each identified risk cannot be confirmed.

Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal, until the 2023-24 Corporate Business Plan and 2023-24 Annual Budget have been endorsed.

Sustainability Implications

Effective identification, assessment, management, and mitigation of risks are essential for all aspects of strategic and operational sustainability of the Shire of Capel.

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Consultation

External Consultation

No external consultation is required.

Internal Consultation

Consultation has been undertaken with the Shire's Management Team and Executive Management Team.

Comment

A Risk Register is a tool used in risk management to identify, assess, and track potential risks that may affect a project or organisation.

This report and the attached Corporate Risk Register is the first of the quarterly Corporate Risk Register reports to the Audit and Risk Committee.

The Corporate Risk Register is a live and evolving tool, so the quarterly reporting will provide Officers an opportunity to report to the Audit and Risk Committee, and the Council, on the progress of risk mitigation and identified risk related resource requirements.

The mitigations that are current or anticipated are sourced from the Shire's Corporate Business Plan (CBP) and business as usual actions. The risk reporting will help identify elements that may be missing or are not as effective as initially anticipated.

Being the first of the quarterly reports that has been created in line with the development of the 2023-24 Annual Budget and the 2023-2027 CBP affords the identification, mitigation, and resourcing of the Shire's corporate risks to be captured across these strategic documents.

For this reason, there are no current recommendations for the Audit and Risk Committee to make to the Council. Once the decisions of Council have been made regarding the 2023-27 CBP and the 2023-24 Annual Budget, depending on the outcome, Officers will make further recommendations to the Audit and Risk Committee of additional resources that may be required.

It is important to note there are several 'high' and 'extreme' residual risk ratings identified. The following commentary has been provided on these:

Risk 2: Failure to recruit and retain the organisational workforce.

Reason: Local Government industry is unable to provide a competitive market based on recruitment award restrictions. The Shire of Capel Being a band 2 Local Government inhibits the Shire's opportunity to compete with larger surrounding LGs in relation remuneration attraction packages. Due to the unpredictability of workforce recruitment, the risk has continued to be categorised as a 'high risk'.

Risk 5: Failure to comply with new Statutory & Regulatory Requirements and provide good governance.

Reason: The current changes in legislation require education to the community and organisation. All staff are required to comply with good governance.

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 28 June 2023.....43

However, due to changes in legislation, with the current resourcing challenges, the ability to ensure the whole workforce is well trained in all aspects of good governance, continues to pose a challenge, especially if the workforce is transient.

Risk 7: Inadequate management of work, health and safety (WHS) requirements.

Reason: Changes in legislation in the current requirements for robust work, health and safety practices has increased the opportunity for areas of non-compliance. The Shire is working towards staff training in the current WHS legislation and requirements, however, like many Local Governments, this continues to be an ongoing educative process for the Shire. Other WHS challenges present in the form of management of Volunteers and lack of Volunteer engagement/participation in ongoing professional development. This impacts the Shire's responsibility in the care and wellbeing of our Volunteer base and the requirement to provide safe working processes and practices.

Risk 10: Failure to provide long term waste management services

Reason: Waste management is a sector wide issue; current Southwest Waste facilities are reaching their capacity and a long-term solution has not been identified. Additionally, current costs of waste services are increasing. There are initiatives for Southwest Councils to work together to find solutions, such as the recent joint tendering process the Shire has been engaged in. However, there is yet to be a long-term solution to waste disposal and management.

Risk 11: Failure to provide sufficient Information Communication Technology (ICT) & Enterprise Resourcing Program (ERP) support.

Reason: There are substantial costs associated with a new ERP system. Staff have been working on an extensive process to understand the Shire's technological requirements in a new ERP system. However, there are significant challenges to ensure a cost-effective and service-oriented final product that meets the needs of the community and the organisation now and into the future.

Risk 12: Failure to provide emergency management and business continuity in a disaster.

Reason: There is significant work being done in relation to bush fire mitigation, however due to the unpredictability of disasters, emergency management is an extreme risk. There is still further work to be done in business continuity and community support to mitigate associated risks.

As stated earlier in the report; the attached Corporate Risk Register is the first iteration of this report and Officers welcome the Committee's feedback. Future updates to the Corporate Risk Register will be presented to the Audit and Risk Committee meetings.

Summary

The Audit and Risk Committee can consider the current identified risks on the Corporate Risk Register for future recommendations to the Council.

Voting Requirements

Simple Majority.

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 28 June 2023.....44

Officer's Recommendation – 7.3

Moved Cr Kitchen, Seconded Cr Terrantroy

That the Audit and Risk Committee recommends the Council endorse the following Corporate Risk Register Actions and consider the mitigation requirements as part of the 2023-24 Annual Budget and the 2023-2027 Corporate Business Plan.

AC010/2023 – AMENDMENT / COMMITTEE DECISION 7.3

Moved Dr Parker, Seconded Cr Kitchen

The audit and risk committee requests a report regarding the current assessment of the bush fire brigade training and assets to assess the consequence and likelihood of risks 12 and 7 at the next Ordinary Audit and Risk Committee Meeting.

Carried 5/0

For - Cr Andrew, Cr Kitchen, Cr Mogg, Dr Parker, Cr Terrantroy

Against – Nil

AC011/2023 – AMENDED RECOMMENDATION/ COMMITTEE DECISION 7.3

Moved Cr Kitchen, Seconded Cr Terrantroy

1. **That the Audit and Risk Committee recommends the Council endorse the following Corporate Risk Register Actions and consider the mitigation requirements as part of the 2023-24 Annual Budget and the 2023-2027 Corporate Business Plan; and**
2. **The Audit and Risk Committee requests a report regarding the current assessment of the bush fire brigade training and assets to assess the consequence and likelihood of risks 12 and 7 at the next Ordinary Audit and Risk Committee Meeting.**

Carried 5/0

For - Cr Andrew, Cr Kitchen, Cr Mogg, Dr Parker, Cr Terrantroy

Against – Nil

8. GENERAL BUSINESS

Chief Executive Officer thanked Dr Parker for nominating and participating as a member of the Audit and Risk Committee.

9. MEETING CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 4.20pm.



Audit and Risk Committee



Gordon MacMile
Chief Executive Officer

Meeting Minutes
20 December 2023

Acknowledgement of Country



We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community.

We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A Lifestyle of Choice; Connecting Community, Culture and Country.

Our Values



H **Honesty**

We are truthful, trustworthy and genuine in all that we say and do.



E **Empathy**

We are kind and show understanding of peoples circumstances, perspectives and differences.



A **Accountability**

We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.



R **Respect**

We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.



T **Teamwork**

We are cooperative, collaborative and united while working towards common goals of our Shire.

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 20233

SHIRE OF CAPEL

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SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 20234

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chief Executive Officer declared the meeting open at 1:09pm and made the following Acknowledgement of Country:

'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'

Election of chair

- 5.12. Presiding members and deputies, election of (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule –
- (a) to "office" were references to "office of presiding member"; and
 - (b) to "council" were references to "committee"; and
 - (c) to "councillors" were references to "committee members".

The *Local Government Act 1995* Schedule 2.3, Division 1, Section 4 indicates in part that:

- 1. The Council is to elect a Councillor to fill the office of President.
- 2. The election is to be conducted by the Chief Executive Officer in accordance with the procedures prescribed.
- 3. Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.
- 4. Nominations close at the meeting at a time announced by the Chief Executive Officer, which is sufficient time after the announcement by the Chief Executive Officer that nominations are about to close to allow for any nominations made to be dealt with.

The Chief Executive Officer held an Election for the role of Chair of the Audit and Risk Committee. Two (2) nominations were received (Cr McCleery and Cr Mogg) by the Chief Executive Officer at the close and following the count of the ballot, the following Councillor was elected to Chair:

Cr Peter McCleery

Cr McCleery assumed role of the Chair.

Election of Deputy Chair

- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule –
- (a) to "office" were references to "office of deputy presiding member"; and
 - (b) to "council" were references to "committee"; and
 - (c) to "councillors" were references to "committee members"; and
 - (d) to "mayor or president" were references to "presiding member".

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 20235

The *Local Government Act 1995* Schedule 2.3, Division 2, Section 8 indicates in part that:

- The Council is to elect a Councillor (other than the Mayor or President) to fill the office of Deputy President
- The election is to be conducted in accordance with the procedures prescribed by the Mayor or President, of if he or she is not present, by the Chief Executive Officer.
- Nominations are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the person conducting the election, which is sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination, unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.

The Chief Executive Officer held an Election for the role of Deputy Chair of the Audit and Risk Committee. One (1) nomination was received by Cr Mogg by the Chief Executive Officer at the close.

Due to being unopposed, Cr Mogg was elected to Deputy Chair.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

PRESENT:

Chair	P McCleery
Deputy Chair	R Mogg
Councillor	D Kitchen

Chief Executive Officer	G MacMile
A/Director Community and Corporate	J Meakes
Director Infrastructure and Development	T Gillett
Manager Finance	A Mataboni
Accountant	J Kosareff
Strategic Governance and Risk Coordinator	T Shipley
Executive Assistant to the CEO	A Docking

APOLOGY:

Councillor	A Dillon
Councillor	C Terrantroy

ABSENT:

Nil

MEMBERS OF PUBLIC – Gallery

Nil

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 20236

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTEREST

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Audit and Risk Committee Minutes – 28 June 2023

Voting Requirements

Simple Majority

AC012/2023 – Officers Recommendation / Committee Decision 5.1

Moved Cr Mogg, Seconded Cr Kitchen.

That the Minutes of the Audit Committee meeting held on 28 June 2023 be confirmed as a true and correct record.

Carried 3/0

For - Cr Kitchen, Cr McCleery and Cr Mogg.

Against – Nil

6. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 20237

7. COMMUNITY AND CORPORATE REPORTS

7.1 Audit and Risk Committee – Revised Terms of Reference

Author	Strategic Governance & Risk Coordinator, T Shipley
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Review
Attachments	7.1.1 Draft Terms of Reference – Tracked Changes 7.1.2 Draft Terms of Reference - Clean
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Endorse and recommend to Council adopting the updated Audit and Risk Committee Terms of Reference.

Recommendation

That the Audit and Risk Committee:

1. Supports the updated Audit and Risk Committee Terms of Reference as per Attachment 7.1.1; and
2. Recommends that the Council adopts the Audit and Risk Committee Terms of Reference.

Background

Changes to the *Local Government Act 1995* (the Act) in 2005 required that local governments establish an Audit Committee, and the delegation of powers and duties to this Committee was agreed to by Council at the meeting of 28 September 2005 (OC0926).

At the same meeting, the Council sought to establish the roles and responsibilities of the Committee. It was considered this would be best achieved by adopting a Terms of Reference. The adopted Terms were based on an Operational Guideline produced by the then Department of Local Government & Regional Development (the Department).

An amendment to the *Local Government (Audit) Regulations 1996* gazetted on 8 February 2013 extended the role of the Audit Committee to include a regular review of the effectiveness of local government systems concerning:

- Risk management;
- Internal controls; and
- Legislative compliance.

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 20238

The Department produced a revised and updated Operational Guideline 09 – Audit in Local Government in December 2013 and at its meeting on 16 July 2014 (OC0715), the Council approved an updated version of the Terms of Reference reflecting the expanded role of the Committee.

Further amendments to the Act passed by State Parliament in August 2017 enable the Auditor General to audit local government finances and performance. As a result, local governments are no longer able to appoint a person to be their auditor, previously a role assigned to the Audit Committee.

The changes to the Act were supported by subsequent amendments to the *Local Government (Financial Management) Regulations 1996* and *Local Government (Audit) Regulations 1996* gazetted on Tuesday, 26 June 2018.

The last review of the Terms of Reference was endorsed by the Council at the 23 February 2022 Ordinary Meeting (OC034/2022). This included the provision of an Independent Member to be included on the Committee.

Decision Framework

Shire of Capel Strategic Community Plan 2023 – 2033

Direction 4 – ‘*Deliver good leadership, governance and decision-making*’.

Community Outcomes:

- 4.1 Effective and compliant governance.
- 4.2 Informed and transparent decision making.

Corporate Business Plan 2023 – 2027

GOV 27 – Review Committee Framework.

Statutory Framework

State Framework

Local Government Act 1995.

7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

7.1B. Delegation of some powers and duties to audit committees

- (1) Despite section 5.16, the only powers, and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.

* Absolute majority required.

16. Functions of audit committee

An audit committee has the following functions –

- (a) to guide and assist the local government in carrying out –
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to –
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO’s report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –
 - (i) regulation 17(1); and
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor’s other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government –
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law

- 5.12. Presiding members and deputies, election of (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule –
- (a) to “office” were references to “office of presiding member”; and
 - (b) to “council” were references to “committee”; and
 - (c) to “councillors” were references to “committee members”.

The *Local Government Act 1995* Schedule 2.3, Division 1, Section 4 indicates in part that:

- 5. The Council is to elect a Councillor to fill the office of President.
- 6. The election is to be conducted by the Chief Executive Officer in accordance with the procedures prescribed.
- 7. Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 202310

8. Nominations close at the meeting at a time announced by the Chief Executive Officer, which is sufficient time after the announcement by the Chief Executive Officer that nominations are about to close to allow for any nominations made to be dealt with.

Policy Framework

Policy - Risk Management Framework.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance Rating: Medium	Possible	Moderate	Review of Terms of Reference.
Risk Description: Failure to keep the Audit and Risk Committee Terms of Reference up to date and legislatively compliant.			
Opportunity: To ensure legislative compliance and provide for an appropriately resourced and efficient committee.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long term financial implications relevant to this proposal.

Whole of life

There is no whole of life financial implications relevant to this proposal.

An effective Audit and Risk Committee supported by a robust Terms of Reference, provides scrutiny of the Shire’s internal controls, management of risk and financial performance. This is essential for the sustainability and transparency of the Shire’s fiscal position and its’ assets.

Consultation / Engagement

Internal Consultation

Consultation has been undertaken between the Strategic Governance and Risk Coordinator, Director Community and Corporate and the Chief Executive Officer.

Officer's Comment

The proposed Terms of Reference establishes the Committee's specific authority and delegated area of responsibility.

In accordance with specific legislative requirements, the Terms of Reference clearly details the Committee's:

1. Purpose.
2. Responsibility.
3. Membership.
4. Role of the Shire staff.
5. Committee member acknowledgement and acceptance of the agreed terms.

The benefit of having such a detailed Terms of Reference is to provide members with a key understanding of the scope, objectives, and operational processes of the committee in relation to the legislative requirements under the *Local Government Act 1995* and *Financial Management Act 1996*.

The revised Terms of Reference for the Audit and Risk Committee is simplified, concise and provides guidelines for matters that may need clarification outside of Local Government legislation.

Further changes have been recommended to remove the appointment of an Independent Member to be appointed as the Chair of the Committee. The recent changes to the *Local Government Act 1995* now require the Chair and Deputy Chair of a Committee to be appointed through an Election held by the Chief Executive Officer.

Summary

The proposed Terms of Reference provide the Audit and Risk Committee and the Council with a framework which is compliant with all legislative requirements and contemporary in its scope and sequence.

The Terms of Reference have been revised to improve accountability and transparency measures, whilst building confidence in the committee's ability to competently execute its duties in accordance with the statutory requirements.

Voting Requirements

Absolute majority.

Officer's Recommendation – 7.1

AC013/2023 – Officers Recommendation / Committee Decision 7.1

Moved Cr Mogg, Seconded Cr Kitchen.

That the Audit and Risk Committee:

- 1. Supports the updated Audit and Risk Committee Terms of Reference as per Attachment 7.1.1; and**
- 2. Recommends that the Council adopts the Audit and Risk Committee Terms of Reference.**

Carried 3/0

For - Cr Kitchen, Cr McCleery and Cr Mogg.

Against – Nil

7.2 Appointment of Independent Member

Author	Strategic Governance & Risk Coordinator, T Shipley
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Executive/Strategic
Attachments	7.2.1 CONFIDENTIAL - Cover Letter 7.2.2 CONFIDENTIAL - Curriculum Vitae
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Present the application received for the Independent Member of the Audit and Risk Committee and consider recommending the candidate to the Council for appointment to the Committee.

Officer's Recommendation

That the Audit and Risk Committee:

1. Support the appointment of Dr Kenneth Parker as an Independent Member of the Shire of Capel Audit and Risk Committee until the 18 October 2025 Local government Election.
2. Recommends the Council appoints Dr Kenneth Parker to the Shire of Capel Audit and Risk Committee for a period ending on the ordinary local government election day in October 2025.

Background

The Shire of Capel (the Shire) Audit and Risk Committee (the Committee) is a standing committee of the Council under the Local Government Act 1995 (the Act). At the 25 October 2023 Ordinary Council Meeting, five Councillors were appointed to the Committee, for a term ending on the 2025 Local Government election day.

Following the 2021 Election, the Audit and Risk Committee Terms of Reference were endorsed through Council to include the appointment of an Independent Member. Dr Kenneth Parker was appointed, with the appointment term ending at the 2023 Ordinary Election.

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 202314

Applications for a new Independent Member to the committee were advertised to the public, through the recruitment website – seek.com.au, the Shire’s website and social media forums from 15 November to 30 November 2023, requesting applicants to demonstrate experience in any or all of the following:

Internal/external audit.

- Risk Management.
- Financial management/reporting.
- Understanding of complexities associated with the Shire.
- Strong links with the community.

Three applications were received from suitably qualified professionals.

Previous Council Decisions

23 February 2022 – OC034/2022 – Adoption of the Audit and Risk Committee Terms of Reference.

29 June 2022 – AC006/2022 – The Audit and Risk Committee endorsed the Appointment of Dr Kenneth Parker and recommended to the Council to appointment to the Committee.

27 July 2022 – OC/2022/144 – Council’s appointment of Dr Kenneth Parker as an Independent Member of the Audit and Risk Committee.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Deliver good leadership, governance and decision-making.

4.1 Effective and compliant governance.

4.2 Informed and transparent decision making.

Corporate Business Plan 2023-2027

GOV 3 - Internal Audit.

Statutory Framework

State Framework

Local Government Act 1995

7.1A. Audit committee

(1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.

(2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

** Absolute majority required.*

7.1B. Delegation of some powers and duties to audit committees

(1) Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.

* *Absolute majority required.*

(2) A delegation to an audit committee is not subject to section 5.17.

5.17. Limits on delegation of powers and duties to certain committees

(1) A local government can delegate –

(a) to a committee comprising council members only, any of the council's powers or duties under this Act

5.11. Committee membership, tenure of

(2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until –

(a) the term of the person's appointment as a committee member expires; or

(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or

(c) the committee is disbanded; or

(d) the next ordinary elections day, whichever happens first.

Local Government (Audit) Regulations 1996

16. Functions of the Audit Committee

Local Government (Administration) Regulations 1996

14C. Attendance at meetings by electronic means may be authorised (Act s. 5.25(1)(ba))

(2) A member of a council or committee may attend a meeting by electronic means –

(a) if –

(i) a public health emergency or state of emergency exists or a natural disaster has occurred; and

(ii) because of the public health emergency, state of emergency or natural disaster, the member is unable, or considers it inappropriate, to be present in person at the meeting; and

(iii) the member is authorised to attend the meeting by electronic means by the mayor, president or council;

or

(b) if the member is otherwise authorised to attend the meeting by electronic means by the mayor, president or council.

Policy Framework

Code of Conduct for Council Members, Committee Members and Candidates.

Policies:

- Travel Expenses.
- Risk Management Framework.
- Legislative Compliance.
- Fraud and Corruption.
- Purchasing Policy.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Low	Unlikely	Minor	Interstate candidates not recommended.
Risk Description: Appointment of a committee member from interstate has financial risks relating to the provision of costs for flights to attend meetings.			
Risk 2 Reputation Rating: Low	Unlikely	Minor	Assessment of merit and relevant skills. Consideration of practical.
Risk Description: Applicants may feel aggrieved by the appointment or a failure to appoint an independent member.			
Opportunity: The appointment of an independent member provides the opportunity for an additional layer of transparency through independent oversight.			

Financial Implications

Budget

The financial implications are minor and are limited to reimbursement of reasonable attendance costs under the Shire’s Travel Expenses Policy.

Long Term

As no assets/infrastructure are being created, there are no long term financial implications relevant to this proposal.

Sustainability Implications

Constant improvement to the Shire's internal systems and procedures is essential to the sound management of the Shire's governance framework. This facilitates consistent and equitable decision making, which is essential to create positive social, economic and environmental impacts in the community.

Consultation/Engagement

External Consultation

External consultation was undertaken throughout the process with the candidates.

Internal Consultation

The Chief Executive Officer, Director Community and Corporate and Strategic Governance and Risk Coordinator reviewed and assessed the applications based on the criteria in the position description and Terms of Reference.

Officer Comment

The appointment of an Independent Member to the Audit and Risk Committee is an opportunity to provide new skills, experience, and independent oversight to the committee, increasing transparency and strengthening corporate governance.

The Local Government Act section 7.1B(2) creates a specific exemption to the limit on the delegation of powers and duties to committees under section 5.17, providing for the appointment of independent members to the Audit and Risk Committee.

The recent Local Government Reform Package includes the appointment of Independent Members and Chairpersons at point 6.6 and this was supported by the Shire in its response to the proposed reforms (OC005/2022) and included in the Terms of Reference for the Audit and Risk Committee.

The Shire received three high quality applications from suitably qualified candidates.

Two of the three candidates reside interstate and the new amendments to the *Local Government Act 1995*, gives ability to attend by electronic means. However, in the instance where the Committee and/or the Independent Member requests for in-person the Shire would be liable for reimbursement of travel costs for meeting attendance i.e., Air fares.

The third candidate is local to the Southwest and exhibited extensive experience in the key areas of internal/external audit, risk management and financial management/reporting, as demonstrated in their application (Attachment 1).

For this reason, the third candidate has been identified as the most suitable applicant for the role of Independent Member and is recommended to the Audit and Risk Committee.

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 202318

Summary

The appointment of an Independent Member to the Audit and Risk Committee provides an opportunity for the Shire to increase transparency and strengthen corporate governance.

The recommended candidate is suitably qualified and experienced for this position.

Voting Requirements

Simple majority.

Officer's Recommendation – 7.2

That the Audit and Risk Committee:

1. Support the appointment of Dr Kenneth Parker as an Independent Member of the Shire of Capel Audit and Risk Committee until the 18 October 2025 Local government Election.
2. Recommends the Council appoints Dr Kenneth Parker to the Shire of Capel Audit and Risk Committee for a period ending on the ordinary local government election day in October 2025.

AC014/2023 – Alternative Recommendation / Committee Decision 7.2

Moved Cr Kitchen, Seconded Cr Mogg.

That the Audit and Risk Committee:

- 1. Supports the appointment of Dr Kenneth Parker as an Independent Member of the Shire of Capel Audit and Risk Committee until the 18 October 2025 Local government Election, subject to endorsement from his employer.**
- 2. Recommends the Council appoints Dr Kenneth Parker to the Shire of Capel Audit and Risk Committee for a period ending on the ordinary local government election day in October 2025, subject to endorsement from his employer.**

Carried 3/0

For - Cr Kitchen, Cr McCleery and Cr Mogg.

Against – Nil

7.3 Corporate Risk Register Quarterly Report

Author: Strategic Governance and Risk Coordinator, T Shipley
Senior Officer: Director Community & Corporate, S Chamberlain
Nature of the Decision Legislative
Attachments: 7.3.1 Corporate Risk Register
 7.3.2 Risk Management Framework

Proposal

Note and endorse the Shire’s Corporate Risk Register and consider making a recommendation to the Council for considerations of risk mitigation treatments.

Officer’s Recommendation

That the Audit and Risk Committee recommends the Council endorse the following Corporate Risk Register Actions and the following recommendation:

- To consider the inclusion of an additional 1.00 FTE to be incorporated within the Shire of Capel’s Workforce plan for the ongoing operational support to the organisation, for the purpose of staff recruitment and retention in relation to Risk 2 - Failure to recruit and retain the organisational workforce.

Background

The Council adopted the Risk Management Framework at the Ordinary Meeting of the Council on 30 March 2022.

During the development of the Framework, the residual risk tolerances were not identified by the Shire at the time of adoption.

The Regulation 17 review has identified the need to report a Corporate Risk Register to the Audit and Risk Committee, however, given the Risk Tolerance component of the Risk Framework required further deliberation within the organisation, Officers have identified this as a priority before formal risk reporting should commence.

The Risk Tolerance Framework was adopted by the Audit and Risk Committee in February 2023.

Previous Decisions:

Audit Committee Meeting 23 February 2022 (AC004) – ‘That the Audit and Risk Committee

1. Endorse the Risk Management Policy and Risk Management Framework as attached, and
2. Recommend that the Council adopt the Risk Management Policy and Risk Management Framework.’

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 202320

Ordinary Council Meeting 30 March 2022 (OC056/2022):

'That Council:

1. Notes recommendation AC004 of the Audit and Risk Committee at its Meeting held on 23 February 2022,
2. Revokes Shire Policy 2.28 Risk Management Framework, and
3. Adopts the Risk Management Policy and Risk Management Framework as attached.'

Audit and Risk Committee 28 June 2023 – The first report of the Corporate Risk Register.

Decision Framework

Shire of Capel Strategic Community Plan 2023 – 2033

Direction 4 – 'Deliver good leadership, governance, and decision-making.'

Community Outcomes:

- 4.1 Effective and compliant governance.
- 4.2 Informed and transparent decision making.

Corporate Business Plan 2023 – 2027

GOV 8 – Risk Management Plan - Review the effectiveness of the Risk Management Framework and provide continuous training to the Council and employees.

Statutory Framework

State Framework

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (d) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

The CEO is to report to the audit committee the results of that review.

Policy Implications

Policy 2.28 Risk Management Framework.

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputational Rating: High	Possible	Major	The CEO is required to review the Local Government’s systems and procedures in relation to risk management under the <i>Local Government (Audit) Regulations 1996</i> . Quarterly risk reporting will be brought to the Audit and Risk Committee.
Risk Description: Failure to identify the Shire’s risks in an open and accountable way.			
Risk 2 Legislative Compliance Rating: Medium	Possible	Major	The CEO is required to review the Local Government’s systems and procedures in relation to risk management under the <i>Local Government (Audit) Regulations 1996</i> . Quarterly risk reporting will be brought to the Audit and Risk Committee.
Risk Description: Failure to understand and meet legislative requirements.			
Opportunity: To meet requirements of risk reporting and provide the Audit and Risk Committee an opportunity to provide input and identify solutions to mitigate Shire risks.			

Financial Implications

Budget

Budgetary impacts related to the resourcing of risk mitigation requirements have been incorporated through the 2023-27 Corporate Business Plan (year 3 build) and included in the 2023-24 Annual Budget preparation. The attached Risk Register also identifies the required mitigation strategies.

Until such time as the above mentioned documents have been endorsed through the Council, the costs associated with each identified risk cannot be confirmed and actioned.

The new recommendation to include an additional 1.00 FTE within the Organisational Development Team will be considered by the Council during the presentation of the Workforce Plan in April 2024 and subsequent inclusion in the 2024-25 Draft Annual Budget process.

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 202322

Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

Sustainability Implications

Effective identification, assessment, management, and mitigation of risks are essential for all aspects of strategic and operational sustainability of the Shire of Capel.

Consultation

External Consultation

No external consultation is required.

Internal Consultation

Consultation has been undertaken with some members of Shire's Management Team and Executive Management Team.

Comment

A Risk Register is a tool used in risk management to identify, assess, and track potential risks that may affect a project or organisation.

This report and the attached Corporate Risk Register is the second of the quarterly Corporate Risk Register reports to the Audit and Risk Committee.

The Corporate Risk Register is a live and evolving tool, so the quarterly reporting will provide Officers an opportunity to report to the Audit and Risk Committee, and the Council, on the progress of risk mitigation and identified risk related resource requirements.

The mitigations that are current or anticipated are sourced from the Shire's Corporate Business Plan (CBP) and business as usual actions. The risk reporting will help identify elements that may be missing or are not as effective as initially anticipated.

The request to consider an additional 1.00 FTE for the Organisational Development Team has been noted within the below comments - 'Risk 2', having identified the risk has increased from High to Extreme since the last review of this risk rating.

It is important to note there are several 'high' and 'extreme' residual risk ratings identified. The following commentary has been provided on these:

Risk 2: Failure to recruit and retain the organisational workforce.

Change: High to Extreme Risk

Reason: Local Government industry is unable to provide a competitive market based on the Local Government Award and Salary restrictions. The Shire of Capel being a band 3 Local Government, inhibits the Shire's opportunity to compete with larger surrounding LGs in relation remuneration and attraction packages.

Staff recruitment and retention remains an issue for the organisation, seeing staff attraction and retention not stabilise for some time. Some factors driving this instability remains out of the Shire's control but does put an increased and continual pressure on the Organisational Development Team to provide ongoing recruitment and retention support across the organisation, in a bid to develop new strategies to attract new talent to the organisation.

The turnover is due to industry challenges and external employee markets within recruitment (specifically technical based positions). Failure to recruit these roles has increased pressure on existing staff, partially resulting in a higher turnover rate.

The Executive Management Team have commenced a business performance and service level review to identify the Shire's key resourcing and performance gaps / challenges across the organisation. The outcomes from this review will inform key strategic documents such as the Workforce Plan, allowing Officers and Councillors to reach a conjoined opinion on the future resourcing requirements of the organisation.

However, following the recent review of the individual risks within the Risk Register, has identified the need for additional resourcing support within the Organisational Development Team to support staff recruitment and retention priorities.

Risk 5: Failure to comply with new Statutory & Regulatory Requirements and provide good governance.

Change: No change to rating.

Reason: The current changes in legislation require education to the community and organisation. All staff are required to comply with good governance. However, due to changes in legislation, with the current resourcing challenges, the ability to ensure the whole workforce is well trained in all aspects of good governance, continues to pose a challenge, especially if the workforce is transient.

This is anticipated to be reduced by the next Audit and Risk Committee Meeting, following the onboarding of additional resourcing within the Finance and Governance departments.

Risk 7: Inadequate management of work, health and safety (WHS) requirements.

Change: Extreme to High Risk.

Reason: Changes in legislation in the current requirements for robust work, health and safety practices has increased the opportunity for areas of non-compliance.

The risk has been lowered from an Extreme to High Risk based on the work undertaken by the Shire's Work Health and Safety Advisor, with the support of the Executive Management Team.

Increased understanding and work have commenced since the last Corporate Risk Report. The revised inductions for volunteers and contractors have provided the Shire with more confidence in the knowledge and abilities of those undertaking roles for the Shire.

Significant work with the staff has been undertaken to ensure understanding and compliance with the legislation.

There is still further work to commence relating to procedures and training. However, there has been substantial improvement.

Risk 10: Failure to provide long term waste management services

Change: No change to rating.

Reason: Waste management is a sector wide issue; current Southwest Waste facilities are reaching their capacity, and a long-term solution has not been identified. Additionally, current costs of waste services are increasing.

There are initiatives for Southwest Councils to work together to find solutions, such as the recent joint tendering process the Shire has been engaged in. However, there is yet to be a long-term solution to waste disposal and management.

Following the budget adoption for 2023-24, the requirement from Council to develop a Waste Strategy has been included within the CEO's Key Performance Indicators. This is proposed to be completed for April 2024, following the understanding and endorsement of the Strategy there should be more indication of future risk identification.

Risk 11: Failure to provide sufficient Information Communication Technology (ICT) & Enterprise Resourcing Program (ERP) support.

Change: No change to rating.

Reason: There are substantial costs associated with a new ERP system. Staff have been working on an extensive process to understand the Shire's technological requirements in a new ERP system. However, there are significant challenges to ensure a cost-effective and service-oriented final product that meets the needs of the community and the organisation now and into the future.

Risk 12: Failure to provide emergency management and business continuity in a disaster.

Change: No change to rating – have amended likelihood from possible to unlikely.

Reason: The risk is identified as high due to unpredictability of disasters and emergencies. The amendment of likelihood from possible to unlikely speaks to the Shire’s risk of not mitigating and acting within a disaster. The lower likelihood was given as the Shire undertakes work through communication and the development of strategies and procedures.

Meetings between the Bush Fire Advisory Committee, Local Emergency Management Committee, Bush Fire Captains, Executive Management Team, and the Management Team provide an opportunity and forum to raise awareness for potential risks within this area.

There is still further work to be done in business continuity and community support to mitigate associated risks.

As stated earlier in the report; the attached Corporate Risk Register is the first iteration of this report and Officers welcome the Committee’s feedback.

Future updates to the Corporate Risk Register will be presented to the Audit and Risk Committee meetings.

Summary

The Audit and Risk Committee can consider the current identified risks on the Corporate Risk Register for future recommendations to the Council.

Voting Requirements

Simple Majority.

Officer’s Recommendation – 7.3

That the Audit and Risk Committee recommends the Council endorse the following Corporate Risk Register Actions and the following new recommendation:

- To consider the inclusion of an additional 1.00 FTE to be incorporated within the Shire of Capel’s Workforce plan for the ongoing operational support to the organisation, for the purpose of staff recruitment and retention in relation to Risk 2 - Failure to recruit and retain the organisational workforce.

AC015/2023 – Amended Recommendation / Committee Decision 7.3

Moved Cr Kitchen, Seconded Cr Mogg.

That the Audit and Risk Committee recommends the Council endorse the Corporate Risk Register Actions and:

Subject to further briefing and information to consider the inclusion of an additional 1.00 FTE to be incorporated within the Shire of Capel’s Workforce plan for the ongoing operational support to the organisation, for the purpose of staff recruitment and retention in relation to Risk 2 - Failure to recruit and retain the organisational workforce.

Carried 3/0

For - Cr Kitchen, Cr McCleery and Cr Mogg.

Against – Nil

7.4 Report on Risks 7 and 12 – Corporate Reporting

Author	Strategic Governance and Risk Coordinator, Tahlia Shipley
Authorising Officer	Director of Community and Corporate, Samantha Chamberlain
Nature of the Decision	Executive/Strategic and Review
Attachments	Nil
Confidential Status	<i>This is not a confidential item.</i>

Proposal

Note the update and additional information relating to Risk’s 7 and 12 of the Corporate Risk Register.

Officer’s Recommendation

That the Audit and Risk Committee notes the commentary made within the report relating to ‘Risk 7 Inadequate management of Work Health and Safety requirements’ and ‘Risk 12 Failure to provide emergency management’ and requests the information be included within the Corporate Risk Report to the Council.

Background

Following the Audit and Risk Committee held on 28 June 2023 the decision of the Committee required for a report to be provided on the current risk for Risk’s 7 and 12 from the Corporate Risk Register.

Previous Decisions:

Audit Committee Meeting 23 February 2022 (AC004) – The Audit Committee endorsed the Risk Management Policy and Risk Management Framework. Followed by the adoption through Council of the policy and Framework.

Audit and Risk Committee 28 June 2023 – The first report of the Corporate Risk Register.

At the 28 June 2023 Audit and Risk Committee Meeting a recommendation for the endorsement of the Corporate risk register and mitigations or the Corporate Business Plan and Annual Budget was considered through Council.

There was also an amendment made to include a report on Risk 7 Inadequate management of Work Health and Safety requirements and Risk 12 Failure to provide emergency management and business continuity in a disaster.

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Decision Framework

Shire of Capel Strategic Community Plan 2023 – 2033

Direction 4 – ‘Deliver good leadership, governance, and decision-making.’

Community Outcomes:

- 4.1 Effective and compliant governance.
- 4.2 Informed and transparent decision making.

Corporate Business Plan 2023 – 2027

GOV 8 – Risk Management Plan - Review the effectiveness of the Risk Management Framework and provide continuous training to the Council and employees.

Statutory Framework

State Framework

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

- (2) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to –
 - (e) risk management; and
 - (f) internal control; and
 - (g) legislative compliance.
- (h) The review may relate to any or all of the matters referred to in sub regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

The CEO is to report to the audit committee the results of that review

Policy Framework

The following Shire Policies apply:

Policy 2.28 Risk Management Framework.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputational Low	Unlikely	Minor	Providing a response and explanation on the previous reports relating to risks 7 and 12.
Risk Description: Failure to report on the requested items from the Committee.			
Opportunity: Compliant and informative reporting on risks relating to emergency management and disasters.			

Financial Implications

Budget

There are no budgetary implications relating to this item. The Audit and Risk Committee may decide to include further budgetary implications through resourcing relating to these items. In this instance it would be recommended to include this through the Annual budget process.

Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

Sustainability Implications

Effective identification, assessment, management, and mitigation of risks are essential for all aspects of strategic and operational sustainability of the Shire of Capel.

Consultation/Engagement

External Consultation

No external consultation is required.

Internal Consultation

Consultation has been undertaken with the Strategic Governance and Risk Coordinator, Emergency Service Coordinator, Organisational Development and Executive Management Team.

Officer's Comment

Risk 7: Inadequate management of work, health and safety (WHS) requirements.

'The following reason has been provided in the previous report:

Change: Extreme to High Risk.

Reason: Changes in legislation in the current requirements for robust work, health and safety practices has increased the opportunity for areas of non-compliance.

The risk has been lowered from an Extreme to High Risk based on the work undertaken by the Shire's Work Health and Safety Advisor, with the support of the Executive Management Team. Increased understanding and work have commenced since the last Corporate Risk Report. The revised inductions for volunteers and contractors have provided the Shire with more confidence in the knowledge and abilities of those undertaking roles for the Shire.

Significant work with the staff has been undertaken to ensure understanding and compliance with the legislation.

There is still further work to commence relating to procedures and training. However, there has been substantial improvement.'

The Bush Fire Volunteers were one of the more significant elements relating to this risk, due to the Work Health and Safety requirements highly affecting the relationship between volunteers and the Shire.

The Bush Fire Advisory Committee (BFAC) is established under the Bush Fires Act 1954 to provide communication between the Bush Fire Service and the Local Government. At the BFAC meeting held on the 12 July 2023 the committee determined to require the minimum training requirements of active firefighters being:

'All volunteers (including non-operational) must complete the following DFES courses:

- Bushfire Safety Awareness.
- Bushfire Fighting Skills.
- All active firefighters must attend at least 4 brigade level training occurrences per financial year.
- Preseason competency-based assessment for all active firefighting brigade members is to be completed prior to 1 December each year.
- All existing and future volunteers are to complete the online WHS volunteer induction prior to 1 December 2023, before being registered a Bushfire brigade volunteer.

The completion of the above training and inductions will be recorded in the Shire's myOSH system to continue initiatives to fulfil the Shire's responsibilities for volunteers (including BFBs) under WHS requirements.

If a member has not completed the required Shire WHS induction and training requirements this will result in the members' membership being reviewed and lead to the member being unable to be classified as being an active firefighter for the coming 2023/24 season.'

Since this resolution, the brigade training officers have coordinated monthly training activities for brigade members covering topics such as:

- Hose drills and signals.
- Radio operations.
- Hydrants and water supply (including drafting).
- PAFTACs and LACES (operational reporting and safety).
- Electric vehicles.
- Appliance familiarisation.
- Mandatory burn-over drill.

During the last six months, active firefighters, almost all members from Gelorup, Capel and Stirling brigades have attended nearly all training occurrences; about half the active firefighting members from Boyanup have attended training occurrences and about one third of members from Elgin have attended the training occurrences.

This has been a significant achievement for the brigade members and the Training Officers and Captains should be commended on the time and effort to coordinate and undertake these training activities.

There are some gaps with members that are not yet engaged in the new approach, often as this hasn't been a requirement in the past and the Brigade Captains and Emergency Services will be working with these members to encourage them to participate or reconsider their continuing role in the brigade. There have also been members identified that are participating in the brigades on a 'social' capacity.

Furthermore, the Shire introduced a Work, Health, and Safety (WHS) induction similar to an employee WHS induction covering WHS as well as relevant shire policies. This induction was offered both online and face to face. Brigade members had until the 1 December to complete the induction, to date about half the brigade members have not completed it. Brigade members who have not completed the induction will not be permitted to attend a bush fire. The Shire is continuing to follow up with members, some have been identified as social members that do not actively attend fires.

Risk 12: Failure to provide emergency management and business continuity in a disaster.

The following risk has also been lowered and explanation given with the Corporate Risk Report –

'Change: Extreme to High Risk.

Reason: The risk was originally identified as Extreme due to unpredictability of disasters and emergencies. However, the Shire undertakes work through communication and the development of strategies and procedures.

Meetings between the Bush Fire Advisory Committee, Local Emergency Management Committee, Bush Fire Captains, Executive Management Team and Management Team provide an opportunity and Forum to raise awareness for potential risks within this area.

There is still further work to be done in business continuity and community support to mitigate associated risks.'

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Following the discussion at the last Audit and Risk meeting and subsequent discussions internally with the staff. It has been identified that the rating within the risk is not properly portrayed. The Shire provides open communication and reporting relating to potential emergency management and disaster recovery plans through committee and strategic reporting.

Based on past reporting on the risk rating related to work health and safety, there would be the possibility of emergency management to not be handled to the standard to give the organisation confidence in a disaster. However, based on the continual improvement of the Shire's inductions, training and education there would be more potential for this to be managed well.

There are still improvements that need to be made, including items such as the business continuity plan and disaster recovery plans. These are due to be reviewed and improved through the next calendar year with resourcing available. This will help to strength future planning for emergencies and disasters.

Any feedback and workshop opportunities can be discussed and considered through the Audit and Risk Committee.

Summary

The Audit and Risk Committee should consider the feedback provided on the two identified risks. These risks will be further reported throughout the corporate reporting structure in the future.

Voting Requirements

Simple majority.

Officer's Recommendation – 7.4

AC016/2023 – Officer's Recommendation / Committee Decision 7.4

Moved Cr Kitchen, Seconded Cr Mogg.

That the Audit and Risk Committee notes the commentary made within the report relating to 'Risk 7 Inadequate management of Work Health and Safety requirements' and 'Risk 12 Failure to provide emergency management' and requests the information be included within the Corporate Risk Report to the Council.

Carried 3/0

For - Cr Kitchen, Cr McCleery and Cr Mogg.

Against – Nil

7.5 Quarterly Summary - Regulation 17 Internal Audit Progress Report

Author	Samantha Chamberlain – Director Community and Corporate
Authorising Officer	Gordon MacMile – Chief Executive Officer
Nature of the Decision	Legislative
Attachments	None
Confidential Status	This item is not a confidential matter.

Proposal

Receive the quarterly Regulation 17 Progress Report, noting the stated observations / recommendations under risk management, internal controls and legislative compliance are being implemented appropriately and in a timely manner.

Officer's Recommendation

That the Audit and Risk Committee performs its role set out in Regulation 16 of the Local Government (Audit) Regulations 1996 to receive and review the quarterly Regulation 17 Progress Report.

Background

Regulation 17 of the Local Government (Audit) Regulations 1996 (Reg 17) requires the CEO to review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal controls, and legislative compliance.

In 2018, a legislative amendment changed the requirement for these reviews to be completed no less than once every three financial years.

Since this time, the Shire has conducted Reg 17 reviews in November 2014, April 2016, September 2018, and May 2022. Following each audit, Officers review the findings and prioritise observations / recommendations based on risk and allowable resources.

Officers will provide progress reports at each Audit and Risk Committee meeting with the reporting format remaining the same for tracking purposes.

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 202334

Previous Council Decisions

28 June 2023 – Audit and Risk Committee (AC008/2023) –

‘That the Audit and Risk Committee receives the quarterly Regulation 17 progress report and notes the improvements to systems and procedures achieved since the previous report.’

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance and decision-making.

4.1 Effective and compliant governance.

4.2 Informed and transparent decision making.

Corporate Business Plan 2023-2027

FIN 32 - Biannual review of all internal systems and processes for compliance, efficiency and effectiveness.

Statutory Framework

State Framework

Local Government (Audit) Regulations 1996

16. An audit committee has the following functions –

(c) To review a report given to it by the CEO under regulations 17(3) (the CEO’s report) and is to –

(i) report to the council the results of that review; and

(ii) give a copy of the CEO’s report to the Council;

(d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –

(i) regulation 17(1);

(f) to oversee the implementation of any action that the local government –

(iii) has accepted should be taken following receipt of a review conducted under regulations (17).

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to –

(a) risk management; and

(b) internal control; and

(c) legislative compliance.

(2) The review may related to any or all of the matters referred to in sub-regulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

Policy Framework

- Risk Management Framework.
- Internal Controls.
- Legislative Compliance.
- Fraud and Misconduct.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance Rating: Medium	Unlikely	Moderate	<ul style="list-style-type: none"> • Progress reporting to the Audit Committee. • Corporate Business Plan Action. • External Audit recommendations.
Risk Description: Failure to complete the audit process that is required under the Local Government Act Regulations.			
Risk 2 Reputation Rating: Medium	Unlikely	Major	<ul style="list-style-type: none"> • Appointment of suitably qualified professionals to conduct reviews. • Actioning recommendations. • Progress report to the Audit Committee.
Risk Description: Failure to assess the appropriateness and effectiveness of internal systems and procedures increases risks associated with fraud, misconduct and reputation.			
Risk 3 Financial Rating: Medium	Unlikely	Major	<ul style="list-style-type: none"> • Appointment of suitably qualified professionals to conduct reviews. • Actioning recommendations. • Progress report to the Audit Committee.
Risk Description: Failure to assess the appropriateness and effectiveness of internal systems and procedures increase risks associated with fraud, misconduct, and financial loss.			
Opportunity: The Regulation 17 review provides a great opportunity to test the robustness of the Shire’s internal process and procedures and develop a plan to support constant improvement. This provides organisation wide resilience and efficiencies.			

Financial ImplicationsBudget (Financial Year 2023-24)

Through the review of the observations / recommendations identified during the May / June 2022 Regulation 17 Audit process, costs which require inclusion in the 2023-24 Annual Budget are mapped against observation 5.1.5 – Insurance, noting the cost of revaluing the Shire’s Land and Building Asset base and observation 5.3.2 – Procurement of Asset Management Software.

The Land and Building Revaluation project has just finalised at a cost of \$31,000 ex GST. The revaluation impact on the Land and Building asset base, including depreciation calculations will be detailed in the 2023 -24 Annual Financial Statements.

Procurement of a sophisticated Asset Management system to store, manage and maintain the Shire’s asset data is a work in progress and should be finalised by the end of the financial year. The sum of \$20,000.00 has been ringfenced in the 2023-24 Annual Budget to support the acquisition of this software.

Long Term

Future budget considerations, mainly for inclusion in the 2024-25 Draft Annual Budget are detailed against each observation and will be incorporated into future budget / long term financial planning documents. Particularly, where tasks are linked to the integration of a new Enterprise Resourcing Platform (ERP) or where physical resourcing requirements are identified through the Shire’s Workforce Planning document.

Sustainability Implications

Constant improvement to the Shire’s internal systems and procedures is essential to the sound management of the Shire’s governance framework. This facilitates consistent and equitable decision making, which is essential to create positive social, economic, and environmental impacts in the community.

Consultation/Engagement

External Consultation

Some observations require Officers to undertake consultative processes with other LGs ensuring best practice methodology is included in the actionable requirements.

Internal Consultation

The Executive Leadership Team and Management Team are responsible for attributable observations identified through this review process. The report template identifies the ‘Devolved Responsible Officer(s)’ tasked with ensuring each action is completed both appropriately and in a timely manner.

Officer's Comment

Auditors Assurance Advisory Group (AAG) were appointed on 11 April 2022 to conduct an independent and comprehensive audit of the Shire's risk management, internal control and legislative compliance with a draft report presented to Officers for consideration.

The draft report was reviewed, and management comments were provided by the Director Community and Corporate, Manager Finance and Strategic Governance and Risk Coordinator. The report was finalised by AAG on 2 June 2022 and presented to the Audit and Risk Committee on 29 June 2022.

The report highlighted the strong progress made by the Shire since the 2018 Reg 17 Audit and provided further recommendations for the Shire to improve systems and processes.

This is summarised in the following executive summary:

“In Summary, the audit identified that significant progress has been made by the Shire of Capel since the previous Regulation 17 Audit conducted in 2018. While there are findings in this report, they are predominantly of an improvement nature rather than indicators of breakdowns of controls or material non-compliance.”

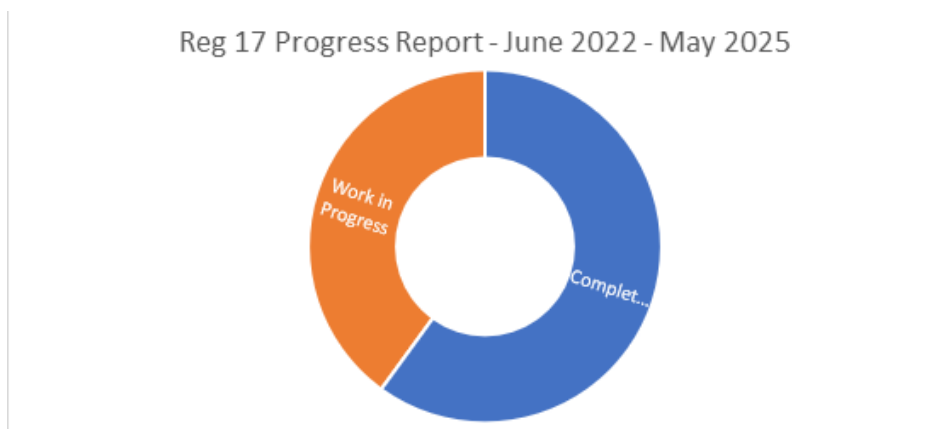
Following the auditor's report being endorsed at the June 2022 Audit and Risk Committee, Officers are actioning works for each observation and the progress is reported through the quarterly progress reports to the Audit and Risk Committee.

An Alternative Motion adopted at the Audit and Risk Committee on 21 December 2022 directed Officers to include resourcing requirements for each observation and this detail has been included in the quarterly reporting format.

Through the review of resourcing requirements, 6 observations are identified to require resourcing during the 2023-24 and 2024-25 financial years and these observations will be included in the Shire's 2023-2027 Corporate Business Plan and subsequent funding allocations linked to the Shire's future budgets.

For December 2023 reporting, the Regulation 17 audit progress of actions marked 'Completed' and a 'Work in Progress' and summarised in the below graph:

Graph 1.



SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 202338

Since reporting the quarterly progress update in June 2023, Officers have now actioned and finalised 9 of the 15 observations/recommendations presented in the final audit report.

The December 2023 Quarterly Progress Report is presented in more detail in the following pages.

Findings / Observations marked 'COMPLETED' in the progress column are finalised where no further actions are required unless directed otherwise.

Quarterly Progress Report

The following table summarises the progress made to date against each of the Regulation 17 Observations:

5.1 Risk Management

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - December 2023	Resourcing
<p>5.1.1 Risk Management Framework</p> <p>Observations/Findings</p> <p>The Shire has developed and adopted a new suite of Risk Management documents and a Risk Register. These were informed by ISO 31000:2018 and are a significant improvement over the previous regime, which had not been operating effectively in place since late 2018. The following observations were made:</p> <ul style="list-style-type: none"> The new Risk Framework categorises risks but does not separate out “Fraud and Misconduct”. As Fraud and Misconduct is an area of focus at all levels of Government, there would be value in identifying risks and mitigating controls for Fraud and Misconduct. Ownership of individual risks is assigned to Shire staff depending on the severity of the risk, ranging from operational managers to the CEO. Given the consequences of ‘Extreme’ risks, there would be value in ownership of these risks and their mitigation actions resting with either Council or the Audit Committee. 	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire considers revising the new Risk Management Framework and associated documents to: <ol style="list-style-type: none"> Incorporate a Fraud and Misconduct category. Specify ownership of the various levels of risk, with ‘Extreme’ risks assigned to either the Council or Audit Committee. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>The Shire agrees and will consider incorporating a Fraud and Misconduct category when the Risk Management Framework is reviewed in 2023-24.</p> <p>The current role of the Council and Audit Committee is oversight and review. The Council or Audit Committee may become involved the management of extreme risks, where certain action is required to mitigate the risk e.g. Beyond the delegated authority of the CEO to act.</p> <p>The Shire will consider specific ownership of extreme risks when the Risk Framework is reviewed.</p> <p>Responsibility: Director Community and Corporate</p> <p>Implementation Date: 2023-24.</p>	<p>Management Update:</p> <p>COMPLETED – The Shire’s Corporate Risk Register is being presented to the Audit and Risk Committee on 28 June 2023.</p> <p>The Risk Register will continue to evolve to reflect and update identified risks across the organisation, with updates presented at future Audit and Risk Committee meetings.</p> <p>Devolved Responsible Officer(s):</p> <p>Strategic Governance and Risk Coordinator.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - December 2023	Resourcing
<p>Causes</p> <ul style="list-style-type: none"> This is an opportunity for improvement, as such, there was no direct cause for this omission other than strict adherence to the ISO. Practice of assigning risk ownership to operational/ executive management <p>Potential Impact:</p> <ul style="list-style-type: none"> Possibility of not adequately identifying and mitigating fraud and misconduct risks. Council not adequately aware of 'Extreme' risks, making resourcing of mitigation strategies more problematic. <p>Inherent Risk Rating: Low</p>				
<p>5.1.2 Business Continuity</p> <p>Observations/Findings</p> <p>The Shire has developed and implemented a Business Continuity Plan and a Business Systems Disaster Plan. Both are comprehensive documents, and there is evidence that both have been reviewed at least annually.</p> <p>Good practice with Business Continuity Plans is to undertake an annual test of the Plan. There does not appear to be a process to test</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire implements an annual testing regime for both the Business Continuity Plan and the Business Systems Disaster Plan. Testing should be documented, and any lessons learned 	<p>Management Response:</p> <p>The Shire Executive Management Team will allocate a project lead and schedule an appropriate day in the Corporate Calendar to test each plan.</p> <p>Responsibility: Director Community and Corporate</p> <p>Implementation Date: 2022-23.</p>	<p>Management Update:</p> <p>Testing of the Business Continuity Plan is now scheduled for the first quarter of 2024 (January to March).</p> <p>Completion:</p> <p>First quarter of 2024 (Jan to Mar).</p>	<p>To date, no additional resourcing requirements have been identified.</p> <p>However, resourcing linked to additional staff hours is a possibility and will be costed</p>

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - December 2023	Resourcing
<p>the Business Continuity Plans nor evidence of any testing.</p> <p>Causes</p> <ul style="list-style-type: none"> Both Plans are relatively new (June 21 and September 20 respectively) and testing has not been identified as a necessity. <p>Potential Impact:</p> <ul style="list-style-type: none"> Missing information/ steps within the Plans may not be identified or changed circumstances considered. Ultimately, this could result in the Plans being ineffective during an event. The benefits of familiarisation/ training of staff afforded by the testing process are not realised. <p>Inherent Risk Rating: Medium</p>	<p>incorporated into the next iteration.</p> <p>Residual Risk Rating: Low</p>		<p>Devolved Responsible Officer(s):</p> <p>Manager Organisational Development, Strategic Governance and Risk Coordinator & Manager Business Systems.</p>	<p>through the planning for the exercise.</p> <p>Any associated costs will be reported in the next quarterly progress report to the committee.</p>
<p>5.1.3 Managing Operating Risks</p> <p>Observations/Findings</p> <p>There isn't a formal process in place guiding operational managers on the identification, mitigation, and reporting of operating risks. It is understood that this occurs informally as managers go about their day-to-day duties. It is noted that there are policies providing guidance for 'Legislative Compliance' and 'Fraud and Corruption', and processes in some work areas e.g., project management methodology.</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> Once Risk Management Framework has been fully implemented and embedded, the Shire develop and implements a procedure to guide operational managers in determining, 	<p>Management Response:</p> <p>The Executive Management Team have endorsed a Risk Management Procedure that identifies the roles and responsibilities for determining, documenting and managing risks. Training is scheduled with relevant Shire officers on 13 and 15 June 2022. Compliance with the Risk Management Procedure will be expected</p>	<p>Management Update:</p> <p>COMPLETED - with a continual staff training review process for good practice purposes.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - December 2023	Resourcing
<p>However, these do not currently align with the Risk Management Framework.</p> <p>Causes</p> <ul style="list-style-type: none"> The Risk Management Framework is newly introduced and has yet to incorporate processes for managing operating risks. <p>Potential Impact:</p> <ul style="list-style-type: none"> Not all risks are appropriately documented, assessed and mitigated. Insufficient visibility of operating risks across the organisation, so unable to identify multiple instances of the same risk. <p>Inherent Risk Rating: Medium</p>	<p>documenting and managing material operating risks.</p> <p>Residual Risk Rating: Low</p>	<p>from this time. An ongoing review of Risk Management policies and procedures is planned.</p> <p>Responsibility: Director Community and Corporate</p> <p>Implementation Date: 2022/23</p>	<p>Devolved Responsible Officer(s):</p> <p>Strategic Governance and Risk Coordinator & WHS Advisor.</p>	
<p>5.1.4 Risk Reporting</p> <p>Observations/Findings</p> <p>There has been no formal Risk reporting within the Shire since 2018.</p> <p>Causes</p> <ul style="list-style-type: none"> The previous Risk Register was last updated in late 2018 and was not operational since then. There had been no risk management process in place between then and the development of the new Risk Management Framework in late 2021/early 	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire establishes a new risk reporting regime which includes: <ol style="list-style-type: none"> Quarterly reporting of risks through to EMT and the Audit Committee and/or Council. Incorporates tables summarizing numbers of risk per 	<p>Management Response:</p> <p>The newly developed Risk Register will be embedded in the Agenda for the monthly joint meeting of Executive Management Team and Managers and the three Audit Committees per year.</p> <p>The Shire will implement the use of written risk reports as recommended.</p>	<p>Management Update:</p> <p>COMPLETED - As per the Officer's commentary for Observation 5.1.1.</p> <p>Devolved Responsible Officer(s):</p> <p>Strategic Governance and Risk Coordinator & WHS Advisor.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - December 2023	Resourcing
<p>2022, so no associated reporting regime in place</p> <p>Potential Impact:</p> <ul style="list-style-type: none"> Senior Management and Council not aware of material risks, or mitigating actions, faced by the Shire. <p>Inherent Risk Rating: High</p>	<p>category and risk rating.</p> <p>c. A summary of all 'Extreme' and 'High' rated risks.</p> <p>d. A link to the full Risk Register should readers wish to review in detail.</p> <p>A mock-up of a possible report format is available at Appendix 3</p> <p>Residual Risk Rating: Low</p>	<p>Responsibility: Strategic Governance and Risk Coordinator</p> <p>Implementation Date: July 2022.</p>		
<p>5.1.5 Insurance</p> <p>Observations/Findings</p> <p>The audit concluded that there is a robust process in place for reviewing the Shire's insurable risks on an annual basis with the Insurer, LGIS. This includes communication about any major changes in the Shire's operations and assets and plant holdings.</p> <p>Notwithstanding this, the current economic conditions within Western Australia have resulted in changes which may impact the adequacy of the Shire's insurance coverage, these include:</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire urgently commission: <ol style="list-style-type: none"> An insurance revaluation of all buildings and plant to assure there will be adequate coverage in the event of loss or destruction. An assessment of the Shire's Business Interruption Insurance to 	<p>Management Response:</p> <p>Asset revaluation for financial reporting is addressed in the Local Government (Financial Management) Regulations 1996. Further direction is given by the Office of the Auditor General Western Australian local government position paper 2. There is a requirement for assets to be revalued within a period of no more than five years. This applies to land, buildings, infrastructure and investment property. Plant and</p>	<p>Management Update:</p> <p>COMPLETED – Revaluations were completed across the Shire's entire asset base excluding Land and Buildings which are scheduled to be revalued during 2023-24.</p> <p>Devolved Responsible Officer(s):</p>	<p>Land and Buildings Revaluation project cost \$31,000 ex GST and included in the 2023-24 Annual Budget.</p> <p>The revaluation of all Shire Land and Buildings</p>

Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - December 2023	Resourcing
<ul style="list-style-type: none"> • Significant increases in the costs of building materials, plant and equipment. • Delays in delivery of materials and plant. • Shortage of skilled labour to undertake repair and/ or construction works. • Availability of construction contractors. <p>Causes</p> <ul style="list-style-type: none"> • Change in revaluation cycle from three to five years. • External factors include rising costs, labour shortages and delivery delays. <p>Potential Impact:</p> <ul style="list-style-type: none"> • Insufficient insurance coverage to replace or repair critical buildings and/ or infrastructure. • Increased business interruption if the Shire’s administration building or depot were to be destroyed or damaged. <p>Inherent Risk Rating: High</p>	<p>accommodate for likely delays in replacing or rebuilding critical buildings and/ or infrastructure.</p> <p>Residual Risk Rating: Low</p>	<p>equipment are now carried at depreciated cost.</p> <p>An insurance valuation is completed when a financial valuation is completed. An annual internal assessment is made of the insurance value for each asset on the insurance schedules, as part of the review of the Shire’s insurable risks. The local government sector acknowledges the volatility in the cost and availability of resources and materials for asset replacement.</p> <p>An assessment of major assets should be completed to identify critical assets that, if lost, would cause major business interruption. It should then be decided if an external insurance valuation of these assets should be completed to ensure a process of adequate coverage. These valuations would occur outside the years when a financial valuation takes place for an asset class.</p>	<p>Manager Finance and Director Community & Corporate.</p>	<p>is now finalised.</p> <p>Revised revaluation calculations will be presented in the 2023-24 Annual Financial Statements.</p>

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Observation(s) and Ratings	Recommendations	Management Responses	Progress Report - December 2023	Resourcing
		<p>It would also apply to assets that are not required to be valued for financial reporting such as heavy plant.</p> <p>Agree that an assessment of the Shire's business interruption insurance be completed to report on the level and scope of coverage.</p> <p>Responsibility: Director Community and Corporate.</p> <p>Implementation Date: 2022/23.</p>		

5.2 Internal Controls

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - December 2023	Resourcing
<p>5.2.1 Purchasing Policy v2</p> <p>Observations/Findings</p> <p>This updated policy has become inaccurate in relation to Section 11f which refers to Purchase Orders and Requisitions, however, we understand the Shire does not use requisitions currently.</p> <p>Causes</p> <ul style="list-style-type: none"> There are no current procedures for the raising or authorising of Purchase Orders to show clarity in the process. <p>Potential Impact:</p> <ul style="list-style-type: none"> Confusion leading to inefficiency. <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> Procedures are adopted for the whole Procurement Process including the raising, approving, and issuing of Purchase Orders. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>Agree to review and update the purchasing policy to remove any inaccuracies and reflect changes since the last review. Review and update management procedures on raising, approving and issuing of purchase orders.</p> <p>The Shire is currently using manual patching to rectify deficient system capabilities with the ERP and this creates workflow inefficiencies. The Shire will review the ERP in 2022/23 and a resolution to recommendations 5.2.1, 5.2.2, 5.2.3, 5.2.4, will be investigated.</p> <p>Responsibility: Director Community and Corporate.</p> <p>Implementation Date: 2022-23.</p>	<p>Management Update:</p> <p>COMPLETED – The Shire’s Purchasing Policy and Management Procedure was adopted by the Council during the March 2023 OCM.</p> <p>Since this time, Procurement training sessions for all staff have been conducted across the organisation to ensure the new policy/framework is adhered to when Officers procure goods and services for the Shire.</p> <p>Devolved Responsible Officer(s): Manager Finance & Finance Officer.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - December 2023	Resourcing
<p>5.2.2 Purchasing Policy v2</p> <p>Observations/Findings</p> <p>There is no segregation of duties between order raising and order approval, with one officer required to undertake both tasks.</p> <p>Causes</p> <ul style="list-style-type: none"> Lack of focus on segregation of duties, possibly due to lack of clarity with no procedures as in the above cause. <p>Potential Impact:</p> <ul style="list-style-type: none"> Lack of segregation of duties, as well as possible inefficiency with Senior Officers' time, spent raising documents. Possibility for fraud and misconduct to occur. <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> A different officer raises the order from the officer whom it is directed to for approval. Note if this recommendation is actioned the officer raising the order could also receive the order if recommendation 8 below leads to 3-way matching. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>Agree to review and update the purchasing policy and management procedures to address the issue of segregation of duties.</p> <p>Responsibility: Director Community and Corporate</p> <p>Implementation Date: 2022-23</p>	<p>Management Update:</p> <p>COMPLETED – Through the review of the Shire's Purchasing Policy, a requisition system has been introduced to allow for the segregation of duties between the Officer raising and approving the requisition. The new requisition system is due to 'go live' on Monday 3 July 2023.</p> <p>Devolved Responsible Officer(s):</p> <p>Manager Finance & Finance Officer.</p>	<p>As per above.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - December 2023	Resourcing
<p>5.2.3 Accounts Payable</p> <p>Observations/Findings</p> <p>The accounts' payable function operates a 2-way match process for all non-manually processed invoices.</p> <p>Causes</p> <ul style="list-style-type: none"> The Shire does not receive goods or services on the accounting system. Instead, the AP officer sends out all invoices for manual signoff. <p>Potential Impact:</p> <ul style="list-style-type: none"> Inefficiency and possible increased risk of inaccuracy in the accounts payable process. <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire investigates whether the current Synergy software for 3-way matching offers a suitable solution prior to any alternative module implementation being considered. If acceptable, then 3-way matching should commence with the receiving functionality being introduced. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>Agree to conduct an investigation of current software to improve the efficiency and accuracy of the matching process.</p> <p>Responsibility: Director Community and Corporate</p> <p>Implementation Date: 2022-23.</p>	<p>Management Update:</p> <p>Work in progress – processing mapping exercise currently in progress.</p> <p>Considering this functionality through the onboarding of a new finance system during the Enterprising Resourcing Product (ERP) investigations.</p> <p>Completion: Ongoing - consideration through investigation of new ERP.</p> <p>Devolved Responsible Officer(s):</p> <p>Manager Finance & Finance Officer.</p>	<p>To date, no additional resourcing requirements have been identified.</p> <p>Projected resourcing requirements related to new ERP integration will be presented to the Council in April.</p>
<p>5.2.4 Accounts Payable</p> <p>Observations/Findings</p> <p>We understand the matching process of invoice to purchase order on Synergy allows a 10% overspend before a warning is given on the system, but that does not prevent the matching from taking place.</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire undertakes an assessment of whether this level of flexibility is necessary as 10% appears a high level of tolerance. 	<p>Management Response:</p> <p>Agree with undertaking an assessment on the levels of tolerance and the management procedures. Additional controls will be considered during this assessment.</p>	<p>Management Update:</p> <p>Work in progress continuing. System controls will be assessed for the feasibility of adjusting the % tolerances. During this time, a review will be completed on the number of occurrences which exceed 100% of the payable amount and assess the level of financial risk</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - December 2023	Resourcing
<p>Causes</p> <ul style="list-style-type: none"> Parameters in the system have been set at this level we understand due to typical GST errors. <p>Potential Impact: Overpayments. Inherent Risk Rating: Medium</p>	<p>It is commonplace that a warning occurs at 90% and that any invoices over 100% of the order value require either a new order or an amendment to be raised for matching to succeed.</p> <p>Residual Risk Rating: Low</p>	<p>Responsibility: Director Community and Corporate. Implementation Date: 2022-23</p>	<p>this poses on the Shire’s cash flow position.</p> <p>Completion: Extended review and completion period to January / February 2024. Devolved Responsible Officer(s): Manager Finance & Finance Officer.</p>	
<p>5.2.5 General Ledger Reconciliations</p> <p>Observations/Findings</p> <p>The following month-end reconciliations for March 2022 had the following issues.</p> <ul style="list-style-type: none"> Rates: no evidence of independent review. Creditors: at the time of the audit had an unreconciled difference of \$100. Payroll: not performed due to software problems with the new definitive module. The provider is working on a solution. 	<p>It is recommended that:</p> <ol style="list-style-type: none"> When all software issues have been resolved the Shire should reconcile all balance sheet accounts monthly leaving an audit trail, and also demonstrate evidence with independent reviews over differences actioned by the following month. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>All balance sheet reconciliations to be reviewed with evidence of that review. Any variances to be noted at the time of reviewing the reconciliations and the process being followed to resolve the difference be noted. Monthly evidence of review to be completed.</p> <p>Responsibility: Director Community and Corporate. Implementation Date: 2022-23.</p>	<p>Management Update:</p> <p>COMPLETED - As per the 2022-23 Interim Audit Recommendation, payroll reconciliations are now completed on a fortnightly basis, aligning with the fortnightly pay runs.</p> <p>Devolved Responsible Officer(s): Manager Finance & Payroll Officer.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - December 2023	Resourcing
<ul style="list-style-type: none"> Fixed Assets: no full reconciliation was performed for March; a monthly YTD report was however prepared. <p>Causes</p> <ul style="list-style-type: none"> Absence of timeliness and full testing prior to software purchase. <p>Potential Impact: Build-up of inaccurate transactions leading to inaccurate balance sheet and potential for fraud.</p> <p>Inherent Risk Rating: High</p>				
<p>5.2.6 Access to Synergy Finance Modules</p> <p>Observations/Findings</p> <p>On review of the access to Synergy Finance modules, it was noted that there are multiple users, named and unnamed who have access to all modules allowing transactions to be raised (for example in Accounts Payable) and then reported on through the general ledger, with the potential for prior manipulation.</p> <p>Causes</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire needs to perform a review of all access to Finance modules with a view to restricting all individuals' access such that no one officer can enter or change transaction data whilst also having access to change the reporting of such changes. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>A review of access to finance modules is in progress. Changes have been made to access levels with this work continuing.</p> <p>Responsibility: Director Community and Corporate.</p> <p>Implementation Date: 2022-23.</p>	<p>Management Update:</p> <p>COMPLETED - with ongoing monitoring necessary.</p> <p>Devolved Responsible Officer(s):</p> <p>Manager Business Systems.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - December 2023	Resourcing
<ul style="list-style-type: none"> Absence of automated systems controls. Allowance in the system for employees to cover or rotate in other peoples' roles without having their access halted or removed from their previous or substantive roles. <p>Potential Impact: Potential for fraud and theft.</p> <p>Inherent Risk Rating: Medium</p>				
<p>5.2.7 Definitive Payroll – Higher Duties</p> <p>Observations/Findings</p> <p>The Payroll does not have a separate classification for higher duties. When these higher duties occur, the rates are manually changed but do not appear on the face of the payroll report as a changed status.</p> <p>Causes</p> <ul style="list-style-type: none"> Absence of appropriate controls and new payroll software. 	<p>It is recommended that:</p> <ol style="list-style-type: none"> The software supplier should be requested to add this classification <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>The Shire has a process for approval of higher duties, including written confirmation of the agreement and rate. These changes are approved in fortnightly variance reports with supporting commentary.</p> <p>Manual processes to show higher duty approval have been tested within the current software.</p>	<p>Management Update:</p> <p>Work in progress.</p> <p>Working with IT Vision to provide a software solution to recognise this classification in the Payroll system.</p> <p>Completion:</p> <p>Mid-financial year 2023-24</p> <p>Devolved Responsible Officer(s):</p> <p>Manager Organisational Development & Payroll Officer.</p>	<p>To date, no additional resourcing requirements have been identified.</p> <p>If required, software solution costs will be identified through future budget planning.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - December 2023	Resourcing
<p>Potential Impact: Inability to substantiate accuracy and compliance to third parties, and potential overpayments.</p> <p>Inherent Risk Rating: Low</p>		<p>They have proven unsuccessful, and the Shire will continue to work with the software provider to find a way to improve the identification of higher duties.</p> <p>Responsibility: Director Community and Corporate</p> <p>Implementation Date: 2023-24</p>		

5.3 Legislative Compliance

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - December 2023	Resourcing
<p>5.3.1 Compliance Register</p> <p>Observations/Findings</p> <p>Although we have not found any evidence that changes to Regulations are not being tracked and actioned, there is no current compliance register being used to record that process.</p> <p>Causes</p> <p>Absence in personnel business continuity.</p> <p>Potential Impact:</p> <p>Non-compliance with Regulations., including the potential for the absence of appropriate delegated authorities.</p> <p>Inherent Risk Rating: Medium</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The Shire: <ul style="list-style-type: none"> Expedites the purchase of the ATTAIn software package which we have been advised is currently being considered. <p>And/or</p> <ul style="list-style-type: none"> Refreshes the previous register used for this purpose but refreshes it with all relevant legislation and other regulations rather than just the LGA 1995 material. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>The Shire is currently procuring the Attain by Integrity software package.</p> <p>Responsibility: Strategic Governance and Risk Coordinator</p> <p>Implementation Date: 2022.</p>	<p>Management Update:</p> <p>COMPLETED – Attain Software has been integrated and is now in use to track compliance actions against legislative requirements and broadening its use to include a compliance calendar function.</p> <p>Devolved Responsible Officer(s):</p> <p>Strategic Governance and Risk Coordinator.</p>	<p>To date, no additional resourcing requirements have been identified.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - December 2023	Resourcing
<p>5.3.2 Capital Expenditure Requirements for Long Term Financial Plan and Asset Management Plan</p> <p>Observations/Findings</p> <p>As per The OAG Audit Report 20/21, Section 50(1)(c) of the Local Government (Financial Management) Regulations 1996 requires the Shire to report the Asset Renewal Funding Ratio in its annual report. This has not been done for 2019, 2020, and 2021. To do this the Capital Expenditure for the Long-Term Financial Plan and the Asset Management Plan needs to be estimated. This estimation process was not evidenced.</p> <p>Causes</p> <p>Asset Management Plan data not ready to be presented.</p> <p>Potential Impact:</p> <p>Lack of funding provision for asset maintenance and assets fall into a state of disrepair.</p> <p>Regulatory non-compliance.</p>	<p>It is recommended that:</p> <ol style="list-style-type: none"> The capital expenditure be estimated for both reports mentioned, and the reports completed to the satisfaction of the OAG. <p>Residual Risk Rating: Low</p>	<p>Management Response:</p> <p>Agree with the recommendation. The Shire is investigating the onboarding of a new Asset Management Plan and supporting the asset management system.</p> <p>This issue is being considered by DLGSC as part of the Local Government Act reform program.</p> <p>Responsibility: Director Community and Corporate.</p> <p>Implementation Date: 2023-24.</p>	<p>Management Update:</p> <p>Investigations into suitable Asset Management software solutions have been conducted, with a view to onboarding the solution mid to late 2023-24 financial year.</p> <p>Completion:</p> <p>During the 2023-24 financial year.</p> <p>Devolved Responsible Officer(s):</p> <p>Director Community & Corporate, Director Infrastructure & Development & Manager Asset & Technical.</p>	<p>The 2023-24 Annual Budget identifies \$20,000 to procure and onboard an Asset Management software solution to support the monitoring and maintenance of the Shire's Asset Management Strategy.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - December 2023	Resourcing
<p>Poor accounting of/for capital assets.</p> <p>Inherent Risk Rating: High</p>				
<p>5.3.3 Internal Audit</p> <p>Observations/Findings</p> <p>The Shire does not have a regular Internal Audit function, rather they go to market as and when required, usually to conduct the regulated audits (Reg 5 and Reg 17).</p> <p>In the absence of an Internal Audit function, the Shire does not have a Strategic Internal Audit Plan to identify and document areas of audit risk and audit focus.</p> <p>Causes</p> <ul style="list-style-type: none"> • Business maturity with respect to Internal Audit. • Limited resources to dedicate to an internal audit function. 	<p>It is recommended that the Shire consider:</p> <ol style="list-style-type: none"> 1. Commissioning the production of a Strategic Internal Audit Plan (1-, 2- or 3-year horizon) to identify areas of risk (strategic through to operational). This would be considered and prioritised by the Audit Committee to guide future internal audit and review activities. 2. Establish a part-time IA function. While it is understood an in-house function is not economically viable, it may be possible to call for quotes to provide a fixed number of hours per year from firms on the CUA or WALGA panel to deliver 	<p>Management Response:</p> <p>Agree with undertaking an investigation into the feasibility and viability of establishing an internal audit function. Consider implementing this function through options including:</p> <ol style="list-style-type: none"> 1. 0.50 FTE appointment of an Internal Audit Officer to perform duties. 2. External quote process with suitable organisations to perform internal audit functions on an agreed fixed hour contract basis. 3. Partner with a larger LG that has the capacity to outsource their Internal Audit Staff to perform Internal Audit functions for the Shire. 	<p>Management Update:</p> <p>Work in progress continuing. Future budget consideration for financing additional works by a contractor or managing in-house.</p> <p>Currently in discussions with neighbouring LGs on best practice methods for managing an internal compliance function.</p> <p>Completion:</p> <p>A recommendation will come to the Audit and Risk Committee once a suitable solution has been determined.</p> <p>Devolved Responsible Officer(s):</p> <p>Director Community & Corporate & Manager Finance.</p>	<p>A recommendation will come to the Committee once a suitable solution has been determined and costed for inclusion in future budget preparations and additional work force planning considerations.</p>

Observation(s) and Ratings	Recommendations	Management Response	Progress Report - December 2023	Resourcing
<p>Potential Impact: Missed opportunity for early identification/prevention of control and governance breakdowns, and limited improvement prospects for strengthening of operations.</p> <p>Inherent Risk Rating: Medium</p>	<p>against an approved Strategic Internal Audit Plan (as per recommendation 15)</p> <p>Residual Risk Rating: Low</p>	<p>Responsibility: Director Community & Corporate</p> <p>Implementation Date: Feasibility study to be completed during 2022-23 and 2023-24 financial years with a recommendation report to Audit and Risk Committee.</p>		

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 2023 57

Summary

Shire Officers have provided a quarterly progress report for each observation/ recommendation, including proposed actions, a timeline for implementation and projected resourcing requirements.

Continuing progress reports will be provided to future Audit & Risk Committees with the intent that all recommendations will be finalised by 30 June 2024, with the exception of recommendations linked to the onboarding of a new ERP system or where physical resourcing requirements are linked to the Shire’s Workforce Plan, which may exceed the preferred completion timeframe.

Voting Requirements

Simple majority.

Officer’s Recommendation – 7.5

AC017/2023 – Officer’s Recommendation / Committee Decision 7.5

Moved Cr Kitchen, Seconded Cr Mogg.

That the Audit and Risk Committee performs its role set out in Regulation 16 of the Local Government (Audit) Regulations 1996 to receive and review the quarterly Regulation 17 Progress Report.

Carried 3/0

For - Cr Kitchen, Cr McCleery and Cr Mogg.

Against – Nil

7.6 Final Financial Audit Results for the year ending 30 June 2023

Author	Director Community and Corporate Services, Samantha Chamberlain
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Legislative
Confidential Status	This item is not a confidential matter.
Attachments:	7.6.1 Shire of Capel Final Audit Management Report 7.6.2 Independent Auditor's Report 7.6.3 Annual Financial Report 22/23

Proposal

Review and consider the findings detailed in the attached Audit Management Report for the year ending 30 June 2023.

Officer's Recommendation

That the Audit and Risk Committee:

1. Considers the final audit findings for the year ending 30 June 2023 and notes the Shire has received an 'Unqualified Opinion' endorsing a clean audit outcome for the Shire.
2. Recommends that the Council endorses the Final Audit Management Report.
3. Notes the Independent Auditor's Report and Annual Financial Report (AFR) will be included in the 2022-23 Annual Report.

Background

Changes to the Local Government Act 1995 that were enacted in 2005 required that the Council establish an Audit Committee. The delegation of powers and duties to the Audit Committee were agreed by the Council to accept responsibility for oversight of the financial affairs of the Shire of Capel.

The primary objective of an Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor, so the Council can be satisfied with the performance of the local government in the management of its financial affairs.

Local governments undergo an external financial audit on an annual basis and auditors are appointed through the Office of the Auditor General (OAG).

For financial years 2020-21, 2021-22 and 2022-23 the OAG contracted Moore Australia (WA) to complete the Shire's annual financial audit and three Officers from Moore Australia (WA) attended the site to complete the audit functions.

The audit process involves a series of on and off-site testing of the Shire's internal financial controls, a review of general risk areas and items relating to previous financial audits.

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 2023..... 59

Other key matters such as accounting irregularities, illegal acts of non-compliance with laws and regulations and appropriateness of accounting policies and practices are also included in the audit process.

Audit Scope

The primary audit scope and objective is to express an opinion as to whether the Shire’s annual financial report is free from material misstatements (whether due to fraud or error) and is prepared (in all material respects) in accordance with applicable Australian Accounting Standards, the *Local Government Act 1995* (as amended) and the *Local Government (Financial Management) Regulations 1996* (as amended).

The audit also reports on the following matters in accordance with Reg 10(3) of the Local Government (Audit) Regulations 1996:

Significant adverse trends in the financial position or the financial management practices of the Shire.

Non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law.

Whether all required information and explanations were obtained by the auditor.

Whether all audit procedures were satisfactorily completed in conducting the audit.

Audit Approach

The audit process generally contains three phases - planning, fieldwork, and completion.

The planning phase is critical to the audit process as this is where audit risk is addressed. The methodology focuses on the Shire’s underlying business risks, recognising that audit risk is affected by the business risks of the Shire, as well as by how well Management and the Council address those risks.

The most critical aspect of audit planning is the assessment of risk and consideration of where material misstatements could occur.

The audit approach focuses on areas that represent a higher risk to the business. The auditor’s methodology uses a risk-based approach to evaluate and, when appropriate, to test the effectiveness of internal controls with the expectation that a moderate level of reliance can be placed on the operating controls.

A combined assessment of inherent and control risk for significant accounts and the related financial statement assertions will be made. This will establish a portfolio of audit procedures that are customised based on the Shire’s significant accounts, critical areas, disclosures, and classes of transactions, as well as the assessment of risk, including the risk of fraud.

Audit procedures include both substantive tests of account details and tests of internal controls for significant account balances, transactions, and disclosures.

SHIRE OF CAPEL AUDIT AND RISK COMMITTEE MEETING 20 December 2023.....60

Previous Council Decisions

AC009/2023 – AMENDED RECOMMENDATION/ COMMITTEE DECISION 7.2

1. Consider the Interim Audit results for the year ending 30 June 2023.
2. Recommends that the Council endorse the Interim Audit Report and the accompanying 'Management Comment'.
3. The Shire writes to the OAG to get confirmation that the process relating to '1. Payroll reconciliation not performed.' Is now satisfied with the Shire's newly implemented reconciliation and authorisation process. '

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance, and decision-making.

Community Outcomes:

- 4.1 Effective and compliant governance.
- 4.2 Informed and transparent decision-making.

Shire of Capel Corporate Business Plan – 2023-2027

- FIN 1 – Annual and Monthly Reporting Requirements.
- FIN 4 – Financial Auditing.
- FIN 5 – Fair Valuation of Assets.

Statutory Framework

Local Government Act 1995

Division 5 – Annual reports and planning

- 5.53. Annual reports
- (1) The local government is to prepare an annual report for each financial year.
 - (2) The annual report is to contain –
 - (a) a report from the mayor or president; and
 - (b) a report from the CEO; and
 - [(c), (d) deleted]
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and
 - (f) the financial report for the financial year; and
 - (g) such information as may be prescribed in relation to the payments made to employees; and
 - (h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year;

and

Division 3 – Conduct of audit

- 7.9. Audit to be conducted
- (1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to –
 - (a) the mayor or president; and
 - (b) the CEO of the local government; and
 - (c) the Minister.
- 7.12AD. Reporting on a financial audit
- (1) The auditor must prepare and sign a report on a financial audit.

Local Government (Audit) Regulations 1996

16. Functions of audit committee
- An audit committee has the following functions –
- (a) to guide and assist the local government in carrying out –
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
 - (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
 - (c) to review a report given to it by the CEO under regulation 17(3) (the *CEO's report*)
- and is to –
- (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
 - (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –
 - (i) regulation 17(1); and
 - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
 - (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
 - (f) to oversee the implementation of any action that the local government –
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
 - (g) to perform any other function conferred on the audit committee by these regulations or another written law.

Policy Framework

Policy 2.35 – Legislative Compliance.

Implications

Risk

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Medium	Unlikely	Moderate	Ensure compliance with state legislation and Financial Management Regulations through contemporary financial control mechanisms and accurate financial reporting.
Risk Description: Failure to fulfil compliance requirements both statutory and regulatory.			

Financial - Budget

Costs associated with the 2022-2023 audit are included within the 2023-24 Annual Budget and are a statutory requirement through the Office of the Auditor General WA.

Long Term

There are no long-term costs relevant to this matter.

Consultation/Engagement

The following timetable is a broad outline of the key deliverables and timing aspects of the audit process:

Engagement Activity	Timing
Audit Planning	March 2023
Entrance Meeting	30 March 2023
Interim Audit Visit	3 April - 5 April 2023
Interim management report (if any matters to be reported)	Mid May 2023
Receipt of complete and balanced draft financial report	End September 2023
Final Audit Visit	18-20 October 2023
Issuance of Audit Concluding Memorandum	Mid November 2023
Concluding (Exit) Meeting	End November 2023
Date CEO sign off on financial statements	E November 2023
Final sign-off of Auditor's report & management report	Early December 2023

The timely delivery and completion of the audit process is contingent on the Auditors having access to review and test key financial documents / samples, supported by the Shire's finance team to provide further evidence if required.

Officer's Comment

The following information and attached reports identify one finding arising from the Shire's final external audit for the year ending 30 June 2023, and details the nature of the finding, including the rating and management comment provided by Officers on what actions will be taken to rectify the finding.

The below detail has been extracted from the Final Auditor's Management Report:

Bank Reconciliation

Finding

We have noted that the Municipal bank reconciliation for the month of June 2023 has not been reconciled. There is a difference of \$29K between the bank reconciliation and the general ledger.

Rating: Moderate

Implication

The absence of an effective bank reconciliation process increases the risk of errors, omissions or fraud remaining undetected. In turn, this could lead to misstatements in financial reporting and the Shire not reporting its true cash position.

Recommendation

The Shire should ensure that the monthly bank reconciliation is appropriately prepared and independently reviewed.

Management Comment:

Agree with the finding, implication, and recommendation of the audit finding. There has been difficulty in reconciling the amount due to the incorrect interpretation of the amount being municipal funds when an examination of the original transaction shows them as trust funds.

ACTION: Funds to be transferred to the correct account to resolve the bank reconciliation issue.

Responsible Person: Manager Finance

Completion Date: December 2023 (completed)

Interim Audit Report 2022-23

As presented to the Audit and Risk Committee in June 2023, the Auditor's Interim Management Report identified a finding related to the fortnightly reconciliation of the payroll reports, which has now been actioned by Officers and recognised as complete by the Auditors.

Summary

By way of continuous improvement and external oversight, Officers welcome the finding identified by the Auditors and can confirm the remedial process to reverse the incorrect income posting has now been actioned.

For financial year 2022-23, audit findings relating to the Interim and Final Audit processes have been completed with no further actions requiring Officers attention.

The Shire’s Executive Team commend the Finance Team on their efforts in achieving a successful financial audit outcome for 2022-23.

The attached audit reports are presented to the committee for review and endorsement.

Voting Requirements

Simple majority.

Officer’s Recommendation – 7.6

<p>AC018/2023 – Officer’s Recommendation / Committee Decision 7.6</p> <p><i>Moved Cr Kitchen, Seconded Cr McCleery.</i></p> <p>That the Audit and Risk Committee:</p> <ol style="list-style-type: none"> 1. Considers the final audit findings for the year ending 30 June 2023 and notes the Shire has received an ‘Unqualified Opinion’ endorsing a clean audit outcome for the Shire. 2. Recommends that the Council endorses the Final Audit Management Report. 3. Notes the Independent Auditor’s Report and Annual Financial Report (AFR) will be included in the 2022-23 Annual Report. <p>Carried 3/0</p> <p><i>For - Cr Kitchen, Cr McCleery and Cr Mogg.</i></p> <p><i>Against – Nil</i></p>

8. GENERAL BUSINESS

8.1 Note for the Local Emergency Management Committee

The Audit Committee would like to note for the Local Emergency Management Committee to consider the discussing resilience risks for the Shire in relation to a local emergency.

This subject will be raised by the Shire President at the next Committee Meeting.

The Chief Executive Officer also expressed thanks to the Finance, Governance and Asset areas for the Audit Improvement Initiatives completed to produce the Finding's Report.

9. MEETING CLOSURE

There being no further business the meeting was declared closed at 1:55pm.



Climate Change, Adaptation and
Sustainability Committee

A handwritten signature in blue ink, which appears to read "G MacMile".

Gordon MacMile
Chief Executive Officer

Meeting Minutes -
Wednesday, 29 March 2023



Committee Members:

Deputy Chair Cr Peter McCleery
Cr Rosina Mogg
Cr Sebastian Schiano
Cr Christine Terrantroy

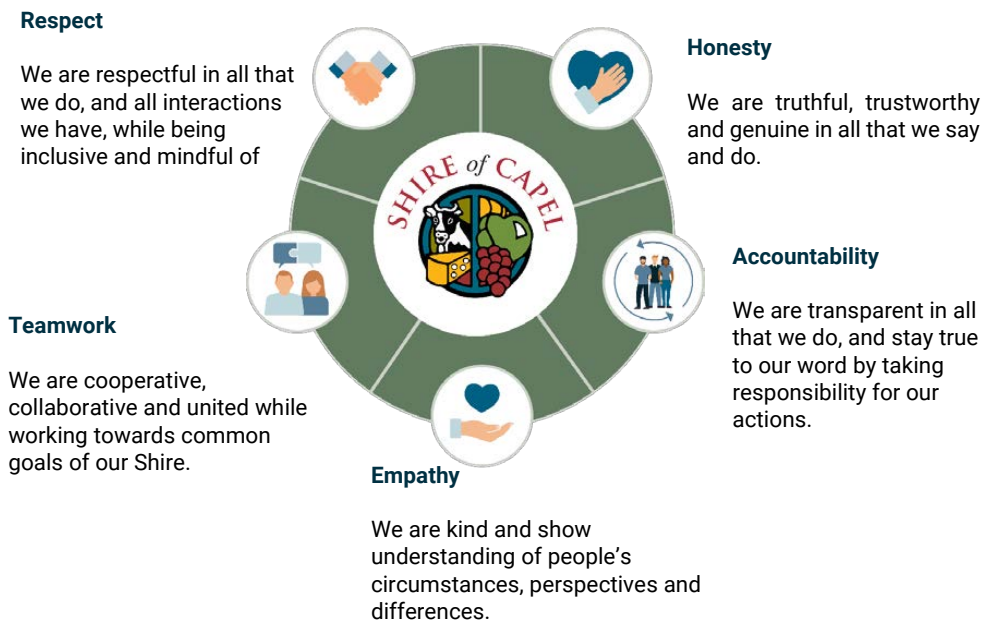
Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A future focused and resilient community that benefits from good governance, responsive services and appropriate facilities to deliver positive social, environmental and economic outcomes for everyone.

Our Values



SHIRE OF CAPEL

Climate Change, Adaptation and Sustainability Committee

Minutes

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SHIRE OF CAPEL CLIMATE CHANGE ADAPTATION AND SUSTAINABILITY COMMITTEE 29 MARCH 2023.....4

1. Declaration of Opening/Announcement of Visitors

The Chief Executive Officer declared the meeting open at 3.01pm and made the following Acknowledgement of Country:

Acknowledgement of Country

'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'

2. Appointment of Temporary Presiding Member

The Deputy Chair, Cr Peter McCleery had approval from the Shire President to attend the meeting electronically, under the conditions of regulation 14C (2) of the *Local Government (Administration) Regulations 1996*.

The Chief Executive Officer called for nominations for a Temporary Presiding Member for today's Committee meeting.

Cr Christine Terrantroy nominated and was elected Temporary Presiding Member.

3. Record of Attendance/Apologies/Leave Of Absence

Deputy	Councillor Councillor Councillor Councillor	P McCleery (via Teams) R Mogg S Schiano C Terrantroy
Guests:	Councillor Chief Executive Officer Director Manager Sustainability & Environment Natural Resource Management Officer Governance Support Officer	K Noonan G MacMile S Chamberlain M Beahan R McPherson B Facey

4. Disclosures of Interest

Nil

5. Confirmation of Previous Minutes

5.1 Climate Change, Adaptation and Sustainability Committee Minutes – 26 October 2022

VOTING REQUIREMENTS

Simple Majority

SHIRE OF CAPEL CLIMATE CHANGE ADAPTATION AND SUSTAINABILITY COMMITTEE 29 MARCH 2023..... 5

CC001/2023 - Officers Recommendation / Committee Decision – 5.1

Moved Cr McCleery, Seconded Cr Mogg

That the Minutes of the Climate Change, Adaptation and Sustainability Committee Meeting held on 26 October 2022 be confirmed as a true and correct record.

Carried 4/0

For – Cr McCleery, Cr Mogg, Cr Schiano, Cr Terrantroy

Against - Nil

SHIRE OF CAPEL CLIMATE CHANGE ADAPTATION AND SUSTAINABILITY COMMITTEE 29 MARCH 2023..... 6

6. Reports**6.1 Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) – Public Consultation**

Author	Manager Sustainability & Environment, Matt Beahan
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Executive/Strategic
Attachments	Nil
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Note the information regarding the upcoming public consultation process for the Coastal Hazard Risk Management and Adaptation Plan.

Background

The Shire has a responsibility to manage a number of public assets, land and property in the coastal zone and to help the community understand / adapt and become more resilient to climate change as it affects the coast.

The Peron Naturaliste Partnership (PNP) and selected member local governments being the City of Bunbury and Shires of Capel, Dardanup and Harvey have partnered with the Department of Biodiversity, Conservation and Attractions, the Department of Water and Environmental Regulation and Southern Ports Authority to develop a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) to understand how these changes can be best managed into the future.

The purpose of a CHRMAP is to outline key directions for coastal adaptation in response to a predicted sea level rise of 0.9m over the next 100 years and prioritise management works over the next 10 years. It will help the Shire to manage affected public assets and support the community to adapt to the specific coastal hazards that the Shire will face over the next 100 years.

The CHRMAP will provide a comprehensive and integrated understanding of how our coastal zones will be impacted in the future and how we can plan for and manage these changes in the City of Bunbury and Shires of Capel, Dardanup and Harvey.

The key components of a CHRMAP are:

- Understanding the local environment and community values.
- Assessing how much things can cope with the impact of climate change.
- Identifying the risks (likelihood of an event occurring and the consequences of that event occurring).
- Analysing the findings and evaluating the management options.
- Identifying the adaptation options.
- Identifying funding options, monitoring and review of frameworks.

SHIRE OF CAPEL CLIMATE CHANGE ADAPTATION AND SUSTAINABILITY COMMITTEE 29 MARCH 2023.....7

Decision Framework

Shire of Capel Strategic Community Plan 2021-2031

Direction 2 – Manage and Protect our environment.

- 2.1 Improved management of our natural environment assets and attractions.
- 2.2 Increased community capacity in supporting positive environmental management.
- 2.7 Urban planning that supports sustainable development.

Direction 6 - Effective communication, engagement and relationship development

- 6.1 Greater trust and the development of positive relationships within the Shire and with the community
- 6.2 Improved cross sector relationships and collaboration.

Corporate Business Plan 2022-2026

CEO 3 - Develop and maintain positive regional collaboration with other local authorities, government departments, commercial organisations and businesses to achieve individual Shire and regional outcomes.

Statutory Framework

Land Administration Act 1997

Planning and Development Act 2005

Greater Bunbury Region Scheme

Shire of Capel Town Planning Scheme No.7

The following Western Australian Government strategies, policies and guidelines are relevant:

- State Planning Strategy 2050;
- WA Coastal Zone Strategy (August 2017);
- State Planning Policy No.1 (SPP1) – State Planning Framework (2014);
- State Planning Policy No.2 (SPP2.0) – Environment and Natural Resources (2003);
- State Planning Policy No.2.6 (SPP2.6) – State Coastal Planning (July 2013);
- State Coastal Planning Policy Guidelines (December 2012);
- Coastal Hazard Risk Management and Adaptation Planning Guidelines (July 2019);
- South West Region Planning and Infrastructure Framework (2015);
- Greater Bunbury Strategy (2013); and
- State Development Control Policy No.4.2 (DCP4.2) - Planning for Hazards and Safety (1991);

Implications

Risk Implications

Risk Description: The key risk in the CHRMAP public consultation process is the risk of reputational damage if residents and/or local businesses perceive the Shire is doing either too little or too much to mitigate future coastal hazards.			
Risk 1 Reputation Rating: Medium	Likely	Moderate	The public consultation process, and ongoing open communication will reduce the likelihood of negative community sentiment around the CHRMAP actions.

Financial Implications

Potentially significant implications for future years budgets, related to the cost of short to medium term management of coastal land, property and assets.

Sustainability Implications

Very significant environmental, economic and social sustainability implications due to the potential loss of land and property to the sea.

Environmental:

- Loss of landforms;
- Biodiversity;
- Waste disposal and facilities;
- Natural resources;
- Wetlands and estuarine environments

Economic:

- Business operations;
- Insurance premiums;
- Property development;
- Strategic minerals and basic raw materials;
- Tourism;
- Commercial fishing;

Social:

- Loss of communities and public assets;
- Emergency and crisis management;
- Recreational use of coastal areas;
- Public health;

Consultation/Engagement

Collaboration with the community is an essential element in the production of a CHRMAP with the community, residents, businesses and users of the Shire of Capel coastal zone having input into the process in different ways and at different times.

SHIRE OF CAPEL CLIMATE CHANGE ADAPTATION AND SUSTAINABILITY COMMITTEE 29 MARCH 2023.....9

Officer Comment

CHRMAP Public Consultation Process

The public consultation process for the Capel to Leschenault CHRMAP aims to inform and consult the public on the draft CHRMAP. The process will run for eight weeks – from 27 March to 19 May 2023.

Two Information Sessions open to the community will be held for the Shire of Capel – one at Peppermint Grove Beach and the other at Dalyellup.

The Public Consultation Process will be advertised on the PNP Website, Social Media, local newspapers. The draft report (and comment form) will be made available online and hard copies (and comment form) will also be available at Shire facilities.

The PNP has developed a Communications Plan for the Capel to Leschenault CHRMAP. The plan identifies a number of communication channels including: website updates, stakeholder letters, council to community newsletter, newspaper notices, local news websites, and social media posts.

CHRMAP Deliverables Timeframe:

Task	Responsibility	Dates
Finalize Final Draft CHRMAP, comment form, FAQ's	PNP, SG, WT	13/3 – 24/3
Advertise/promote on PNP and local govt websites	PNP, local govts	27/3 – 19/5
Promote on social media	Local govts	27/3 – 19/5
Media release – local newspapers	PNP	27/3
Make hard copies available in local govt facilities	Local govts	27/3 – 19/5
Email to CCAG and key stakeholders	PNP	27/3 – 31/3
Information sessions – Peppermint Grove Beach, Dalyellup	Capel, PNP WT	TBD
Provide comments (hard copies and Councils) to PNP	Local govts	22/5 – 24/5
Collate comments and provide to WT	PNP	24/5
Consider comments and finalise CHRMAP's	WT	24/5 – 9/6
Provide response to comments and final CHRMAP's	WT	12/6 – 16/6

Previous Council Decisions

Summary

Final Draft CHRMAP document will be advertised publicly for comment and feedback on the document for an eight week period from 27 March – 19 May 2023

Voting Requirements

Simple Majority

SHIRE OF CAPEL CLIMATE CHANGE ADAPTATION AND SUSTAINABILITY COMMITTEE 29 MARCH 2023....10

CC002/2023 - Officer Recommendation / Committee Decision 6.1

Moved Cr Terrantroy, Seconded Cr Schiano

That the Climate Change, Adaptation and Sustainability Committee notes the information provided regarding the upcoming public consultation process for the Coastal Hazard Risk Management and Adaptation Plan.

Carried 4/0

For – Cr McCleery, Cr Mogg, Cr Schiano, Cr Terrantroy

Against - Nil

7. General Business

7.1 Discussion on potential emission targets.

Please see - Attachment 7.1 to this Agenda

CC003/2023 - Procedural Motion – Time: 3.23pm

Moved Cr Schiano, Seconded Cr Mogg

That Council in accordance with Shire of Capel Standing Orders Local Law 15.2 (1) part 10 debate of motions be suspended to allow discussion.

Carried 4/0

For - Cr McCleery, Cr Mogg, Cr Schiano, Cr Terrantroy

Against – Nil

T Gillet joined the meeting at 3.35pm.

CC004/2023 - Procedural Motion – Time: 4.08pm

Moved Cr Schiano, Seconded Cr Mogg

That Standing Orders Part 10 Debate of Motions be resumed.

Carried 6/0

For - Cr McCleery, Cr Mogg, Cr Schiano, Cr Terrantroy

Against – Nil

SHIRE OF CAPEL CLIMATE CHANGE ADAPTATION AND SUSTAINABILITY COMMITTEE 29 MARCH 2023....11

8. Meeting Closure

There being no further business, the Temporary Presiding Member declared the meeting closed at 4.08pm.



13.2. RV Overnight Rest Areas and Dump Point: Proposal for Boyanup and Capel Sites

Author	Economic Development Officer, Jenelle Dunn
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Executive/Strategic
Attachments	<ol style="list-style-type: none">1. Site Assessment - RV Overnight Rest Areas and Dump Points [13.2.1 - 4 pages]2. Map - Boyanup RV ORA and Dump Point Site Identification [13.2.2 - 1 page]3. Map - Capel RV ORA Site Identification [13.2.3 - 1 page]4. Concept designs [13.2.4 - 6 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Endorsement to:

- Develop a new Recreational Vehicle (RV) Overnight Rest Area and Dump Point in Boyanup to provide enabling infrastructure to increase visitation and expenditure from the RV traveller market for the economic benefit of the local community; and
- Formalise and improve the functional use and design of the existing Recreational Vehicle Overnight Rest Area (RV ORA) in Capel.

A staged development is proposed, outlined as below:

- Stage 1: New Boyanup RV dump point in the 2024-25 budget
- Stage 2: New Boyanup RV Overnight Rest Area in the 2025-26 budget
- Stage 3: Formalisation and improved design of the existing Capel RV Overnight Rest Area along Berkshire Street in the 2026-27 budget; and
- Stage 4: Expansion of the Capel RV Overnight Rest Area into the northern aspect of the Capel Oval in the 2027-28 budget.

Officer's Recommendation

That Council:

1. Supports the overall staged development of RV Overnight Rest Areas and dump point in Boyanup and Capel for a two-year trial period, with an interim review to gauge the functional workings, community feedback and economic benefit of the RV Overnight Rest Areas to the community.
2. Supports the proposed location of the new Boyanup RV dump point at the rear of the Hugh Kilpatrick Memorial Centre and the inclusion of a budget allocation for consideration as part of the Draft Annual Budget 2024-25.



3. Supports the proposed location of the new Boyanup RV Overnight Rest Area for the Boyanup RV Overnight Rest Area (Stage 2 – 2025-26) at 73-77 Bridge Street (vacant block between Fettle's Cottages), R53230, Lot 514 Bridge Street, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and
 - b. Consideration in future Corporate Business Plans (CBP) and the Draft Annual Budget 2025-26.

4. Supports the existing location, formalisation and improved design of the existing RV Overnight Rest Area in Capel along Berkshire Street, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*, and
 - b. Consideration in future CBPs and the Draft Annual Budget 2026-27.

5. Supports the further development of the Capel RV Overnight Rest Area into the northern aspect of the Capel Oval, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and
 - b. Consideration in future CBPs and the Draft Annual Budget 2027-28.

Background

The existing Capel RV Overnight Rest Area – Berkshire Street, Capel

Investigation into Recreational Vehicle Overnight Rest Areas (RV ORAs) in the Shire of Capel began in August 2013 with the inclusion of a Key Responsibility Area in the then-CEO's Annual Performance Review to 'prepare a report to Council on potential opportunities and issues for overnight stay caravan sites'.

Several potential sites were investigated and assessed in the 18 June 2014 Council report which were:

- Reserve 7574 – Erle Scott Reserve, Buchanan Rd.
- Hannaby Park, West Road.
- Reserve 24529 Capel Recreation Group, Northern end, and
- Railway Reserve, Properjohn Road / Forrest Road.

Council decided to further investigate the suitability of the Berkshire Street site and in September 2016, decided to proceed with developing Berkshire Street into the current RV ORA, providing three bays specifically for fully self-contained vehicles for stays no longer than 24 hours (1 day).

Since this time, the Berkshire Street RV ORA has proven a popular site for RV travellers, with up to 12 fully self-contained RVs (and additional RVs that are not self-contained) using the RV ORA at a time. As there are currently only 3 designated bays for RVs, any additional RVs find their own undesignated location, including the northern aspect of the Capel Recreational Oval or further along Berkshire Street.

Overview of RV Overnight Rest Areas in the other Bunbury Geopraphe LGAs

The surrounding local governments of Bunbury, Harvey, Dardanup, and Donnybrook-Balingup have all identified the opportunity to capture the self-contained RV traveller market for the economic benefit of their local communities and have implemented free or low-cost RV ORAs in their LGAs.



LGA	How many RV ORA sites	How many bays per site	Length of stay	Permanent sites
Bunbury Free RV ORAs	2 sites - Wyalup and Back Beach	4 bays at Wyalup 7 bays at Back Beach	48 hours	Now permanent on completion of 2-year trial.
Dardanup Free RV ORAs	2 sites - Gardiner Reserve at Burekup and Dardanup Hall	3 bays at each site	24 hours	Yes

LGA	How many RV ORA sites	How many bays per site	Length of stay	Permanent sites
Harvey Free RV ORAs	3 sites – Brunswick Showgrounds Harvey Recreation Grounds Yarloop Recreation Grounds	3 bays at each site	48 hours	Now permanent on completion of 12-month trial
Donnybrook-Balingup Small fee charged	2 Transit Parks located in Donnybrook and Balingup. Fees are charged as facilities are provided. Mix of caravan and camping, powered and unpowered sites.	Donnybrook has 14 powered sites with concrete hard-stands, and 7 unpowered sites. Balingup has 23 sites.	72 hours	Yes
Collie	Currently have no RV ORAs, but are looking to investigate this opportunity in future			

There is also interest from other Bunbury Geographe LGAs in exploring collaborative marketing campaigns to target the RV traveller market. For example, a map or itinerary showing all free and low-cost RV ORAs in the Bunbury Geographe region to enable fully self-contained RV travellers to plan their visit to the region.

Previous Council Decisions

28 September 2016 – Council Decision OC0906: That Council develop a hardstand verge area on the southern side of Berkshire Road (0.27 SLK to 0.36 SLK) to provide space for caravans and recreational vehicles for overnight stays.

27 July 2016 – Council Decision OC0711: That Council defer this item pending the undertaking of community consultation with residents on West Road adjoining Hannaby Park on the use of Hannaby Park as an overnight stay RV site and staff to bring a report back to Council for consideration.

18 June 2014 – Council Decision OC0602: That Council receives the report on ‘Overnight Stay’ caravan sites in Capel and resolves:

1. That it agrees that it is important that it not establish similar facilities that will be in competition with the Peppermint Grove Beach Caravan Park;
2. That it makes provision in the future development of the Civic Precinct for signage to be provided giving instruction to travelers on where to find the Peppermint Grove Beach Caravan Park;
3. That the Chief Executive Officer considers in more detail the site suitability and feasibility of providing a temporary “roadside rest area” on Berkshire Street west adjacent to the Capel Recreation Ground, specifically for self-contained vehicles for stays no longer than 24 hours; the vehicles that are not self-contained to be directed to the Peppermint Grove Beach Caravan Park;
4. That the Chief Executive Officer investigates the amendment of existing local laws to allow for the designation and management of roadside areas by Council;



5. That the Chief Executive Officer investigates the requirements of establishing Ironstone Gully Falls as a nature-based camping area and if feasible and subject to budget allocation prepare a reserve management plan to formalise the use of the reserve for camping; and
6. That the Chief Executive Officer investigates the opportunities for Capel Town to obtain "Recreation Vehicle friendly" status.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 3 - Foster a dynamic, diverse and strong local economy

- 3.1 Increased support and advocacy to stimulate greater local business success, investment and diversity
- 3.2 Effective promotion of the Shire and its towns
- 3.4 Continued improvement in town centre vibrancy

Corporate Business Plan 2023-2027

EDT 4 - **Visitation - Tourism and Hospitality** - Develop and implement proposals to have 24 / 48 hour self-contained caravan / motorhome / stop in Capel and Boyanup

Shire of Capel Economic Development Framework 2023 - 2027

Strategic Industry Sector - Tourism

Improve tourism infrastructure by investing in tourism infrastructure such as new accommodation options, improved signage/wayfinding and better transport links, in order to enhance the visitor experience, attract more visitation and capture more expenditure from each visit.

Strategic Focus Area – Realising enabling infrastructure

Identify preferred locations, build RV and truck parking, RV dumping point and overnight caravan sites in Boyanup and Capel (where these services are not currently provided).

Statutory Framework

Local Framework

Parking Local Law 2016

3.11 Parking on reserves

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose.

7.6 Vehicles not to obstruct a public place

- (1) A person shall not leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.



- (2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours

Local Government Property Local Law 2012

"local government property" means anything except a thoroughfare –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the Land Administration Act 1997;
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

2.7 (1) A determination may provide that specified local government property is set aside as an area on which a person may -

Activities needing a permit

3.13 (1) A person shall not without a permit –

- (a) subject to subclause 3, hire local government property;

Permit required to camp outside a facility

3.14 (1) In this clause –

"facility" has the same meaning as is given to it in section 5(1) of the Caravan Parks and Camping Grounds Act 1995.

(2) This clause does not apply to a facility operated by the local government.

(3) A person shall not without a permit -

(a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property;

or

(b) erect any tent, camp, hut or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day.

(4) The maximum period for which the local government may approve an application for a permit in respect of paragraph (a) or (b) of subclause (3) is that provided in regulation 11(2)(a) of the Caravan Parks and Camping Grounds Regulations 1997.

3.13(1) Failure to obtain a permit \$250

3.14(3) Failure to obtain permit to camp outside a facility \$250

4.6(2) Failure to comply with sign on local government property \$500



State Framework

Caravan Parks and Camping Grounds Regulations 1997

11. Camping other than at caravan park or camping ground

(1) A person may camp –

- (a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under sub-regulation (2) and is complying with that approval; or
- (b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area; or
- (c) for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve; or
- (d) on any land which is – (i) held by a State instrumentality in freehold or leasehold; or (ii) dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control, or management of a State instrumentality, in accordance with the permission of that instrumentality; or
- (e) on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph

(2) Written approval may be given for a person to camp on land referred to in sub-regulation (1)(a) for a period specified in the approval which is longer than 3 nights – (a) by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or

12 (2) Written approval may be given to a person for more than one caravan, as specified in the approval, to be used to camp on a lot for a period of time specified in the approval

- (a) by the local government of the district where the lot is situated, if the period of time does not exceed 3 months; or
- (b) by the Minister, if the period of time exceeds 3 months.

13. Suitability of land for camping to be considered before approval under r. 11(2) or 12(2) given
Before giving approval under regulation 11(2) or 12(2), the local government or the Minister is to be satisfied that the land is a suitable place for camping especially with respect to –

- (a) safety and health; and
- (b) access to services.

Land Administration Act 1997 s46 (1), Care control and management of reserves

46. Care, control and management of reserves

(1) The Minister may by order place with any one person or jointly with any 2 or more persons the care, control and management of a reserve for the same purpose as that for which the relevant Crown land is reserved under section 41 and for purposes ancillary or beneficial to that purpose and may in that order subject that care, control and management to such conditions as the Minister specifies.

Noise Regulations 1997



Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Asset Management
- Traffic Management Plans
- Crossovers
- Purchasing Policy
- Community Engagement

Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputation Rating: Medium	Possible	Moderate	<ul style="list-style-type: none"> • The RV ORAs will commence with a 2-year trial and interim review. • Community feedback and consultation during the trial will inform Council as part of the review process, whether to proceed with the RV ORAs permanently. • RV ORA users must book online. The form will require users to agree to the conditions of using the RV ORA, confirming use of a fully self-contained RV. • The booking form will function as a permit that Rangers can use to monitor compliance.
Risk Description: That the RV Overnight Rest Areas are not tolerated by the community.			
Risk 2 Environmental Rating: Medium	Possible	Moderate	<ul style="list-style-type: none"> • RV ORA users must book online. This form will require users to agree to the terms and conditions of using the RV ORAs, confirming use of a fully self-contained RV (including a toilet and plumbed-in sink onboard). • The booking will function as a permit that Rangers can use to monitor compliance. • Bins will be provided on-site and collected as part of Shire Waste Management.
Risk Description: That RVs using the RV Overnight Rest Areas cause damage to the environment (littering, unsanitary behaviour, disposing of grey water on-site).			



Risk	Likelihood	Consequence	Mitigation
<p>Risk 3 Health and Safety</p> <p>Rating: Medium</p>	Possible	Moderate	<ul style="list-style-type: none"> • Rangers have procedures already in place to manage calls and issues that arise and how they manage these – additional detail is provided in Officer Comments section of the report. • On-site signage and online booking forms will list Ranger and Police contact numbers. • Anti-social behaviour is to be dealt with by the police.
<p>Risk Description: Lack of on-site management to manage anti-social behaviour and noise</p>			
<p>Opportunity: The RV Overnight Rest Areas present an opportunity to increase visitation and expenditure from the RV traveller market for the economic benefit of the local community.</p>			

Contaminated site - Capel Sports Precinct, Lot 567 (Reserve 15634), Goodwood Rd

The northern aspect of the oval, proposed for Stage 4 development (2027/28), has been registered as a contaminated site. The contamination considerations are mainly in regard to potential implications for the Shire workforce in maintaining the area via mechanical means (mowing, slashing, whipper snipping etc.), not occasional and short-term overnight stays.

However, the Shire believes the proposed formalisation of the RV ORA can be done safely within the recommendations of the existing Shire of Capel Site Management and Occupational Health and Safety Plan, Capel Sports Precinct.

The Shire will implement all appropriate measures prior to the commencement of the project to ensure all works are completed safely to minimise risk to workers and residents during and after construction. It is a low-level risk for work being undertaken and mechanical disturbances.

In relation to risk to RV users, the activity of RVs parking at the site for up to three nights is not greater than regular community activity such as walking dogs or sport in terms of cumulative hours.

Financial Implications

Budget

The project is still in the process of design review and cost estimation. For this reason, information provided below is still in draft form. These values include estimations for the following:

- Contractor Margin (10% of overall sub-total)
- Contractor Preliminaries (15% of project labour & materials total)
- Contractor Contingency (10% of overall sub-total)
- Provisional Sum (Shire Managed) (7.5% of overall sub-total)



The following tables are a high-level estimation for each of the respective works scope portions for the immediate years of delivery, as outlined below:

Stage 1 - Boyanup RV Dump Point (Proposed financial year 2024-25)

No:	Portion or works:	Estimate:
1	Preliminaries - (Mobilisation, Demobilisation, Traffic Management etc) - Assumed 15% of cost of works	\$20,000
2	Contingency @10%	\$15,000
3	Contractors & Materials	\$126,000
4	Shire Provisional Sum (latent conditions)	\$11,000
	Sub-Total (EX GST)	\$172,000
	Contractor Margin: Assuming 10%	\$17,200
	Sub-Total (EX GST)	\$189,200

Stage 2 - Boyanup Overnight Rest Area (Proposed financial year 2025-26)

No:	Portion or works:	Estimate:
1	Preliminaries - (Mobilisation, Demobilisation, Traffic Management etc) - Assumed 15% of cost of works	\$22,500
2	Contingency @10%	\$17,250
3	Contractors & Materials	\$150,000
4	Shire Provisional Sum (latent conditions)	\$13,000
	Sub-Total (EX GST)	\$202,750
	Contractor Margin: Assuming 10%	\$20,275
	Sub-Total (EX GST)	\$223,025

Stages 3 and 4 - Capel RV Overnight Rest Area (Proposed financial years 2026-27 and 2027-28 respectively)

The primary purpose of this report was to complete due diligence for the Capel site (and other locations), determine the preference and suitability for the current site location and usage as an RV ORA, with further options being explored for improvement and expansion on said site supported by concept design and cost estimation.

Costs are not yet determined and will be reflected in future iterations of the Corporate Business Plan (CBP) in out-years, noting that this report speaks to staged delivery based on both the availability of grant funding and Council funds for each element of the overall project.

Whole of Life

It is assumed that for the initial 3-5 years this will only attract annual maintenance budget, with provision being made for some reactive vandalism funding for the most commonly affected items in localities such as these e.g. fencing, signage.



Sustainability Implications

Environmental

The following are some of the anticipated environmental considerations as a collective for these sites:

- Vegetation in each location will only undergo conservative pruning of branches that directly impact paths of access and egress and site locations.
- New planting of native trees and shrubs will be considered as an ongoing endeavor to improve visual amenity and also function as a sound and visual barrier once mature.
- Stage 4 of the Capel RV ORA (on the northern aspect of the Capel Oval) is noted to have known contamination considerations within this reserve. However, the Shire believes the proposed formalisation of the RV ORA can be done safely within the recommendations of the Shire of Capel Site Management and Occupational Health and Safety Plan, Capel Sports Precinct.
 - It is to be noted that no significant excavations are being proposed for this site and that capping road base being the consideration for the formalisation of sites in the Stage 3 portions of works
- Consideration has been given to possible noise issues at the RV ORAs. To comply with the *Noise Regulations 1997*, on-site signage at both the Capel and Boyanup RV ORAs will stipulate quiet time from 10pm. RV ORA on-site signage at both sites will also stipulate that emergencies or anti-social behaviour (including noise), should be directed to the Police.

Social

Tourism naturally increases the number of visitors to a town by its very nature. However, the number of proposed additional bays at the RV ORAs remains conservative to ensure minimal social impact on the towns of Capel and Boyanup and is outlined below:

- Stage 2: 7 bays at the new Boyanup RV ORA.
- Stage 3: 5 additional bays at the existing Capel RV ORA (along Berkshire Street), and
- Stage 4: 8 additional bays at the existing Capel RV ORA (on the northern aspect of the Capel Oval).

However, the provision of a two-year trial period and interim review will enable the Shire to gauge community acceptance for the RV ORAs and manage any matters that arise. Community feedback during the trial period will inform Council decisions whether to proceed with the RV ORAs permanently.

Economic

Tourism can provide substantial economic impact for regional communities. Tourism has also been identified as a targeted strategic industry sector in the Shire's Economic Development Framework 2023-2027.

The Recreational Vehicle (RV) tourism market has become increasingly popular in Australia. The RV traveller market industry is the fastest growing domestic tourism sector in Australia and has been for the past 15 years. Caravans and campervans represent the two fastest growing sectors of vehicle types in Australia (Source: Campervan and Motorhome Club of Australia, January 2022).

In addition, there are 772,598 RV registrations nationally, of which 105,962 are in WA. 3.8% of the WA population have an RV registration (Source: Caravan Industry Association Western Australia, April 2024).



At a local level, the City of Bunbury commenced a two-year trial of their RV ORAs in November 2018, before being adopted by Council in May 2021. In its first year, Bunbury’s RV ORAs generated more than \$250,000 in economic activity for the area. In an ABC South West online news article regarding free RV ORAs, one visitor said they would not have come to Bunbury if it was not for the free RV Overnight Rest Area. Mayor Jaysen Miguel was quoted in the same article that; “It is about making sure we have people coming into Bunbury who might not otherwise be coming in” (Source: ABC South West online news article, 11 April 2024).

Similarly, the Town of Port Hedland has been tracking RV ORA visitor expenditure through user online surveys. Port Hedland provides a large free RV ORA for fully self-contained RVs for a maximum of 72 hours. Statistics released from the Town’s RV Overflow Visitor Survey 2023 show 78% of guests were aged 55 and over, spent \$304 per day and 57.4% were first time visitors to Port Hedland. 53% said the free camping facility influenced their decision to visit Port Hedland and 55% said they would return to Port Hedland in the future (Source: Shire of Port Hedland RV Overflow Visitor Survey 2023).

The Shire intends to likewise provide users of the RV ORAs with an online survey to complete over the trial period to determine the following:

- Expenditure in the area during the stay
- Demographic information
- Activities and sites visited during visit
- Visitor experience highlights in the town.

In addition, on-site signage will include suggestions for ‘What to do while you’re here’ and the design of the RV ORAs will allow vehicles to unhitch during their stay and explore the area.

Asset

Any construction of assets will result in the requirement for the Shire to fund asset lifecycle costs (operating, maintenance and renewal at end of life). The following table represents the combined asset portfolio increase for the two sites respectively, being:

Potential future assets	Basic description
Dump Point (Boyanup)	<ul style="list-style-type: none"> • Connection to main sewer • RV dump point receptacle installation • Slip lane installation (asphalt/bitumen) • Drainage to facilitate the slip lane installation in road reserve
Waste Bins (Capel & Boyanup)	<ul style="list-style-type: none"> • Capel RV Overnight Rest Area (large waste bin for general waste, smaller recycle bin) • Boyanup RV Overnight Rest Area (large waste bin for general waste, smaller recycle bin) • Boyanup RV dump point (General and recycle waste wheelie bins - 1 each)
Signage (All sites)	<ul style="list-style-type: none"> • Capel RV Overnight Rest Area information and regulatory signage • Boyanup RV Overnight Rest Area information and regulatory signage • Boyanup RV dump point information and regulatory signage
Fencing and bollards	<ul style="list-style-type: none"> • Capel – Reserve separation fencing (black chainmesh) • Bollards to Capel and Boyanup RV Overnight Rest Area sites to identify site numbering
Social Media Platform	<ul style="list-style-type: none"> • Online booking system and information portal
Security lighting	<ul style="list-style-type: none"> • Passive solar security and compliance lighting to entry statements, signage and key locations (waste site)



Consultation/Engagement

External Consultation

Targeted external consultation has occurred with several key stakeholders to enable the preparation of this proposal. Broader consultation is planned once Council has decided on proposed locations.

Targeted external consultation has occurred with:

Stakeholder	Comment
Boyanup Progress Association	<ul style="list-style-type: none"> Supportive of the proposed RV ORA and dump point locations.
Hugh Kilpatrick Memorial Centre Committee	<ul style="list-style-type: none"> Supportive of the proposed RV ORA and dump point locations.
Boyanup Lions Club	<ul style="list-style-type: none"> The Lions Club has a shed at the rear of the Hugh Kilpatrick Memorial Centre. Shire staff have had general discussions about all the elements in this proposal with the Lions Club, including the location of the dump point in relation to the shed. The Lions Club is supportive of the ideas discussed.
Peppermint Grove Beach Holiday Park	<ul style="list-style-type: none"> Have concerns that additional RV ORAs may impact their business adversely. Signage at the existing Capel RV ORA and dump point promotes the Peppermint Grove Beach Holiday Park and lists the address and phone number. Signage at the new Boyanup RV ORA can also promote the Peppermint Grove Beach Holiday Park. The Shire will develop new webpages to provide information about the RV ORAs and links to the online booking form which can include promotion of the Holiday Park and link to their website. The Shire of Harvey and City of Bunbury likewise list other caravan parks in the area on their RV ORA signage and website to provide options for RV travellers.
Main Roads WA	<ul style="list-style-type: none"> Officers have been consulting with Main Roads WA regarding the project. Feedback has been incorporated into the concept plans. Main Roads WA requires approval of final concept plans.
Department of Planning, Lands and Heritage	<ul style="list-style-type: none"> Consultation has occurred with DPLH about each of the proposed sites and any Changes of Purpose required.
LGIS	<ul style="list-style-type: none"> Community and Corporate Services has been consulting with LGIS regarding insurance, liability and risk management for the RV ORAs.
Other Bunbury Geographe LGs with existing RV ORA programs	<ul style="list-style-type: none"> Officers have been consulting with key staff from other Bunbury Geographe local governments with existing RV ORA programs. Key learnings from their programs and experiences will be incorporated into the Shire's RV ORA program.
Economic Development Advisory Committee (EDAC)	<ul style="list-style-type: none"> The next EDAC Committee meeting is on 29 May 2024 (prior to the Council meeting). The previous meeting scheduled for 27 March was deferred. Officers will seek in principle support for the proposal at the May EDAC meeting and advise Council if concerns are raised.

Internal Consultation



Internal consultation has occurred with Shire staff as outlined below. Additional consultation with key staff will occur once Council approves proposed locations and initial concept designs.

- Projects, Engineering & Assets
- Community Development and Safety
- Rangers
- Environmental Health
- Governance
- Development Services
- Waste Operations
- Parks
- Emergency Services
- Community and Corporate Services
- Work Health and Safety

Officer Comment

In developing this proposal, work completed to date has included extensive research and collaboration to determine key learnings and best practice from peak bodies and other local governments regarding site identification and assessment, development of initial concept drawings and targeted consultation regarding the proposed sites. The project will be further developed after a decision from Council regarding this proposal.

Site identification and assessment

Several sites were assessed in Capel for an RV ORA and in Boyanup for an RV ORA and dump point. Information is provided in the attachments:

- Attachment 13.2.1 - RV Overnight Rest Areas and Dump Points, Capel and Boyanup, Site Identification and Assessment.
- Attachment 13.2.2 - Site Assessment: RV Overnight Rest Areas and Dump Points, Boyanup (map of sites).
- Attachment 13.2.3 - Site Assessment: RV Overnight Rest Areas and Dump Point, Capel (map of sites).

Operating under the *Caravan Parks and Camping Grounds Regulations 1997*

The Shire is and will be operating under the *Caravan Parks and Camping Ground Regulations 1997*, with a critical factors for compliance being whether campers pay to camp (since this qualifies the property as a camping business and in turn, attracts the minimum standards of a licensed caravan park).

The Shire's RV ORAs are intended to cater only for fully self-contained (onboard toilet facilities) RVs, offered for free, to negate the need for a Caravan Park license and to reduce impact and potential infrastructure requirements.

While there is no requirement to have a licensed site, Section 13 of the *Caravan Parks and Camping Ground Regulations 1997* requires the Shire to address safety and health and access to services at the RV ORAs. These requirements have been outlined and addressed below:



Safety and Health

- Rangers – will maintain regular patrols and inspections of RV ORAs:
 - Rangers will aim to conduct at least one visit per site every day.
 - The frequency of attendance will depend on resource availability and other issues that arise.
 - Compliance will be monitored and Ranger visitation adjusted as required.
 - Further information regarding Ranger patrols and inspections of the RV ORAs is outlined below in 'RV compliance ongoing – patrols and inspections of RV ORAs'
- An after-hours number will be provided at on-site signage for Rangers and Police.
- Calls concerning emergencies or anti-social behaviour (including noise) will be directed to contact the Police.
- Noise - to comply with the *Noise Regulations 1997*, RV ORA signage will stipulate quiet time from 10.00pm.
- In an emergency, the users of the RV ORA would be managed the same as the residents in the town. All warnings are published on Emergency.wa.gov.au and broadcast through the National Emergency Broadcaster - ABC Radio 684 AM. This information will be included in on-site signage.
- The above will be included on on-site signage:
- A turning radius of 8.5m has been incorporated into the initial concept design for both RV ORAs to allow fire appliances to maneuver through the site assuming them to be of like or similar size.
- Main Roads to approve concept designs prior to works commencement.
- Waste collection - bins and waste collection to be provided at both RV ORA sites.
- Dump points - currently provided at Capel. Other dump point locations will be listed at on-site signage (City of Bunbury does this).
- Lighting – Lighting will initially be limited to the immediate access and egress entry points (compliance) and (later) to other key locations, being:
 - Waste bin area, this copying other facilities of like or similar service/design;
 - Information/regulatory signage;
 - Main footpath walkways (compliance); and
 - Note: Solar lighting is the preferred installation fit-out consideration.

Access to Services

- The RV ORAs are in proximity to the towns of Capel and Boyanup with access to key services.
- Waste collection: bins and waste collection to be provided at both RV ORA site.
- Dump point: Currently provided at Capel. Other dump point locations will be listed at on-site signage.
- Potable water in the vicinity (on-site in Boyanup and at the dump point in Capel).
- On-site signage to include a map of the town and the location of the pharmacy, IGA, Post Office, dump point, potable water, details for closest medical centre, ablutions and closest laundry facility.

RV compliance to date – Rangers monitoring of existing RV Overnight Rest Area in Capel

Rangers have been monitoring the use of the Capel RV ORA for several months, tracking the number of fully self-contained RVs and those not self-contained.



For the month of April 2024, Rangers counted 151 fully self-contained RVs and 39 not self-contained. Based on the vans counted, approximately two-thirds are fully self-contained and compliant. These figures paint a reasonably positive picture of current usage and compliance at Capel's existing RV ORA.

RV compliance ongoing – patrols and inspections of RV Overnight Rest Areas

Compliance will be monitored, and inspection adjusted as required.

Complaints will be addressed depending on the situation's severity but generally dealt with the next business day. Complaints associated with antisocial behaviour are the responsibility of the Police. If an enquiry or complaint is made outside of regular office hours, the Shire's call centre will assess it and forward it to the relevant department for attention the following business day.

Calls concerning emergencies or antisocial behaviour will be directed to contact the Police.

Rangers will actively engage in educating and informing the public about the conditions for using rest areas.

Should an enquiry or complaint be lodged after normal office hours, callers will be triaged by the Shire's call centre and the matter referred to the appropriate department for action during the next business day. Calls relating to emergencies or antisocial behaviour will be directed to contact the Police.

Online booking form

The Shire will develop an online booking form which will function as a permit. Users of the RV ORA must book designated bays online which will assist in managing numbers on site at any one time.

The booking form will include registration details to enable Rangers to easily check who has booked when inspecting the RV ORAs. The booking form will also ensure users are fully self-contained and compliant to use the RV ORAs.

Officers are currently assessing two options for online booking forms, either through SpacetoCo or on the Visit Bunbury Geographe website, which is the platform the City of Bunbury uses for its RV ORA online bookings.

Summary

This report summarises the information (both historic and current) and the process undertaken regarding the immediate and future proposed outcomes for these respective initiatives, being:

- Boyanup dump point (Stage 1 – 2024/25).
- Boyanup RV Overnight Rest Area (Stage 2 – 2025/26); and
- Capel RV Overnight Rest Area (Stages 3 – 2026/27 and Stage 4 – 2027/28).

This report also notes the following:

- That the design represented are **Master Plan** conceptualisation showing the main proposal for consideration, as well as including other improvements that will lead to a more holistically improved overall outcome;
- Acceptance of the current location in Capel and the development of this site with consideration for **expansion and growth**, being done in a staged approach;



- Future initiatives be considered in each respective year's CBP development and associated budget deliberations;
- Acceptance and acknowledgement of the **functional use and economic benefits** of these improvements, this all aligning to Shire strategies and compliances; and

Voting Requirements

Simple Majority

Officer's Recommendation – 13.2.

That Council:

1. Supports the overall staged development of RV Overnight Rest Areas and dump point in Boyanup and Capel for a two-year trial period, with an interim review to gauge the functional workings, community feedback and economic benefit of the RV Overnight Rest Areas to the community.
2. Supports the proposed location of the new Boyanup RV dump point at the rear of the Hugh Kilpatrick Memorial Centre and the inclusion of a budget allocation for consideration as part of the Draft Annual Budget 2024-25.
3. Supports the proposed location of the new Boyanup RV Overnight Rest Area for the Boyanup RV Overnight Rest Area (Stage 2 – 2025-26) at 73-77 Bridge Street (vacant block between Fettle's Cottages), R53230, Lot 514 Bridge Street, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and
 - b. Consideration in future Corporate Business Plans (CBP) and the Draft Annual Budget 2025-26.
4. Supports the existing location, formalisation and improved design of the existing RV Overnight Rest Area in Capel along Berkshire Street, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*, and
 - b. Consideration in future CBPs and the Draft Annual Budget 2026-27.
5. Supports the further development of the Capel RV Overnight Rest Area into the northern aspect of the Capel Oval, based on:
 - a. A length of stay of up to 72 hours (3 days) in any month, this aligning to the allowances as directed within the *Caravan Parks and Camping Grounds Regulations 1997*; and
 - b. Consideration in future CBPs and the Draft Annual Budget 2027-28.

Capel and Boyanup RV Overnight Rest Areas and Dump Points – Site Identification and Assessment



RV Overnight Rest Areas and RV Dump Points Capel and Boyanup Site Identification and Assessment

Stage 1 Sites identified: Boyanup RV dump point locations

Sites assessed	Ownership Management order Land Purpose	Site considerations	Why recommended / not recommended
Rear of Hugh Kilpatrick Memorial Centre Road verge Lot 28 Bridge Street Stage 1	Primarily on road verge Small section of design on Crown land vested to the Shire for Community Use	<ul style="list-style-type: none"> Central location to town Off main roads Primarily on a road verge, although a small section may be subject to a Change of Purpose - as directed by DPLH Will facilitate minor value-added works to improve general amenity at the rear of the Centre (Lions Shed crossover and rear carparking) 	This site was suggested by Main Roads. BPA and Shire Officers agreed it is the preferred site
73-77 Bridge Street (vacant block between Fettlers Cottages) R53230 Lot 514 Bridge Street	DPLH, management order to Shire of Capel Recreation and Community with a power to lease	<ul style="list-style-type: none"> Shire has a Management Order for this vacant block and the cottages on either side of this block, which are leased to the BPA and currently tenanted May be subject to a Change of Purpose - as directed by DPLH Water meter on site - potable water access Close to town Is on a Main Roads road, requires approval Safety of RV cross over from Bridge Street into the RV ORA 	Main Roads suggested the rear of the Hugh Kilpatrick Memorial Centre for a dump point site Main Roads had concerns about potential congestion on Bridge Street if RVs were parked on Bridge Street to use the dump point and not staying at the RV ORA
Diggers Rest 104 SW Hwy Visitor Information Bay	Shire of Capel – vacant land Travel rest bay	<ul style="list-style-type: none"> Closest sewer is 270m away at Ecclestone Court Not close to town or amenities Need to check usage by trucks of this bay 	Not close to town or amenities Lack of proximity to sewer, cost prohibitive
Fettlers Park R53230 Lot 514 Bridge Street	Shire of Capel – Recreation and Community	<ul style="list-style-type: none"> Close to town, high community use Potable water and close to sewer line Shady, lovely aesthetic The Boyanup Heritage and Rail Masterplan was drawn up for this area in 2020 – the community may want to revisit this in future Central point for town and a place of historical importance 	Fettlers Park has high community use, is a central point for the town and a place of historical importance

Capel and Boyanup RV Overnight Rest Areas and Dump Points – Site Identification and Assessment

Stage 2 Sites identified: Boyanup RV Overnight Rest Areas (ORAs)

Sites assessed	Ownership Management order Land Purpose	Site consideration	Why recommended / not recommended
73-77 Bridge Street (vacant block between Fettle's Cottages) R53230 Lot 514 Bridge St Stage 2	DPLH, management order to Shire of Capel Recreation and Community with a power to lease	<ul style="list-style-type: none"> • Shire has a Management Order for this vacant block and the cottages on either side of this block, which are leased to the BPA and currently tenanted • May be subject to a Change of Purpose - as directed by DPLH • Water meter on site - access to potable water • Close to town • Is on a Main Roads road. Feedback already incorporated into concept design, requires approval • Safety of RV cross over from Bridge Street into the RV ORA 	The BPA and Shire Officers agreed this was the preferred site
Fettle's Park R53230 Lot 514 Bridge St	DPLH, management order to Shire of Capel Recreation and Community with a power to lease	<ul style="list-style-type: none"> • High community use, potential for congestion with additional RVs • Close to town • Potable water and close to sewer line • Shady, lovely aesthetic • The Boyanup Heritage and Rail Masterplan was drawn up for this area in 2020 – the community may want to revisit this in future • Central point for town and place of historical importance • Is on a Mains Roads road, requires approval 	Fettle's Park has high community use, is a central point for the town and place of historical importance
Lions Park R2627 Lot 23 Bridge St	Crown - Park	<ul style="list-style-type: none"> • Good amenities – potable water, public toilets, information bay, BBQs, picnic table, park bench • Lovely aesthetic, shady • High community use • Relatively small area - could potentially fit 3-4 RVs at this site • This site is also an approved site for food vehicles under Council Policy <i>Trading and Operating a Stall in Public Places</i> – could be problematic with the addition of RVs in a small area • Safety of RV cross over – not in line of sight of traffic on Bridge Street coming into town • Is on a Mains Road road – requires approval 	<p>Considered too far from town</p> <p>This site is also an approved site for food vehicles under Council Policy <i>Trading and Operating a Stall in Public Places</i> – could be problematic with the addition of RVs in a small area</p>

Capel and Boyanup RV Overnight Rest Areas and Dump Points – Site Identification and Assessment

Sites assessed	Ownership Management order Land Purpose	Site consideration	Why recommended / not recommended
Land opposite Lions Park on Bridge Street (2 separate blocks) Reserve 2628, 129 Bridge Street Reserve 53230, 95 Bridge Street	Crown land – Management order to Shire of Capel Park and Recreation State of WA – Management order to Shire of Capel Recreation and Community purposes	<ul style="list-style-type: none"> • Is on a Mains Roads road – requires approval • Ground is uneven, sloping down to the river • The riverbank is unallocated Crown Land • Could incorporate one or two bays here • Considered too far from town 	Considered too far from town
Boyanup Football Oval south of the Bowling Club Lot 40 Thomas Street	Shire of Capel Zoning: Recreational and Regional Open Space	<ul style="list-style-type: none"> • Site would be problematic for access during market days and sporting events • The Donnybrook Football Club will be using the Boyanup FC this year while their own facilities are refurbished • There is also a locked fence that would be problematic for access • Not close to town • Close to public toilets 	Problematic for access during market days and sporting events
Joshua Lake Park R49439 Lot 48 Armstrong Street Boyanup	Crown – Public Recreation	<ul style="list-style-type: none"> • Not close to town or amenities • Spacious, lovely aesthetic • Difficult for Rangers to monitor due to distance 	Considered too far from town and amenities

Capel and Boyanup RV Overnight Rest Areas and Dump Points – Site Identification and Assessment

Stages 3 and 4 Sites identified: Capel RV Overnight Rest Areas (ORAs)

Sites assessed	Ownership/Management order Land Purpose	Site considerations	Why recommended / not recommended
<p>Current RV ORA Berkshire Rd (road reserve)</p> <p>Formalisation of current site; a. Stage 3: Opposite side of Berkshire Rd (road verge)</p> <p>b. Stage 4: Northern aspect of Capel Oval R15634 Lot 567 Goodwood Road</p>	<p>Shire of Capel – Road Reserve</p> <p>Shire of Capel – Road Reserve</p> <p>DPLH, management order to Shire of Capel Reserve with the purpose of Recreation and Showground We would need to apply for a Change of Purpose to the DPLH for this area</p>	<ul style="list-style-type: none"> Awareness of existing location in the community and RV traveller market Community tolerance of existing location Pleasant aesthetic, shady Minor works required to formalise additional RV ORA bays Potable water not available at site, suggest directing RV ORA users to the Capel dump point site for potable water if required (as is the current situation) The Oval is a Reserve with the purpose of Recreation and Showground. Stage 4 may be subject to a Change of Purpose – as directed by the DPLH (6-12 month process) Stage 4 is in an identified contaminated site. Environmental Health and WHS staff are aware. Low-level risk with a Management and OSH Plan in place for staff working at the site. 	<p>Recommended to formalise existing site</p>
<p>Erle Scott Reserve Pump track area R7574 Lot 276 Buchanan Rd</p>	<p>Shire of Capel – Recreation and Community Purposes</p>	<ul style="list-style-type: none"> Close to town Close to dump point Close to public toilets at park and Community Hall Access to potable water 	<p>The site is closer to residences and the pump track is still in use</p>
<p>Goodwood Rd (corner Spurr St) near cricket pitch, south of tennis court R15634 Lot 567 Goodwood Rd</p>	<p>DPLH, management order to Shire or Capel Reserve with the purpose of Recreation and Showground Would need to apply for a Change of Purpose to the DPLH for this area (6-12 month process).</p>	<ul style="list-style-type: none"> Is used by sporting groups Very dry in summer, lack of shade Closer to residences Would need to apply for a Change of Purpose to the DPLH for this area (6-12 month process) 	<p>Lacks shade Closer to residences Change of existing RV ORA location User groups impacted</p>



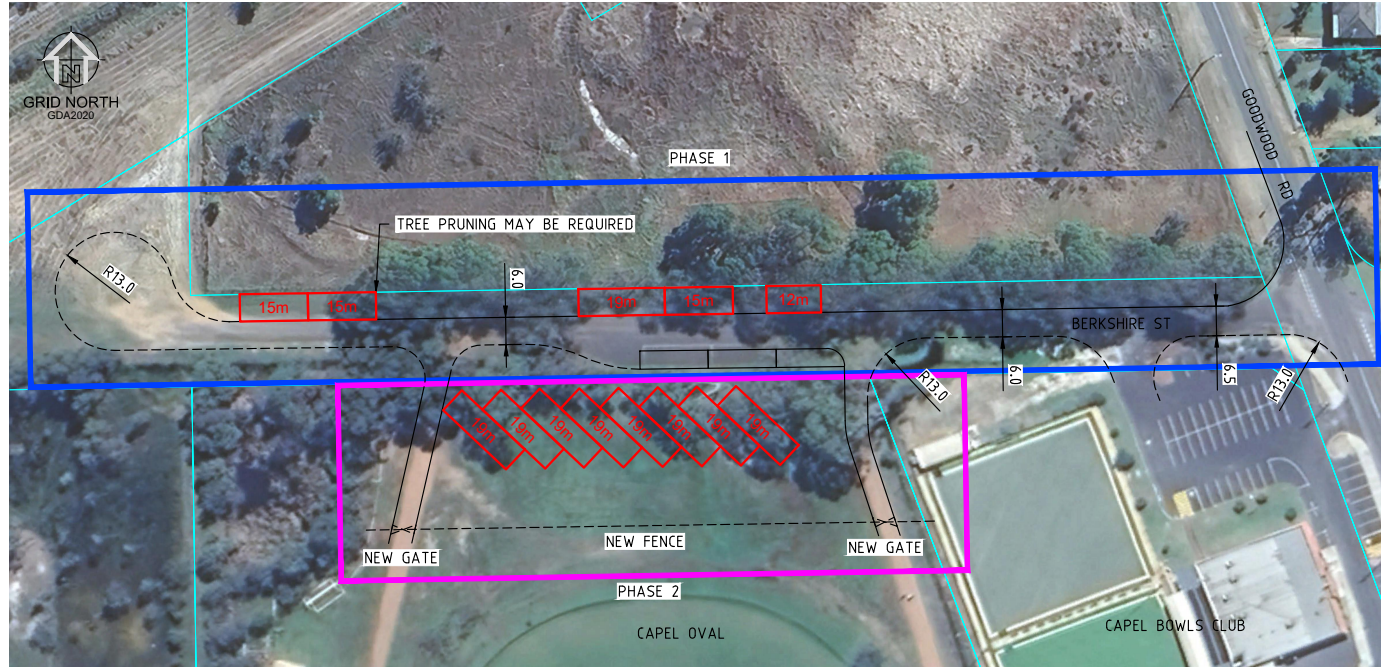
Site Assessment: RV Overnight Rest Areas and RV Dump Points, Boyanup





Site Assessment: RV Overnight Rest Areas and RV Dump Point, Capel



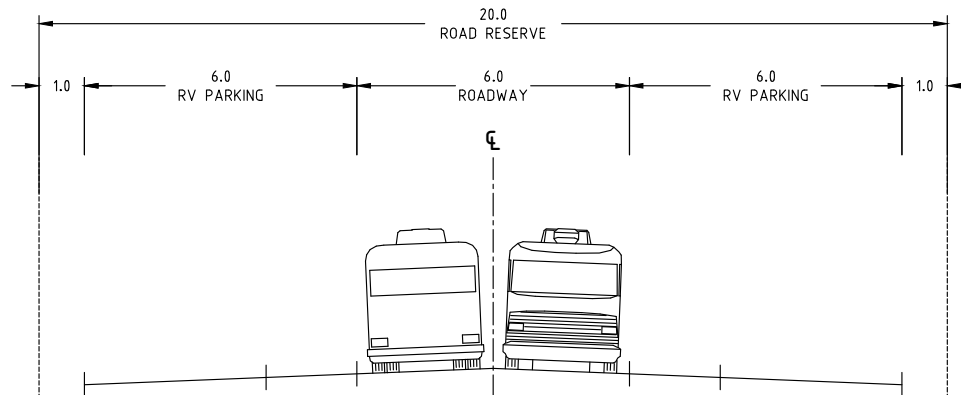


NOTES:

1. ALL DIMENSIONS ARE IN METERS UNLESS STATED OTHERWISE.
2. THE LAYOUTS ARE BASED SOLELY ON ON-LINE AERIAL IMAGERY AND IS NOT SUFFICIENTLY ACCURATE FOR IMPLEMENTATION PURPOSES. A DETAIL TOPOGRAPHICAL SURVEY WOULD BE REQUIRED FOR DESIGN & IMPLEMENTATION.
3. ALL PARKING BAYS HAVE A WIDTH OF 6.0m.

LEGEND:

- EXISTING FEATURES
- PROPOSED FEATURES
- CADASTRAL BOUNDARY
- NEW RV BAYS



SHIRE OF CAPEL
 MASTERPLAN DESIGN
 RECREATIONAL VEHICLE OVERNIGHT REST AREAS

BERKSHIRE STREET OVERNIGHT REST AREA (ORA)
 0001 - SITE LAYOUT WITH ADDITIONAL BAYS

DESIGN BY: A. MEYER
 DRAWN BY: A. MEYER
 DATE: 10/05/2024
 DRAWING SCALE: 1:1000 @ A3





SHIRE OF CAPEL
MASTERPLAN DESIGN
RECREATIONAL VEHICLE OVERNIGHT REST AREAS

HUGH KILPATRICK COMMUNITY HALL
0003 - DUMP POINT LAYOUT WITH ADDITIONAL
OVERNIGHT REST AREA (ORA) BAYS

DESIGN BY: A. MEYER
DRAWN BY: A. MEYER
DATE: 10/05/2024
DRAWING SCALE: 1:500 @ A3





SHIRE OF CAPEL
MASTERPLAN DESIGN
RECREATIONAL VEHICLE OVERNIGHT REST AREAS



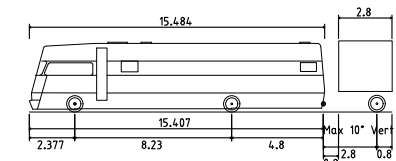
HUGH KILPATRICK COMMUNITY HALL
0004 - DUMP POINT VEHICLE TRACKING

NOTES:

1. ALL DIMENSIONS ARE IN METERS UNLESS STATED OTHERWISE.
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3. ALL PARKING BAYS HAVE A WIDTH OF 6.0m.

LEGEND:

EXISTING FEATURES	—————				
PROPOSED FEATURES	- - - - -				
CADASTRAL BOUNDARY	—————				
NEW RV BAYS	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>12m</td> <td>15m</td> <td>19m</td> </tr> </table>	12m	15m	19m	
12m	15m	19m			
VEHICLE TRACKING	<table border="0" style="display: inline-table; vertical-align: middle;"> <tr> <td>FORWARD</td> <td></td> </tr> <tr> <td>REVERSE</td> <td></td> </tr> </table>	FORWARD		REVERSE	
FORWARD					
REVERSE					



RECREATIONAL VEHICLE (RV) + TRAILER	
OVERALL LENGTH	19.007m
OVERALL WIDTH	2.500m
OVERALL BODY HEIGHT	3.727m
MIN BODY GROUND CLEARANCE	0.152m
MAX TRACK WIDTH	2.500m
LOCK-TO-LOCK TIME	4.00s
KERB TO KERB TURNING RADIUS	12.10m

DESIGN BY: A. MEYER
DRAWN BY: A. MEYER
DATE: 10/05/2024
DRAWING SCALE: 1:500 @ A3





- NOTES:**
1. ALL DIMENSIONS ARE IN METERS UNLESS STATED OTHERWISE.
 2. THE LAYOUTS ARE BASED SOLELY ON ON-LINE AERIAL IMAGERY AND IS NOT SUFFICIENTLY ACCURATE FOR IMPLEMENTATION PURPOSES. A DETAIL TOPOGRAPHICAL SURVEY WOULD BE REQUIRED FOR DESIGN & IMPLEMENTATION.
 3. ALL PARKING BAYS HAVE A WIDTH OF 6.0m.

LEGEND:

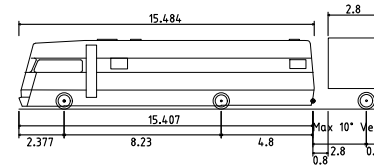
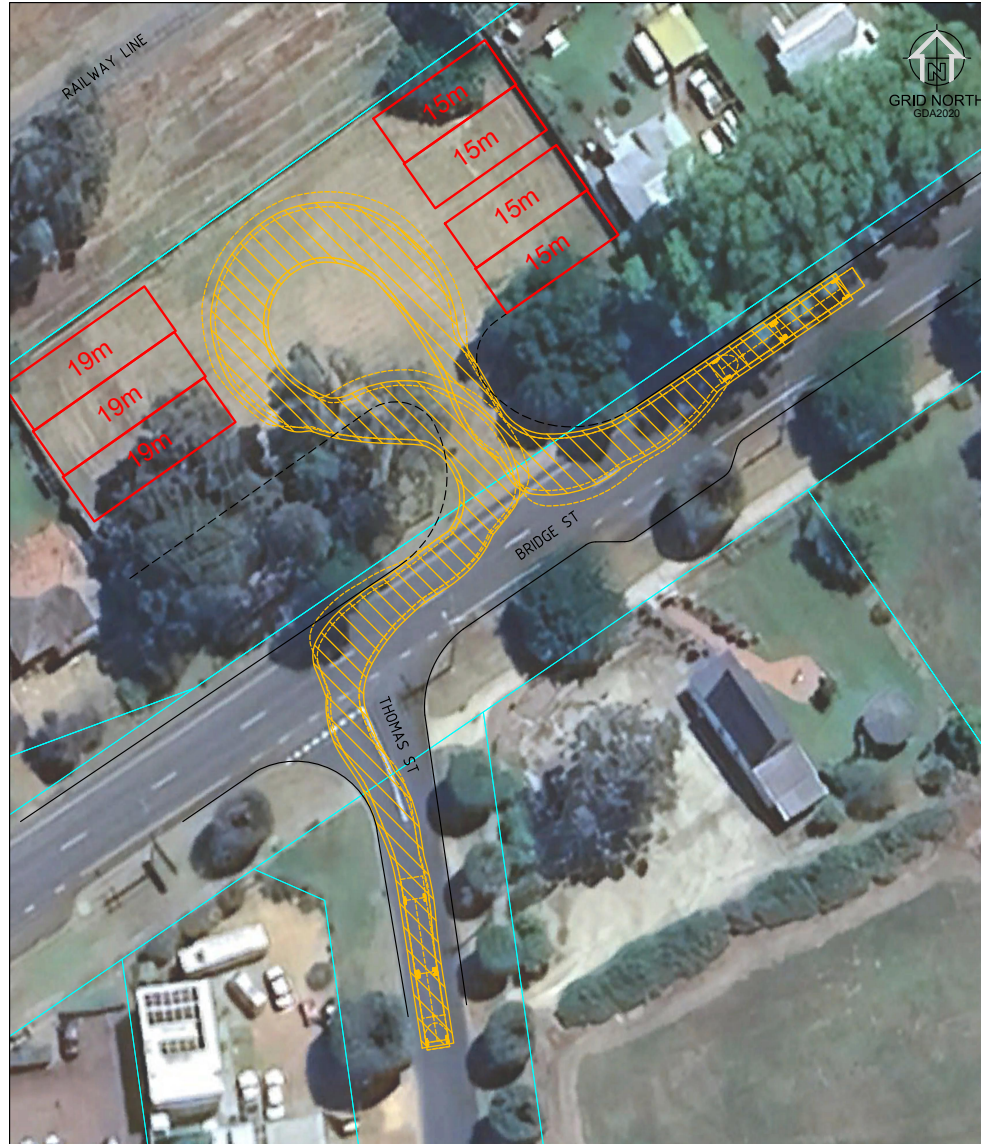
EXISTING FEATURES	—————
PROPOSED FEATURES	- - - - -
CADASTRAL BOUNDARY	—————
NEW RV BAYS	<div style="display: flex; gap: 5px;"> <div style="border: 1px solid red; padding: 2px;">12m</div> <div style="border: 1px solid red; padding: 2px;">15m</div> <div style="border: 1px solid red; padding: 2px;">19m</div> </div>

SHIRE OF CAPEL
 MASTERPLAN DESIGN
 RECREATIONAL VEHICLE OVERNIGHT REST AREAS

BRIDGE STREET OVERNIGHT REST AREA (ORA)
 0005 - SITE LAYOUT

DESIGN BY: A. MEYER
 DRAWN BY: A. MEYER
 DATE: 10/05/2024
 DRAWING SCALE: 1:500 @ A3





RECREATIONAL VEHICLE (RV) + TRAILER	
OVERALL LENGTH	19.007m
OVERALL WIDTH	2.500m
OVERALL BODY HEIGHT	3.727m
MIN BODY GROUND CLEARANCE	0.152m
MAX TRACK WIDTH	2.500m
LOCK-TO-LOCK TIME	4.00s
KERB TO KERB TURNING RADIUS	12.101m

NOTES:

1. ALL DIMENSIONS ARE IN METERS UNLESS STATED OTHERWISE.
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3. ALL PARKING BAYS HAVE A WIDTH OF 6.0m.

LEGEND:

- EXISTING FEATURES
- PROPOSED FEATURES
- CADASTRAL BOUNDARY
- NEW RV BAYS 12m 15m 19m
- VEHICLE TRACKING
FORWARD
- REVERSE



SHIRE OF CAPEL
MASTERPLAN DESIGN
RECREATIONAL VEHICLE OVERNIGHT REST AREAS

BRIDGE STREET OVERNIGHT REST AREA (ORA)
0006 - SITE LAYOUT WITH VEHICLE TRACKING

DESIGN BY: A. MEYER
DRAWN BY: A. MEYER
DATE: 10/05/2024
DRAWING SCALE: 1:500 @ A3





13.3. Bush Fire Advisory Committee Motions

Author	Strategic Governance and Risk Coordinator, Tahlia Shipley
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Review
Attachments	<ol style="list-style-type: none">1. Bush Fire Advisory Committee (Unconfirmed) Minutes 17 April 2024 [13.3.1 - 35 pages]2. Draft 2024/25 Bush Fire Mitigation Notice [13.3.2 - 2 pages]3. Mobilisation 2023 proposal [13.3.3 - 1 page]4. BFAC Terms of Reference Tracked Changes [13.3.4 - 7 pages]5. BFAC Terms of Reference Clean [13.3.5 - 6 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Consider the motions from the Bush Fire Advisory Committee (BFAC) meeting held on 17 April 2024.

Officer's Recommendation 1

That Council:

1. Approves the Draft 2024/25 Bush Fire Mitigation Notice as per attachment 13.3.2 (noting approved updates will be finalised ready for publishing).
2. Meets its obligations under Section 33 of the Bush Fires Act, "shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area".
3. Distributes the 2024/25 Bush Fire Mitigation Notice with the Rates Notice as an additional method of communication.
4. Provides the prohibited and restricted burning period times to be included for information in the Bush Fire Mitigation Notice.

Officer's Recommendation 2

That Council approve the following changes to the 000 agreement:

1. BEET Layer with run card for the bush fire brigade area (i.e. automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge).
2. Capel Shire Pager Group (with CBFCO to acknowledge).
3. CBFCO Mobile (Chris Scott).
4. DFES Regional Duty Coordinator (RDC).
5. All changes to the BEET system to be implemented and operational from 1 July 2024.



Officer's Recommendation 3

That Council adopts the updated Bush Fire Advisory Terms of Reference as per Attachment 13.3.5.

Officer's Recommendation 4

That Council supports the Bush Fire Brigade Training Coordinator to become an accredited DFES Trainer for the Capel Shire for the first two modules to allow greater flexibility and timelines for training of new firefighters.

Background

The Bush Fire Advisory Committee held a meeting on 17 April 2024, with the (Unconfirmed) Minutes included as Attachment 13.3.1 for reference. The reports relating to the decisions are included within the attached Minutes.

The motion included within the recommendation was moved at the 2024 Annual General Meetings of the Elgin and Boyanup Bush Fire Brigades. The motion was then moved at the recent Bush Fire Advisory Committee held on 17 April and requested to come to the next meeting of Council.

Previous Decisions

The four following recommendations were made at the Bush Fire Advisory Committee 17 April 2024.

BF/2024/3 – Endorsement of the draft Mitigation Notice.

BF/2024/5 – Approval of the 000 Agreement.

BF/2024/6 – Endorsement of the draft Bush Fire Advisory Committee Terms of Reference.

BF/2024/7 – Motion regarding the accreditation of Phil Allen as a DFES Trainer.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance and decision-making

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

Direction 6 - Effective communication, engagement and relationship development

6.2 Improved cross sector relationships and collaboration

Corporate Business Plan 2023-2027

GOV 27 - **Committee Framework** - Review Shire committee framework



AGENDA - Ordinary Council Meeting - 29 May 2024



Statutory Framework

Local Framework

Shire of Capel Local Law – Bush Fire Brigades

State Framework

Bush Fires Act 1954

Section 67. Advisory Committee:

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may –
 - (a) make rules for the guidance of the committee; and
 - (b) accept the resignation in writing of, or remove, any member of the committee;
 - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section –
 - (a) may from time to time meet and adjourn as the committee thinks fit;
 - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
 - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Local Government Act 1995

Section 2 of the Local Government Act 1995 describes the establishment and functions of committees of Council.

Federal Framework

There are no federal frameworks relevant to this item.



Policy Framework

The following Shire Policies apply:

- Bush Fire Mitigation Notice Variations

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance Rating: Low	Unlikely	Minor	Providing Council the decisions made at the Bush Fire Advisory Committee.
Risk Description: Failure to meet our obligations of the requirement of Council to consider Committee decisions.			
Opportunity: Good governance and a compliant committee framework.			

Financial Implications

Budget

There are no financial implications relevant to this item.

The motion in relational to providing the Bush Fire Brigade Training Coordinator with DFES accreditation would require an additional training expense to the Shire which is covered through the funding provided by DFES.

Long Term

As no assets/infrastructure are being created, there are no long term financial implications relevant to this proposal.

Sustainability Implications

Climate Change and Environmental

The mitigation of bushfire is an important function in the protection and of the natural environment.

Social

That Council provides leadership in the function of community safety.

Economic

There are no relevant economic implications relevant to this item.

Asset



There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

No external consultation was undertaken.

Internal Consultation

Consultation between the Chief Executive Officer, Director of Infrastructure and Development, Emergency Services Coordinator and Governance Team was undertaken.

Officer Comment

The reports relating to the four Officer Recommendations can be viewed in full within the Minutes of the Bush Fire Advisory Committee 17 April 2024.

Bush Fire Mitigation Notice

The proposal is that the Shire remove the prohibition of Wood/Solid Fuel BBQ's when the fire danger rating is high or above. This is due to the changes in the fire danger rating system and the increase of fire danger ratings of high or above in the Geographe district, unreasonably preventing residents and businesses from using wood or solid fuel BBQ's or pizza ovens during summer.

There have been no fire incidents that have been attributed to solid fuel BBQ's or pizza ovens when they have been permitted. It is not anticipated allowing people to use their solid fuel BBQ's and Pizza Ovens during summer will increase the risk of bushfires.

Note: Solid Fuel BBQ's and Pizza Ovens would still be prohibited if a Total Fire Ban is issued.

Note: The Bush Fires Act prohibits outdoor cooking and campfires when the fire danger rating is high or above and this information is required to remain on the Bushfire Mitigation Notice.

Bush Fire Mobilisation

There was one amendment made to the recommendation to remove point 5 'The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet'.

The reason being that all Brigades find it beneficial to have notification when there is a fire to prepare in the event that they may need to assist a neighbouring brigade.

Bush Fire Advisory Committee Terms of Reference

The revised Terms of Reference are simplified, concise and provide guidelines for matters that may need clarification outside of Local Government legislation. They have also been amended to ensure consistency across all Committees of Council.



Further changes have been made for the appointment of the Chair of the Committee. Recent changes to the *Local Government Act 1995* now require the Chair and Deputy Chair of a Committee to be appointed through an Optional Preferential voting Election held by the Chief Executive Officer.

References for Declarations of Interest and the Shire of Capel Standing Orders have also been made. Although these are covered within *Local Government Act 1995*, due to the Committee having members that sit outside of the Shire's Council this brings attention to members and their expectations under the Act.

There has only been one minor change since the Terms of Reference have been to the Bush Fire Advisory Committee and that is an update to the Shire of Capel Bush Fire Brigade Training Coordinator.

Motion – Accreditation for the Bush Fire Brigade Training Coordinator

The following motion was moved at both the Elgin and Boyanup Annual General Meeting:

“Requests that the Shire Training Coordinator, to become an accredited DFES Trainer for the Capel Shire for the first two modules to allow greater flexibility and timelines for training of new firefighters. If passed at BFAC, the recommendation is passed to the next sitting of elected councillors for ratification”.

The recommendation being made to Council supports this decision, if the Council are to support the Officer's Recommendation the Shire's administration will undertake the necessary actions.

Summary

All four recommendations provided to Council have been endorsed through the Bush Fire Advisory Committee and require consideration through the Council.

Voting Requirements

All recommendations require a simple majority.

Officer's Recommendation 1 – 13.3.

That Council:

- 1. Approves the Draft 2024/25 Bush Fire Mitigation Notice as per attachment 13.3.2 (noting approved updates will be finalised ready for publishing).**
- 2. Meets its obligations under Section 33 of the Bush Fires Act, “shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area”.**
- 3. Distributes the 2024/25 Bush Fire Mitigation Notice with the Rates Notice as an additional method of communication.**
- 4. Provides the prohibited and restricted burning period times to be included for information in the Bush Fire Mitigation Notice.**



Officer's Recommendation 2 – 13.3.

The Council approves the following changes to the 000 agreement:

- 1. BEET Layer with run card for the bush fire brigade area (i.e. automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge).**
- 2. Capel Shire Pager Group (with CBFCO to acknowledge).**
- 3. CBFCO Mobile (Chris Scott).**
- 4. DFES Regional Duty Coordinator (RDC).**
- 5. All changes to the BEET system to be implemented and operational from 1 July 2024.**

Officer's Recommendation 3 – 13.3.

That Council adopts the updated Bush Fire Advisory Terms of Reference as per Attachment 13.3.5.

Officer's Recommendation 4 – 13.3.

That Council supports the Bush Fire Brigade Training Coordinator to become an accredited DFES Trainer for the Capel Shire for the first two modules to allow greater flexibility and timelines for training of new firefighters.



Bush Fire Advisory Committee Meeting

Bush Fire Advisory Committee Minutes – Wednesday, 17 April
2024

Gordon MacMile
Chief Executive Officer



Acknowledgement of Country

We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community.

We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.

Our Vision

A lifestyle of choice; connecting community, culture and country.

Our Values

H **Honesty**
We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.

E **Empathy**
We are kind and show understanding of peoples circumstances, perspectives and differences.

A **Accountability**
We are transparent in all that we do, and stay true to our word by taking responsibility for our actions.

R **Respect**
We are respectful in all that we do, and all interactions we have, whilst being inclusive and mindful of differences.

T **Teamwork**
We are cooperative, collaborative and united while working towards common goals of our Shire.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

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MINUTES - Bush Fire Advisory Committee - 17 April 2024

1. Declaration of Opening/Announcement of Visitors

The Chief Executive Officer opened the Meeting at 7:33pm and read out the following Acknowledgement of Country:

'We wish to acknowledge the traditional custodians of the land we are meeting on, the Wadandi people. We wish to acknowledge and respect their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their culture; and to Elders past and present, their descendants who are with us today, and those who will follow in their footsteps.'

The Chief Executive Officer acknowledged the recent passing of John James, long time Bush Fire Brigade member and committed volunteer within the Capel community and extended the Shire's thoughts to the family.

Election of chair

5.12. Presiding members and deputies, election of (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule –

- (a) to "office" were references to "office of presiding member"; and
- (b) to "council" were references to "committee"; and
- (c) to "councillors" were references to "committee members".

The *Local Government Act 1995* Schedule 2.3, Division 1, Section 4 indicates in part that:

1. The Council is to elect a Councillor to fill the office of Chair.
2. The election is to be conducted by the Chief Executive Officer in accordance with the procedures prescribed.
3. Nominations are to be given to the Chief Executive Officer in writing before the meeting or during the meeting before the close of nominations.
4. Nominations close at the meeting at a time announced by the Chief Executive Officer, which is sufficient time after the announcement by the Chief Executive Officer that nominations are about to close to allow for any nominations made to be dealt with.

The Chief Executive Officer held an Election for the role of Chair of the Bush Fire Advisory Committee. One (1) nomination was received (Barry Bell) by the Chief Executive Officer at the close and following the count of the ballot, the following Councillor was elected to Chair:

Barry Bell

Barry Bell assumed the role of the Chair.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Election of Deputy Chair

- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule –
- (a) to “office” were references to “office of deputy presiding member”; and
 - (b) to “council” were references to “committee”; and
 - (c) to “councillors” were references to “committee members”; and
 - (d) to “mayor or president” were references to “presiding member”.

The *Local Government Act 1995* Schedule 2.3, Division 2, Section 8 indicates in part that:

- The Council is to elect a Councillor (other than the Mayor or President) to fill the office of Deputy Chair
- The election is to be conducted in accordance with the procedures prescribed by the Mayor or Chair, or if he or she is not present, by the Chief Executive Officer.
- Nominations are to be given to the person conducting the election in writing before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the person conducting the election, which is sufficient time after the announcement by that person that nominations are about to close to allow for any nominations made to be dealt with.
- If a Councillor is nominated by another Councillor, the person conducting the election is not to accept the nomination, unless the nominee has advised the person conducting the election, orally or in writing, that he or she is willing to be nominated for the office.

The Chair held an Election for the role of Deputy Chair of the Bush Fire Advisory Committee. One (1) nomination were received by (Don Wetherall) by the Chief Executive Officer at the close and following the count of the ballot, the following Councillor was elected to Deputy Chair:

Don Wetherall

2. Record of Attendance/Apologies/Leave of Absence (Previously Approved)



MINUTES - Bush Fire Advisory Committee - 17 April 2024

PRESENT

VOTING MEMBER and REPRESENTATIVES

Shire of Capel, Council Delegate (Member)	Cr D Kitchen
Deputy Chief Bush Fire Control Officer - Chair	B Bell
Boyanup Bush Fire Brigade – Deputy Chair	D Wetherall
Chief Bush Fire Control Officer (CBFCO)	C Scott
Deputy Chief Bush Fire Control Officer	J McDougall
Deputy Chief Bush Fire Control Officer	M Roberts
Deputy Chief Bush Fire Control Officer	D Tait
Capel Bush Fire Brigade, Captain	T James
Stirling Bush Fire Brigade, Fire Control Officer	I Cocker
Elgin Bush Fire Brigade	B Scott

NON-VOTING MEMBERS

Shire of Capel, Chief Executive Officer	G MacMile
Shire of Capel, Director Infrastructure & Development	T Gillett
Gelorup Bush Fire Brigade, Captain	G Malatesta
Shire of Capel, Emergency Services Coordinator	A Ciric
Shire of Capel, Council Delegate (Member)	Cr A Dillon
Shire of Capel, EA to CEO (Minute Taker)	A Docking

APOLOGIES

Brigade Training Coordinator	P Allen
Department of Fire & Emergency Services, Area Officer	R Southgate
Gelorup Bush Fire Brigade	N Rowlandson

ABSENT

Department of Biodiversity, Conservation & Attractions	H Holzheuer
--	-------------

GALLERY - 6

3. Declarations of Interest

Nil

4. Confirmation of Minutes



MINUTES - Bush Fire Advisory Committee - 17 April 2024

4.1. Bush Fire Advisory Committee Minutes – 4 October 2023

Voting Requirements

Simple Majority

Officer's Recommendation – 4.1.

That the Minutes of the Bush Fire Advisory Committee Minutes – 4 October 2023 be confirmed as a true and correct record.

BF/2024/1 - Officer's Recommendation/Committee Decision - 4.1

Moved T James, Seconded C Scott.

That the Minutes of the Bush Fire Advisory Committee Meeting – 4 October 2023 be confirmed as a true and correct record.

Carried 10 / 0

*For – Cr Kitchen, B Bell, D Wetherall, J McDougall, D Tait, T James, M Roberts, C Scott, B Scott, I Cocker
Against – Nil*

4.2. Bush Fire Brigade Annual General Meeting Minutes 2024



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Voting Requirements

Simple Majority

Officer's Recommendation – 4.2.

That the unconfirmed Minutes of the Boyanup, Capel, Elgin, Gelorup and Stirling Bush Fire Brigade Annual General Meeting's be received as a true and correct record.

BF/2024/2 - Officer's Recommendation/Committee Decision - 4.2

Moved D Wetherall, Seconded I Cocker.

That the unconfirmed Minutes of the Boyanup, Capel, Elgin, Gelorup and Stirling Bush Fire Brigade Annual General Meeting's be received as a true and correct record.

Carried 10 / 0

*For – Cr Kitchen, B Bell, D Wetherall, J McDougall, D Tait, T James, M Roberts, C Scott, B Scott, I Cocker
Against – Nil*

5. Presentations

Nil



MINUTES - Bush Fire Advisory Committee - 17 April 2024

6. Reports

6.1. Bushfire mitigation notice

Author	Emergency Services Coordinator, Andriena Ciric
Authorising Officer	Director Infrastructure Development, Tanya Gillett
Nature of the Decision	Review
Attachments	1. Bushfire Mitigation 2024 [6.1.1 - 2 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

The Committee is requested to support the proposed 2024/25 Bushfire Mitigation Notice.

Officer's Recommendation

That the Committee recommend to the Council to:

1. Approve the draft 2024/25 Bush Fire Mitigation Notice as attached to this agenda (noting approved updates will be finalised ready for publishing).
2. Meet its obligations under Section 33 of the Bush Fires Act, "shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating in the area".
3. Distribute the 2024/25 Bush Fire Mitigation Notice with the Rates Notice as an additional method of communication.
4. Provide the prohibited and restricted burning period times to be included for information in the Bush Fire Mitigation Notice.

Background

The Bush Fire Advisory Committee (BFAC) meets twice a year to advise Council on matters relating to its responsibilities under the Bush Fires Act 1954.

Previous Committee Decisions

The current Bush Fire Mitigation Notice was recommended to Council and endorsed by Council Decision OC109/2021.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Decision Framework

Shire of Capel Strategic Community Plan 2023 - 2033

Direction 1 - Strengthen and enhance the well-being of our community
1.4 A safe and prepared community

Corporate Business Plan 2023-2027

SENV 27 - EMS: Bush Fire Compliance Audit - Annual Fire Break Compliance Audit

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Section 33 of the Bush Fires Act authorises a local government to, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, to give notice in writing to the owners or occupiers of land requiring them to undertake specified works by a specified date.

Section 17 & 18 of the Bush Fires Act relate to prohibited and restricted burning periods set by the local government and declared by the Minister.

Bush Fires Act 1954 Section 67. Advisory Committees – provides that a local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Bush Fire Mitigation Notice Variations



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Environmental Rating: Medium	Possible	Moderate	Issue a Bushfire prevention Notice under section 33 Bush Fires Act 1954 and conduct a compliance program during the compliance period
Risk Description: Without determining requirements for bushfire prevention there is a risk of high fuel loads within the Shire of Capel that significantly increase fire behaviour and insufficient access for Bush Fire Brigades during response activities			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

There was no external consultation undertaken.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Internal Consultation

Executive Management Team
Bush Fire Compliance Officer

Officer Comment

The current Bush Fire Mitigation Notice has worked well providing for clear and practical direction for landowners to mitigate the risk of bushfire on their property.

Rural, Priority Agriculture & Rural Residential properties

There have been category changes in the new Town Planning Scheme that need to be reflected in the Bushfire Mitigation Notice, these are:

- Special Rural has changed to Rural Residential properties
- Additional category Priority Agriculture is easily aligned to its previous Rural zoning i.e. the heading to be Rural/Priority Agriculture properties.

It was noted during the 2023/24 compliance program that there was not an option for Rural Residential properties to maintain their entire property as a low fuel zone similarly to residential properties over 2024m².

Allowing Rural Residential zoned properties to maintain their entire property as a low fuel zone instead of providing just a 3m wide firebreak allows for practical mitigation on their property, particularly in areas such as Stratham where many properties have maintained gardens, grass or slashed paddocks. In these situations, the addition of a firebreak has little impact on reducing the fire risk and it encourages people to maintain their properties with lower fuel loads.

Wood/solid fuel BBQ's and Pizza Ovens

It is proposed that the Shire remove the prohibition of Wood/Solid Fuel BBQ's when the fire danger rating is high or above. This is due to the changes in the fire danger rating system and the increase of fire danger ratings of high or above in the Geographe district, unreasonably preventing residents and businesses from using wood or solid fuel BBQ's or pizza ovens during summer. There have been no fire incidents that have been attributed to solid fuel BBQ's or pizza ovens when they have been permitted. It is not anticipated allowing people to use their solid fuel BBQ's and Pizza Ovens during summer will increase the risk of bushfires.

Note: Solid Fuel BBQ's and Pizza Ovens would still be prohibited if a Total Fire Ban is issued.

Note: The Bush Fires Act prohibits outdoor cooking and campfires when the fire danger rating is high or above and this information is required to remain on the Bushfire Mitigation Notice.

Summary

The proposed changes for Residential Rural properties have the potential to improve consistency across Residentially zoned and Rural Residential properties and encourage Rural Residential properties to maintain lower fuel loads on their land.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

There have been changes in the zoning terminology for previously Rural zoned properties to Priority Agriculture and this needs to be reflected in the Bushfire Mitigation Notice.

Allowing solid fuel BBQ's and Pizza ovens to be used all year round is in line with community standards and presents minimal risk to the increase in bushfires associated with their use.

Should these changes all be approved by the BFAC, the draft Bush Fire Mitigation Notice attached will be amended and finalised ready for publishing.

Voting Requirements

Simple Majority

Officer's Recommendation – 6.1.

BF/2024/3 - Officer's Amended Recommendation / Committee Decision - 6.1

Moved J McDougall, Seconded D Tait.

That the Committee recommend to the Council to:

- 1. Approve the draft 2024/25 Bush Fire Mitigation Notice as attached to this agenda (noting updates will be finalised ready for publishing).**
- 2. Meet its obligations under Section 33 of the Bush Fires Act, "shall give notice to all owners or occupiers of land in its district by publishing a notice in the *Government Gazette* and in a newspaper circulating the area".**
- 3. Distribute the 2024/25 Bush Fire Mitigation Notice with the Rates Notice as an additional method of communication.**
- 4. Provide the prohibited and restricted burning period times to be included for the information in the Bush Fire Mitigation Notice.**
- 5. Amend the Compliance Period to be 1 December to 30 April. To be amended on the Bush Fire Mitigation Notice.**

Carried 10 / 0

For - Cr Kitchen, B Bell, D Wetherall, J McDougall, D Tait, T James, M Roberts, C Scott, B Scott, I Cocker

Against - Nil



MINUTES - Bush Fire Advisory Committee - 17 April 2024

6.2. Bush Fire Brigade Mobilisation

Author	Emergency Services Coordinator, Andriena Ciric
Authorising Officer	Director Infrastructure Development, Tanya Gillett
Nature of the Decision	N/a
Attachments	1. Mobilisation 2023 proposal [6.2.1 - 1 page]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

The Committee is requested to support the current triple zero bush fire brigade mobilisation process to be changed to incorporate the BEET (not an acronym) mobilisation process through the DFES Computer Aided Dispatch (CAD) system.

Officer's Recommendation

The Committee recommend to the Council to approve the following changes:

1. The DFES 000 agreement be amended to include the following:
 - a. BEET Layer with run card for the bush fire brigade area (ie automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge)
 - b. Capel Shire Pager Group (with CBFCO to acknowledge)
 - c. CBFCO Mobile (Chris Scott)
 - d. DFES Regional Duty Coordinator (RDC)
2. The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.
3. All changes to the BEET system to be implemented and operational from 1 July 2024.

Background

The proposed changes were originally presented to the BFAC meeting on the 4 October 2023.

Previous Committee Decisions

BF0013/2023 Amended Recommendation / Committee Decision –

5.1 That the Bush Fire Advisory Committee (BFAC) recommends that the Capel Shire Council amend the 000 call out system to the following:

1. Capel Shire Pager Group (CBFCO, DCBFCOs, Emergency Services Coordinator and Director Infrastructure and Development) with the CBFCO (or proxy) to acknowledge; and
 2. The DFES Regional Duty Coordinator (RDC).
-



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 1 - Strengthen and enhance the well-being of our community
 1.4 A safe and prepared community

Corporate Business Plan 2023-2027

SENV 22 - EMS: Emergency Response - Incident Management

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

There are no state frameworks relevant to this item.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- There are no Council policies relevant to this item.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Service Delivery Rating: High	Possible	Major / Severe	Ensuring the fastest possible mobilisation procedure is in place for the Shire's bush fire brigade mobilisation.
Risk Description: Delays in the mobilisation of bush fire brigades to a triple zero call, particularly with multiple mobilisations or incident responses required simultaneously			
Opportunity: Providing best practice mobilisation processes available within WA to the Shire of Capel Bush Fire Brigades.			



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

DFES Standard Operation Procedure 2.1.2 Mobilising applies

Internal Consultation

Chief Executive Officer
Director Infrastructure and Development
Chief Bush Fire Control Officer

Officer Comment

The DFES Computer Aided Dispatch (CAD) system is utilised for the initial mobilisation of resources and has pre-determined response messages as agreed with appropriate stakeholders within all DFES regions.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

For Bush Fire Brigades this is determined by the 000 Agreement.

DFES Standard Operating Procedure 2.1.2 Mobilising states in relation to Bush Fire Brigades:

Bush Fire Brigades are to be mobilised to all fire incidents within their area of responsibility:

- Turnout procedures as per Triple Zero Agreement for the identified BFB/LG
- BFB's/LGs are to be mobilised first on all occasions
- Mobilise backup resources if required from LG or as requested by the LG CBFCO
- DOCC determines if FRS/VFES resources are to be mobilised – if FRS resources are mobilised the LG representative (CESM/CBFCO) is to be advised.
- Mobilise as per seasonal/regional protocols and/or enhanced mobilising.

If the incident is determined a Hazmat Fire, DFES is the HMA for Hazardous Materials Emergencies (HAZMAT). Bush Fire Brigades may be required to provide assistance at HAZMAT incidents:

- They may be requested to provide water at HAZMAT incidents for decontamination
- Mobilising procedures are as per Triple Zero agreement for the identified BFB/LG if requested by the Incident Controller.

The 000 agreement allows for no more than 3 Local Government contacts with the 4th contact always being the Regional Duty Coordinator (RDC).

BEET is a CAD system that provides geofenced areas, typically brigade areas, for the location of the incident and messages are automatically sent to the respective brigade. The CBFCO or DCBFCO can then monitor the response and adjust as necessary. This would mean that the CBFCO would not be required to acknowledge and turn out the brigade for the respective brigade area as this would happen automatically. The CBFCO is still able to contact the DFES Communication Centre to mobilise additional brigades if considered necessary.

Currently the 000 agreement is as follows:

1. Capel Shire Pager Group (CBFCO, DCBFCOs, Emergency Services Coordinator & Director Infrastructure and Development)
2. CBFCO Mobile (Chris Scott)
3. DFES Regional Duty Coordinator (RDC)

The proposed 000 agreement is as follows:

1. BEET Layer with run card for the bush fire brigade area (ie automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge)
2. Capel Shire Pager Group (with CBFCO to acknowledge)
3. CBFCO Mobile (Chris Scott)
4. DFES Regional Duty Coordinator (RDC)
5. The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.
6. All changes to the BEET system to be implemented and operational from 1 July 2024.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Summary

This change will have minimal effect on current mobilisation as essentially the only change is that a brigade will be automatically turned out to any fire in their area, and that if deemed necessary, any additional assistance required can be requested by a phone call by the CBFCO to the DFES Communication Centre.

Voting Requirements

Simple Majority

Officer's Recommendation – 6.2.

Moved T James, Seconded J McDougall

The Committee approve recommend to the Council the following changes to the 000 agreement:

1. BEET Layer with run card for the bush fire brigade area (ie automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge).
2. Capel Shire Pager Group (with CBFCO to acknowledge).
3. CBFCO Mobile (Chris Scott).
4. DFES Regional Duty Coordinator (RDC).
5. The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.
6. All changes to the BEET system to be implemented and operational from 1 July 2024.

BF/2024/4 - Amendment / Committee Decision – 6.2

Moved Cr Kitchen, Seconded C Scott.

To remove point 5 of the substantive recommendation:

“The bush fire brigade CAD lists are amended to only reflect members of the brigade and the Capel Shire Pager Group to be included in the run sheet.”

Carried 7 / 3

For - Cr Kitchen, D Wetherall, J McDougall, D Tait, T James, C Scott, B Scott

Against – B Bell, M Roberts, I Cocker



MINUTES - Bush Fire Advisory Committee - 17 April 2024

BF/2024/5 - Amendment Recommendation / Committee Decision – 6.2

Moved T James, Seconded J McDougall.

The Committee approve recommend to the Council the following changes to the 000 agreement:

1. BEET Layer with run card for the bush fire brigade area (ie automatic turnout direct to the relevant brigade with respective DCBFCO for the brigade to acknowledge).
2. Capel Shire Pager Group (with CBFCO to acknowledge).
3. CBFCO Mobile (Chris Scott).
4. DFES Regional Duty Coordinator (RDC).
5. All changes to the BEET system to be implemented and operational from 1 July 2024.

Carried 6 / 4

For - Cr Kitchen, J McDougall, D Tait, T James, C Scott, B Scott

Against – B Bell, D Wetherall, M Roberts, I Cocker

A Ciric left the room at 8:52pm
J McDougall left the room at 8:52pm
A Ciric returned at 8:53pm
J McDougall returned at 8:54pm



MINUTES - Bush Fire Advisory Committee - 17 April 2024

6.3. Bush Fire Advisory Committee Terms of Reference Review

Author	Strategic Governance and Risk Coordinator, Tahlia Shipley
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Review
Attachments	1. BFAC Terms of Reference Tracked Changes [6.3.1 - 7 pages] 2. BFAC Terms of Reference Clean [6.3.2 - 6 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

The Committee is requested to endorse the reviewed and amended Bush Fire Advisory Committee (BFAC) Terms of Reference.

Officer's Recommendation

That the Bush Fire Advisory Committee endorses and recommends to the Council to adopt the updated Terms of Reference.

Background

The Bush Fire Advisory Committee Terms of Reference should be reviewed on a bi-annual basis.

Previous Committee Decisions

Bush Fire Advisory Committee 21 September 2022 – (BF008/2022) - The Committee recommended to the Shire of Capel Council to adopt the Terms of Reference.

Ordinary Meeting of Council 30 November 2022 - (OC/2022/231) - That Council adopt the Terms of Reference for the Bush Fire Advisory Committee in accordance with Attachment 14.9.1 with the amendment to all Councillors who are not representatives to have the ability to ask questions of the BFAC.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance and decision-making

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

Direction 6 - Effective communication, engagement and relationship development

6.2 Improved cross sector relationships and collaboration



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Corporate Business Plan 2023-2027

GOV 27 - **Committee Framework** - Review Shire committee framework

Statutory Framework

Local Framework

Shire of Capel Local Law – Bush Fire Brigades

State Framework

Bush Fires Act 1954

Section 67. Advisory Committee:

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may –
 - (a) make rules for the guidance of the committee; and
 - (b) accept the resignation in writing of, or remove, any member of the committee;
 - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section –
 - (a) may from time to time meet and adjourn as the committee thinks fit;
 - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
 - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Local Government Act 1995

Section 2 of the Local Government Act 1995 describes the establishment and functions of committees of Council.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- There are no Council policies relevant to this item.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputation Rating: Low	Rare	Minor	Ensuring the Bush Fire Advisory Committee has an opportunity to provide feedback and recommend to the Council Terms of Reference that align with their purpose.
Risk Description: Failure to provide up to date Terms of Reference for transparency and consultation purposes.			
Risk 2 Legislative Compliance Rating: Low	Unlikely	Minor	Ensuring all members of the Committee have understanding of the changes of legislation reflected through the Terms of Reference.
Risk Description: Failure to align the Terms of Reference with the recent changes to legislation.			
Opportunity: The upside risk or opportunity that could have a beneficial effect on achieving Shire objectives.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long term financial implications relevant to this proposal.

Sustainability Implications



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Climate Change and Environmental

The mitigation of bushfire is an important function in the protection and of the natural environment.

Social

That Council provides leadership in the function of community safety.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

No external consultation was undertaken.

Internal Consultation

Consultation between the Director of Infrastructure and Development, Emergency Services Coordinator and Governance Team was undertaken.

Officer Comment

The revised Terms of Reference are simplified, concise and provide guidelines for matters that may need clarification outside of Local Government legislation. They have also been amended to ensure consistency across all Committees of Council.

Further changes have been made for the appointment of the Chair of the Committee. Recent changes to the *Local Government Act 1995* now require the Chair and Deputy Chair of a Committee to be appointed through an Optional Preferential voting Election held by the Chief Executive Officer.

References for Declarations of Interest and the Shire of Capel Standing Orders have also been made. Although these are covered within *Local Government Act 1995*, due to the Committee having members that sit outside of the Shire's Council this brings attention to members and their expectations under the Act.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Summary

The Terms of Reference provide for the good governance, statutory compliance and provide direction to the BFAC committee to advise of the Council on bushfire matters.

Voting Requirements

Simple Majority

Officer's Recommendation – 6.3.

BF/2024/6 - Committee Decision – 6.3

Moved I Cocker, Seconded C Scott.

That the Bush Fire Advisory Committee endorses and recommends to the Council to adopt the updated Terms of Reference.

Carried 10 / 0

For - Cr Kitchen, B Bell, D Wetherall, J McDougall, D Tait, T James, M Roberts, C Scott, B Scott, I Cocker

Against - Nil



MINUTES - Bush Fire Advisory Committee - 17 April 2024

7. Brigade Reports

7.1. Chief Bush Fire Control Officer

Since the first of November we have had thirty-five call outs.

Four vehicles fires, seven pole top fires, with four of those being on the twenty first of February, all within half an hour of each other. We had to return the next day to a couple of these, as the ground kept burning.

Two structure fires, one caravan fire.

The rest were small scrub fires apart from the fire at Dalyellup. One fire on private land alongside Boundary Rd which burnt approximately four hectares and half an hour later one on Brilliant Road. All brigades were involved in these two, as well as air support.

On the Ninth of March a fire started off Harewoods Road in the southern part of Dalyellup in an area called Muddy lakes. The fire was reported at two thirty in the afternoon, and soon took hold of the swampy area. Local brigades were there in fifteen minutes. Air support was called then, with the fixed wings and heli tankers arriving very soon after. We received support from Bunbury Fire and Rescue very early. DFES also attended.

Three bull dozers were also called in. Two private and one from DBCA plus three of their trucks. The fire then went into the sand dunes on the West side of the lakes. We could not get dozers into this area, so it was left to burn to the ocean. With the wind blowing mostly from the southeast, our next objective was to make sure we could contain it prior to the residential area.

The ICV arrived and was set up on the corner of Harewood Rd and Minnip Road. At five thirty the fire was handed over to DFES. The fire was then put into two sectors. Sector Alfa and sector November.

Police were called in to do traffic management, and a traffic management group to set up roadblocks. A couple of hop overs, over Dalyellup Boulevard into some bush on the Northside of this road. Thankfully no structures were impacted.

Other support came from other local shires. In total there was approximately one hundred and fifty fire fighters involved over the two days and nights. The Shire took back the control of the fire on Monday morning. Our brigades worked mopping up all day Monday. With the peat in the area. this is going to burn until we get some good rains. Had to return to this fire often to attend to reports of it reigniting, which were all inside the break.

With an onsite meeting on Friday the fifth of April with representatives from DFES we decided to clear a group of trees that had been burnt in the original fire under the base in the peat and were slowly falling near the break in the southeast corner. We did this to burn all the leaves so there would be no more flare ups in this area. With all brigades in attendance on a Sunday morning the job was completed by midday.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

We also attended fires in other Shires. Collie, Dardanup, Bunbury, and Waroona. The new Gelorup fire shed was officially opened in December. The brigades have been doing a lot of refresher training.

Thanks to all volunteers and their families for their support and dedication to help keep our shire safe from Bush fires.

- 7.2. Boyanup Bush Fire Brigade**
Attended 3 car fires, and fires at Eaton, Collie, Waroona & Bunbury.
- 7.3. Capel Bush Fire Brigade**
(Attachment 7.3.1 - Capel VBFB Captain's Report April 2024)
- 7.4. Elgin Bush Fire Brigade**
Attended multiple pole fires and the brigade training went well last year.
- 7.5. Gelorup Bush Fire Brigade**
(Attachment 7.5.1 - Gelorup Bush Fire Brigade BFAC Report 17th April 2024)
- 7.6. Stirling Bush Fire Brigade**
Have attended 11 call outs, brigade training is up to date and the water tank in use.
- 7.7. Volunteer Brigade Training Coordinator**
No report provided.
- 7.8. Department of Fire and Emergency Services**
No report provided.
- 7.9. Department of Biodiversity, Conservation and Attractions**
No report provided.
- 7.10. Emergency Services Coordinator**
No report provided.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

8. General Business

8.1 Onboarding New Volunteers

Officer/BFAC Member

Andriena Ciric – Emergency Services Coordinator

Purpose

To streamline onboarding new volunteers.

Background

At the BFAC meeting held on the 12 April 2023 the Committee provided a commitment to support the continuous improvement of Bush Fire Brigade operations, assist in the implementation of regular brigade level training, as well as a Shire based induction program designed to inform all members of their duties, rights and responsibilities as a brigade member.

At the BFAC meeting held on the 12 July 2023 the committee determined to require the minimum training requirements of active firefighters being:

All volunteers (including non-operational) must complete the following DFES courses:

- Bushfire Safety Awareness
- Bushfire Fighting Skills, and
- All active firefighters must attend at least 4 brigade level training occurrences per financial year and
- Preseason competency-based assessment for all active firefighting brigade members is to be completed prior to 1 December each year and
- All new volunteers are to complete the online WHS volunteer induction before being registered as a Bushfire brigade volunteer.

The completion of the above training and inductions will be recorded in the Shire's myOSH system to continue initiatives to fulfil the Shire's responsibilities for volunteers (including BFBs) under WHS requirements.

Comment

Currently, the Shire does not have a systematic approach to recruiting new volunteers and accepts applications all year, including as we approach the high threat period in December.

This approach has some challenges in providing the opportunity for new volunteers to meet the minimum requirements outlined as the DFES Courses are generally not offered during the high threat period (December to March) and minimum brigade level training occurs for the volunteer to develop their skills prior to responding to an active fireground.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

April/May is generally accepted as the best time to recruit Bush Fire Brigade volunteers with DFES supporting local governments by promoting recruitment via their social media channels.

Recruiting in April/May also allows for new volunteers to access DFES training and participate in monthly brigade level training over the cooler months and be prepared for the following summer high threat period response. This approach also allows for the coordinated organisation of courses, inductions, ordering of personal protective equipment and clothing and administrative functions.

It is often difficult to provide the level of engagement to keep new volunteers interested in the Bush Fire Brigade when they may not be able to actively participate in firefighting operations due to not meeting the minimum training requirements over the high threat period.

It is recognised that at times existing Bush Fire Brigade volunteers may transfer from another local government to our Shire that already have the DFES competencies and fireground experience and these volunteers should be considered on an individual case by case basis.

Action

That the Shire support a recruitment campaign during April and May each year with a high-profile approach during Volunteer Week (end of May) and brigades provide all new membership applications to the Shire by the end of August each year.

Any new members after August (including those transferring from other local governments) be considered on a case-by-case basis and if they do not have the required minimum DFES competencies be encouraged to submit their application during April and May explaining that this is the time of year that the Shire accepts new volunteers. The Shire will develop an information package to be provided to brigades for use for prospective new volunteers by the 1 July 2024.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

8.2 Training Requirements – Bush Fire Brigade Volunteers

Officer/BFAC Member

Andriena Ciric – Emergency Services Coordinator

Purpose

To formalise the minimum training requirements both formal and brigade level for Bush Fire Brigade volunteers.

Background

At the BFAC meeting held on the 12 April 2023 the Committee provided a commitment to support the continuous improvement of Bush Fire Brigade operations, assist in the implementation of regular brigade level training, as well as a Shire based induction program designed to inform all members of their duties, rights, and responsibilities as a brigade member.

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- All new volunteers are to complete the online WHS volunteer induction before being registered a Bushfire brigade volunteer.

The completion of the above training and inductions will be recorded in the Shire's myOSH system to continue initiatives to fulfil the Shire's responsibilities for volunteers (including BFBs) under WHS requirements.

Comment

Since this resolution, the brigade training officers have coordinated monthly training activities for brigade members covering topics such as:

- Hose drills and signals
- Radio operations
- Hydrants and water supply (including drafting)
- PAFTACs and LACES (operational reporting and safety)
- Electric vehicles
- Appliance familiarisation
- Mandatory burn-over drills



MINUTES - Bush Fire Advisory Committee - 17 April 2024

Since the training requirements were introduced for active firefighters almost all members from Gelorup, Capel and Stirling brigades have attended nearly all training occurrences offered, about half the active firefighting members from Boyanup have attended training occurrences offered and about one third of members from Elgin have attended the training occurrences offered.

This has been a significant achievement for the brigade members and the Training Officers and Captains should be commended on the time and effort to coordinate and undertake these training activities.

There are some gaps with members that are not yet engaged in the new approach, often as this hasn't been a requirement in the past. This will require a commitment from Captains to engage these members or consider whether they meet the expectations of continuing to be a member of the Bush Fire Brigade.

Further, the Shire introduced a Work, Health, and Safety (WHS) induction similar to an employee WHS induction covering WHS as well as relevant Shire Policies. This induction was offered both online and face to face.

On 1 December 2023, the following table identifies the percentage of active firefighters that completed the WHS induction for each brigade.

Boyanup	47%
Capel	73%
Elgin	32%
Gelorup	100%
Stirling	57%

Generally, the feedback has been that the training program's implementation has been successful and worthwhile.

Action

That the current approach to training requirements be continued as normal brigade activities and continue to be required on an annual basis.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

8.3 Communication Direction

Purpose

To discuss electronic communication processes between the Shire and Bush Fire Brigades

Background

Currently brigade members often use their personal email addresses (including web-based mail such as gmail and yahoo) to communicate brigade matters to the Shire, DFES and third parties. This presents a risk to the Shire particularly with data breaches being prominent, the backup and storage of brigade and local government business on personal email accounts, internet and data security, with no oversight of antivirus software on personal accounts.

Comment

Currently there is no clear direction regarding communication between the Shire and Brigades that has resulted at times in inefficient communication.

The Shire has provided each brigade with a laptop and printer with a dedicated brigade email address, internet, and associated Microsoft package licence.

The expectation is that all brigade related correspondence is conducted using the dedicated Shire brigade email address. This will provide for the data and account to be managed via the local government IT services providing relevant security and backup.

Requiring that all communication is conducted via the brigade email address increases the security of the information including sensitive personal information pertaining to volunteers for example the information on volunteer application forms.

Furthermore, the Emergency Services Coordinator is the point of contact for all Brigades and members. All correspondence should be directed to this Officer and copied to info@capel.wa.gov.au to ensure that the information is captured in the Shires records management systems. This includes requests for mitigation, brigade memberships, matters pertaining to fleet and capital facilities or any other matters. If necessary, the Emergency Services Coordinator will then forward any matters to other Officers for assistance.

Regarding any IT related issues with Shire laptops/printers, the Shire has a helpdesk function and requests can be addressed to both the Emergency Services Coordinator and helpdesk@capel.wa.gov.au

Action

The Shire will continue to provide electronic communication to brigades utilising the dedicated brigade email addresses for all matters.



MINUTES - Bush Fire Advisory Committee - 17 April 2024

The only time the Shire will utilise an individual brigade member's personal email address is when the communication is specific to that brigade member only.

Brigades are likewise required to follow this same convention.

If future, should any correspondence be received by the Shire from personal email accounts about brigade matters, the sender will be requested to resend that correspondence from the dedicated brigade email address as requested.

Verbal amendment and clarification by the Chief Executive Officer that emails including information such as Incident & Fire Reports and member information are to be directed 'To' at 'info@capel.wa.gov.au'. All other general correspondence directly to Emergency Services Coordinator.

9. Matters Arising

Elgin Bush Fire Brigade put forward the following motion:

The Motion was moved at the 2024 Annual General Meetings of the Elgin & Boyanup Bush Fire Brigades.

9.1 Motion

"Requests that the Shire Training Coordinator, Phil Allen, become an accredited DFES Trainer for the Capel Shire for the first two modules to allow greater flexibility and timelines for training of new firefighters. If passed at BFAC, the recommendation is passed to the next sitting of elected councillors for ratification"

BF/2024/7 – Motion / Committee Decision – 9.1

Moved B Scott, Seconded C Scott.

- 1. Requests that the Shire Training Coordinator, Phil Allen, become an accredited DFES Trainer for the Capel Shire for the first two modules to allow greater flexibility and timelines for training of new firefighters.**
- 2. If passed at BFAC, the recommendation is passed to the next sitting of elected councillors for ratification.**

Carried 10 / 0

For - Cr Kitchen, B Bell, D Wetherell, J McDougall, D Tait, T James, M Roberts, C Scott, B Scott, I Cocker

Against - Nil



MINUTES - Bush Fire Advisory Committee - 17 April 2024

- Gelorup BFB queried when the 'No Parking' signs were due to arrive and be installed.
Action: A Ciric to follow up and provide response.
- Gelorup BFB queried the water supply at The Acreage (Formerly Killerby's Estate), as it had been turned off and what the subdivision approval conditions around water supply were.

Response and additional information:

Condition 15 of subdivision approval was updated to 'remove reference for 50kl water tank and replace with one 100kl tank at development stage'.

Condition 16 refers to actions outlined in the Bushfire Management Plan to be implemented through subdivisional works.

- Gelorup BFB advised that the bottom fill point on the new standpipe is not workable.
Action: A Ciric to investigate and advise solution.
- Capel BFB advised of regular illegal camping occurring at Ironstone Gully Falls.
Action: G MacMile to liaise with Community Development & Safety.
- Elgin BFB advised there was a large hole, surrounded by 4 cones on the path near the standpipe and had been for several months which has caused a tripping hazard.
Action: A Ciric to investigate and provide response.

10. Meeting Closure

There being no further business, the Presiding Member declared the meeting closed at 9:38pm.

CAPEL V F B CAPTAINS REPORT APRIL 2024

THE 2023 24 SEASON WOULD BE ONE OF OUR QUIETEST IN SOME TIME WE HAVE ATTENDED SOME FIRES EARLY ON IN SEASON AND IN LAST MOUNTH OR SO WITH TWO LOTS OFF POLE FIRES AND THE ON GOING DAYUALUP FIRE AND END OFF MARCH WITH SHED FIRE

WE HAVE 16 MEMBERS AND ONE NEW MEMBERS, FROM THAT 16 MEMBERS WE HAVE APPROX 6 THAT REGULEY TURN OUT TO FIRES.AND A MIX OF THE REST WERE AVAlABLE.

ACROSS THE BOURD WE HAVE A GREAT GROUP OFF MEMBERS KEEN AND WORK WELL TOGETHER AS TEAM ON AND OFF FIRE GROUND.

TRAINING HAS BEEN WELL ORGANISED AND ATTENDED ALSO GOOD FOR TEAM BUILDING AND EQUIPMENT FERMILURISATION

THANKS TO THOSE MEMBERS THAT ATTENDED FIRERS IN OTHER SHIRES AS REQUIRED -- WAROONA

LASTLEY I WOULD LIKE TO THANK ALL MEMBERS FOR THERE EFFORTS THIS SEASON ON AND OFF THE FIRE GROUNDS.

Gelorup Bush Fire Brigade BFAC Report 17th APRIL 2024

Activity since the last BFAC meeting October 2023.

Currently Gelorup VBFB has 24 active members (including ancillary).

Training: Regular training sessions are now taking place fortnightly (Subject to call-outs).

Refresher training has been completed on:

- PAFTAC – LACES – Hand Signals & Call-outs.
- Drafting water exercise using 2.4U.
- Burn-over survival training (compulsory).
- Rural Urban Interface (RUI) with DFES (Hospital exercise). [Oct 10th]
- VPower Inspections
- Car Fires (including a joint session with Bunbury 1sts) [Nov 6th]
- House/Structural Fires
- Hose Layouts

Local Call-Outs:

Thirty-six (36) local call-outs this season, most significant being Dalyellup Beach fire (Harewoods Rd.), Bunbury Cemetery Board and Adam Road School.

Deployments: A number of Gelorup Brigade members have assisted with out of area requests from DFES.

- Oct 28 – Karratha
- Nov 9 – Pilbara
- Nov 11 – Pilbara
- Nov 5 & 6 - Bushfire Centre of Excellence Waroona
- Nov 23 - Flynn Road and Straight Road Brunswick
- Dec 7 - Kalgoorlie and Laverton
- Dec 21/22 - Forrest Hwy Eaton
- Jan 11, 12, 13 & 15 - Collie Fires
- March 3 - Waroona Premium Sands
- Mar 23, 24 & 26 - Waroona Fires
- Mar 29 - Good Friday Waroona Fires

Other Activities:

Oct - Property walk through with fire brigade members coming all the way from Perth. Held at home (Yalinda Drive) in conjunction with DFES.

Oct 14 Recruitment campaign with DFES Media team.

Nov 9 and 10 School Visits Dalyellup

Dec 3 Dalyellup Christmas Festival

Dec 5 Shire Christmas breakfast

Dec 5 Training with BORR team (SW Gateway Alliance)

Dec 15 Official Station opening

Dec 17 Christmas Sundowner with Father Christmas. (Gelorup Community Centre)

1st day of each month – ALV and VPOWER (vehicle) inspections.

Thursdays OPB Briefing at DFES Bunbury.



Bushfire Mitigation Notice

Minimum property requirements

All properties

Clean gutters on all buildings.
Remove debris from around buildings.

Maintain a 20 metre low fuel zone around all habitable buildings.

Residential properties

Grass must not be higher than 10cm.
You must prevent growth by burning or spraying if you can't mow/slash grass.
Permits may be required.

Residential properties larger than 2024m²

Maintain a 3 metre wide firebreak on all external boundaries.

You can manage your entire property as a low fuel zone instead of installing firebreaks.

Rural Residential properties

Maintain a 3 metre wide firebreak on all external boundaries.

You can manage your entire property as a low fuel zone instead of installing firebreaks.

Rural properties/Priority Agriculture

Maintain a 20 metre wide low fuel zone or 2 metre firebreak around all haystacks.

Maintain a 2 metre wide firebreak on land adjacent to a road reserve.

Plantations

Adhere to the Guidelines for Plantation Fire Protection 2011.

Compliance period

The compliance period is from **1 December to 30 April**.
Under section 33 of the Bush Fires Act Your property must be compliant with this notice during the compliance period.

Penalties apply.

Variations

You must apply for a variation by 31 October if you can't comply with the requirements of this order.
Late applications will not be accepted.

Specifications

Low fuel zone

To maintain a low fuel zone you must

- reduce and maintain fuel loads at 2 tonnes per hectare
- skirt trees up to a height of 2m
- no trees/shrubs over 2 metres high within 2 metres of a habitable building
- no tree crowns/branches over habitable buildings clear/prune scrub to reduce to a sparse density - you must be able to walk through with relative ease and minimal deviation
- no grass higher than 10cm.

Firebreak

Your firebreaks must:

- be as close as practical to the property boundary
- have a vertical clearance height of 4 metres (excludes rural zoned properties)
- be continuous and trafficable for a 4WD vehicle with no obstructions
- mineral/bare earth - clear of all vegetation
- not terminate in a dead-end.

Maintained green lawns are acceptable in conjunction with or instead of mineral earth firebreaks. They must meet the firebreak clearance and width requirements.

General Community Information

Burning periods

Permit required during restricted burning period.
Dates subject to change.

Restricted	Prohibited	Restricted
1 November to 14 December	15 December to 31 March	1 April to 30 April

Permits

Contact your fire control officer with at least 48 hours notice to apply. You are responsible for any burns on your property. Take care and Burn SMART. Search Burn SMART for more information.

Register all burns with DFES on 9395 9209

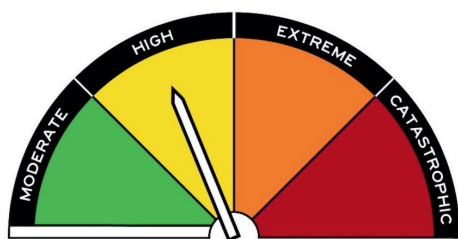
Camp fires & fire Pits

Outdoor cooking and campfires are not permitted during the Prohibited Burning Period (15 December-31 March), and on any day where the fire danger rating is high or above.

Any additional restrictions due to fire weather conditions, will be published on the Shire's website when these conditions occur.

The Australian Fire Danger Rating System

Visit afac.com.au/initiative/afdrs



Bush fire warning system



Emergency warning

You are in danger and need to take immediate action to survive. There is a threat to lives or homes.



Watch and act

There is a possible threat to lives or homes. You need to leave or get ready to defend - do not wait and see.



Advice

A fire has started but there is no immediate threat to lives or homes. Be aware and keep up to date.

All Clear

Take care to avoid any dangers and keep up to date.

Fire control officers

Chief Bush Fire Control Officer

Chris Scott | 0408 921 356

Boyanup North

* Daniel Tait | 0417 091 076

Boyanup South

Brian Smith | 0427 387 412

Chris Ward | 0431 532 791

Capel Town

Peter Dunlop | 0428 122 676

Jason McNabb | 0417 037 382

Capel Rural

Kevin Scott | 0488 100 353

Dalyellup & Gelorup

* Jeff McDougall | 0427 959 380

Neill Rowlandson | 0427 056 888

Graham Briggs | 0418 931 824

Elgin North

Chris Scott | 0408 927 356

Brad Scott | 0427 957 443

Elgin South

* Barry Bell | 0427 966 126

Peppermint Grove Beach & Stirling

* Mark Roberts | 0412 446 516

Stratham

Brad Scott | 0427 957 443

Geoff Vardy | 0417 947 420

* Also Deputy Chief Fire Control Officer

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Connect with us:

www.capel.wa.gov.au

info@capel.wa.gov.au

9727 0222

Local information

Police, Fire and Ambulance

Call: 000

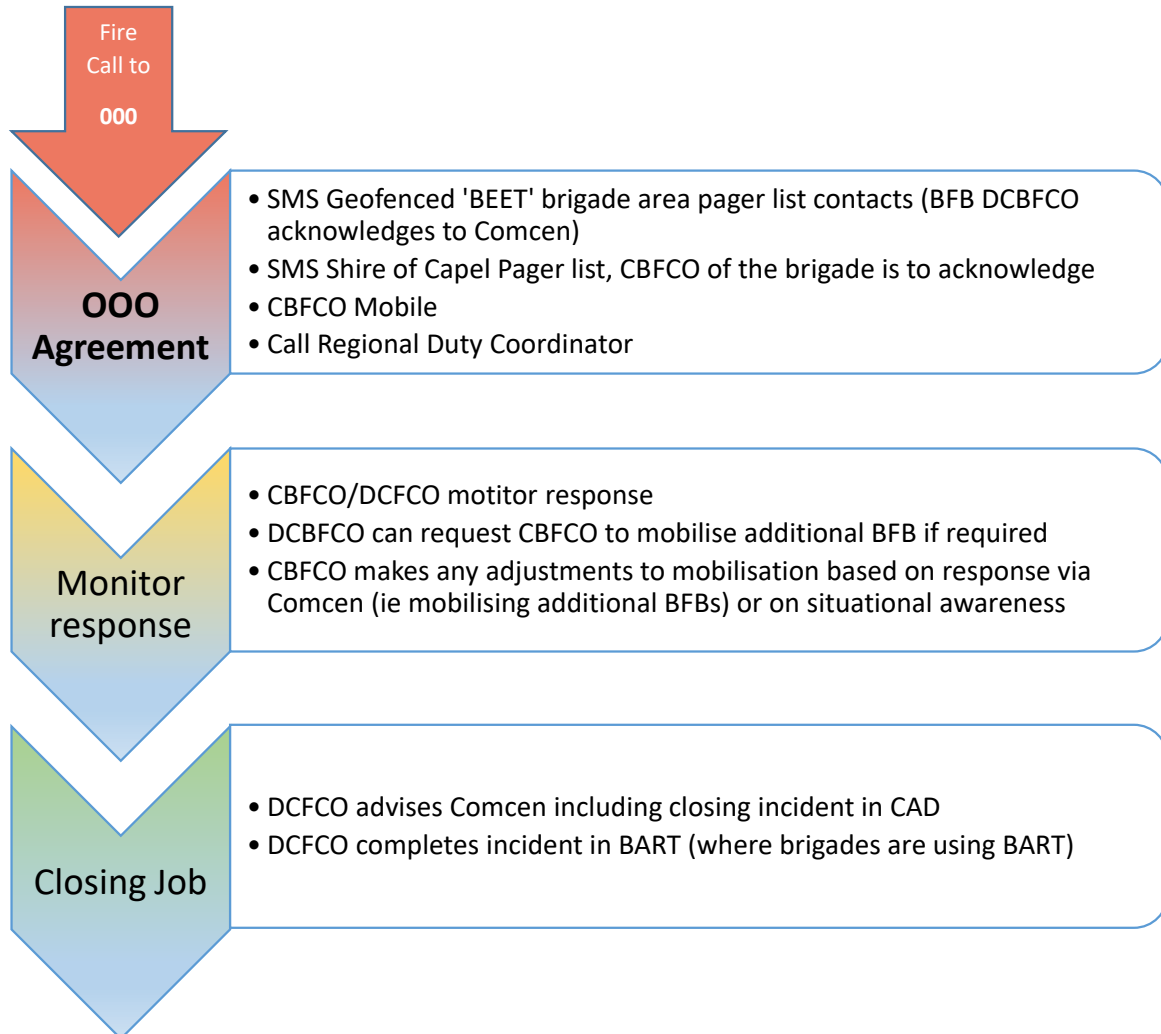
Bush fire warnings

Visit: emergency.wa.gov.au

Listen: ABC Radio 684 AM

Call: 13 DFES

Proposed 000 agreement process.



Considerations

Provides more responsibility on BFB DCFCO's including incident information.

CBFCO/DCBFCO can still mobilise additional BFB if required.

Shire of Capel pager list be updated to include all FCOs in the event that the CBFCO or DCBFCOs do not respond to Comcen

Brigade CAD lists to detail only brigade members as well as CBFCO & DCBFCOs



Bush Fire Advisory Committee

Terms of Reference

Amendment record

Amendment		Details	Amended by
#	Date		Name
1	Aug 19	Initial	M Blandford
2	June 22	Review	A Ciric

The terms of reference have been prepared and endorsed by the Shire of Capel Bush Fire Advisory Committee (BFAC) on the {date}.

BFAC Chair

They have been tabled at the Shire of Capel Ordinary Council Meeting on the {date}

Shire of Capel CEO

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1. NAME

The name of the committee is the Shire of Capel Bush Fire Advisory Committee (BFAC).

2. AUTHORITY

The Bush Fire Advisory Committee may be established under section 67 of the Bush Fires Act 1954.

The Shire of Capel Bush Fire Brigade Local Law 2016 establishes the Shire of Capel Bush Fire Advisory Committee.

3. PURPOSE

Section 67 of the Bush Fires Act 1954 provides the following purpose of the Bush Fire Advisory Committee

'of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control those specified in this subsection.'

The Shire of Capel administers five Bush Fire Brigades. Council seeks input from these members via the Bush Fire Advisory Committee (BFAC) on matters relating to bush fire prevention and control this includes items such as:

- to recommend and regularly review Council's policies relating to the delivery of fire prevention, preparedness, and response.
- to provide support and guidance to Shire of Capel Bush Fire Brigades and assist Brigades to fulfil their objectives.
- to establish and maintain an operational command and control structure by developing policies and procedures to enhance the ability of the Brigades to carry out operations, activities, and training efficiently and effectively.
- to ensure cooperation and coordination between all Shire of Capel Bush Fire Brigades and stakeholders in their efforts and activities.
- to communicate with regional officers in the area and any other relevant person or organisation.
- ~~to report to Council on bushfire matters.~~ **to report, advise and provide guidance to Council on bushfire matters.**
- to perform any other function assigned to the Committee under Section 67 of the *Bush Fires Act 1954*, regulations.

4. MEETINGS

~~Meetings of the Bush Fire Advisory~~ **The** Committee shall **meet** be held twice a year in ~~May~~ April and September. ~~each year~~. Meetings shall be generally on the second Wednesday of the respective month commencing at 7pm at the Shire of Capel offices.

~~Additional meetings may be called if required.~~ **Additional meetings convened at the discretion of the presiding member.**

Quorum

The Committee requires a quorum of five (5) voting members to be present.

Meetings Open to the Public

Although the Bush Fire Advisory Committee has no powers delegated to it by Council, in the interests of open and accountable government, meetings of the Committee shall be open to the public.

Members of the Public will not be permitted to ask questions of the Committee. Any questions from the public should be directed in writing to the Chief Executive Officer of the Council or asked of Council direct in accordance with Section 5.24 of the Local Government Act 1995.

5. **Membership**

6. ~~EXECUTIVE OFFICER~~

~~The Shire of Capel will provide executive support to the committee that is responsible for:~~

- ~~• The coordinating the development of Committee documentation~~
- ~~• Facilitating the recommendations of the committee to Council~~

7. ~~MEMBERSHIP~~

The Committee will consist of the following:

Voting **Members:** (all with equal voting rights)

- One member from each Bush Fire Brigade (Capel, Stirling, Boyanup, Elgin, Gelorup)
- Chief Bush Fire Control Officer
- 4 Deputy Chief Bush Fire Control Officers; and
- Council delegate.

Ex-officio participation

The CEO and other employees are not members of the Committee and are to attend meetings to provide advice and guidance to the Committee.

Ex-officio members:

- Shire of Capel Emergency Services Coordinator
- Shire of Capel Director of Infrastructure and Development
- Shire of Capel Bush Fire Brigade Training Coordinator
- Department of Biodiversity, Conservation & Attractions (DBCA) representative
- Department of Fire & Emergency Services (DFES) representative.

The Committee or CEO may invite ex-officio members as necessary. Ex officio members cannot vote and are only permitted to speak on a matter when invited to do so by the Chairperson.

The Chairperson or the Committee may invite representation to the committee to provide subject matter input on any matters before the Committee.

Councillors who are not representatives on the Bush Fire Advisory Committee to have the ability to ask questions within Committee Meetings.

6. Presiding Member

The Chairperson and Deputy Chairperson of the Committee will be appointed through an Election at the first meeting following the Committee Member appointment. The election will be undertaken in accordance with Schedule 2.3, Division 1 of the *Local Government Act 1995*.

The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.

The Deputy Chairperson will chair meetings in the absence of the Chairperson.

The Chair shall be elected from within the Committee at the first meeting of the Committee in each even year and shall hold that office for a period of two years.

8. QUORUM

Quorum for a meeting is at least 50% of committee members listed in the voting membership. If a meeting does not take place, the reason will be noted in the following minutes.

9. DECISION MAKING

The committee shall, wherever possible reach a decision by consensus. Where this is not possible the Chairperson will cast a vote. A minimum of half plus one of the members present shall be required to carry any motion.

As an advisory Committee only, the Committee has no powers delegated to it by the Council of the Shire of Capel.

10. MINUTES

Minutes shall be recorded at each meeting. Proposed minute amendments shall be forwarded to the Shire of Capel Chief Executive Officer prior to the next

~~meeting.~~

~~Minutes will be circulated to committee members and published on the Shire of Capel website.~~

7. Reporting

Reports and recommendations of each meeting shall be presented to the next ordinary meeting of Council.

Agendas and Minutes of the Committee shall be published on the Shire's website.

8. Members Interests to be disclosed

Members of the Committee are required to declare interests following the principles detailed in section 5.65 - Members' interest in matters to be discussed at meetings to be disclosed and section 5.70 – Employees to disclose interests relating to advice or reports - of the Local Government Act 1995.

9. Shire of Capel Standing Orders

Unless otherwise stated in these Terms of Reference, any matters relating to the management and activities of the Climate Change Adaptation and Sustainability Committee shall be dealt with under the provisions of the Shire of Capel Standing Orders Local Law 2016.

10. Review

The Terms of Reference including membership shall be reviewed every two years at the meeting following local government elections.



Bush Fire Advisory Committee

Terms of Reference

Amendment record

Amendment		Details	Amended by
#	Date		Name
1	Aug 19	Initial	M Blandford
2	June 22	Review	A Ciric

The terms of reference have been prepared and endorsed by the Shire of Capel Bush Fire Advisory Committee (BFAC) on the {date}.

BFAC Chair

They have been tabled at the Shire of Capel Ordinary Council Meeting on the {date}

Shire of Capel CEO

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1. Authority

The Bush Fire Advisory Committee may be established under section 67 of the Bush Fires Act 1954.

The Shire of Capel Bush Fire Brigade Local Law 2016 establishes the Shire of Capel Bush Fire Advisory Committee.

2. Purpose

Section 67 of the Bush Fires Act 1954 provides the following purpose of the Bush Fire Advisory Committee.

'of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control those specified in this subsection.'

The Shire of Capel administers five Bush Fire Brigades. Council seeks input from these members via the Bush Fire Advisory Committee (BFAC) on matters relating to bush fire prevention and control this includes items such as:

- to recommend and regularly review Council's policies relating to the delivery of fire prevention, preparedness, and response.
- to provide support and guidance to Shire of Capel Bush Fire Brigades and assist Brigades to fulfil their objectives.
- to establish and maintain an operational command and control structure by developing policies and procedures to enhance the ability of the Brigades to carry out operations, activities, and training efficiently and effectively.
- to ensure cooperation and coordination between all Shire of Capel Bush Fire Brigades and stakeholders in their efforts and activities.
- to communicate with regional officers in the area and any other relevant person or organisation.
- to report, advise and provide guidance to Council on bushfire matters.
- to perform any other function assigned to the Committee under Section 67 of the *Bush Fires Act 1954*, regulations.

3. Meetings

The Committee shall meet twice a year in May and September. Meetings shall be generally on the second Wednesday of the respective month commencing at 7pm at the Shire of Capel offices.

Additional meetings convened at the discretion of the presiding member.

Quorum

The Committee requires a quorum of five (5) voting members to be present.

Meetings Open to the Public

Although the Bush Fire Advisory Committee has no powers delegated to it by Council, in the interests of open and accountable government, meetings of the Committee shall be open to the public.

Members of the Public will not be permitted to ask questions of the Committee. Any questions from the public should be directed in writing to the Chief Executive Officer of the Council or asked of Council direct in accordance with Section 5.24 of the Local Government Act 1995.

Councillors who are not representatives on the Bush Fire Advisory Committee to have the ability to ask questions within Committee Meetings.

4. Membership

The Committee will consist of the following:

Voting Members:

- One member from each Bush Fire Brigade (Capel, Stirling, Boyanup, Elgin, Gelorup)
- Chief Bush Fire Control Officer
- 4 Deputy Chief Bush Fire Control Officers; and
- Council delegate.

Ex-officio participation

The CEO and other employees are not members of the Committee and are to attend meetings to provide advice and guidance to the Committee.

Ex-officio members:

- Shire of Capel Emergency Services Coordinator
- Shire of Capel Director of Infrastructure and Development
- Shire of Capel Bush Fire Brigade Training Coordinator
- Department of Biodiversity, Conservation & Attractions (DBCA) representative
- Department of Fire & Emergency Services (DFES) representative.

The Committee or CEO may invite ex-officio members as necessary. Ex officio members cannot vote and are only permitted to speak on a matter when invited to do so by the Chairperson.

6. Presiding Member

The Chairperson and Deputy Chairperson of the Committee will be appointed through an Election at the first meeting following the Committee Member appointment. The election will be undertaken in accordance with Schedule 2.3, Division 1 of the *Local Government Act 1995*.

The appointed Chairperson is responsible for the conduct of meetings, ensuring fair and equitable opportunities for views and opinions to be voiced and discussed by the Advisory Committee.

The Deputy Chairperson will chair meetings in the absence of the Chairperson.

7. Reporting

Reports and recommendations of each meeting shall be presented to the next ordinary meeting of Council.

Agendas and Minutes of the Committee shall be published on the Shire's website.

8. Members Interests to be disclosed

Members of the Committee are required to declare interests following the principles detailed in section 5.65 - Members' interest in matters to be discussed at meetings to be disclosed and section 5.70 – Employees to disclose interests relating to advice or reports - of the *Local Government Act 1995*.

9. Shire of Capel Standing Orders

Unless otherwise stated in these Terms of Reference, any matters relating to the management and activities of the Climate Change Adaptation and Sustainability Committee shall be dealt with under the provisions of the Shire of Capel Standing Orders Local Law 2016.

10. Review

The Terms of Reference including membership shall be reviewed every two years at the meeting following local government elections.



13.4. Update of Committee of Council Membership

Author	Strategic Governance and Risk Coordinator, Tahlia Shipley
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Legislative Review
Attachments	Nil
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Consider the proposed updated appointments to the Bush Fire Advisory Committee and the Economic Development Advisory Committee.

Officer's Recommendation

That Council:

1. Appoints Robert Watkins as the Gelorup Bush Fire Bridgae Representative to replace Neill Rowlandson.
2. Appoints Stewart Milne as the Capel Chamber of Commerce Representative to replace George Goldner.

Background

Appointments of memberships of the Committees of Council are completed at the first meeting of Council held following the Local Government Election.

In accordance with the *Local Government Act 1995* memberships are to appoint a person not a position held.

Following the Gelorup Bush Fire Brigade Annual General Meeting held on 4 March 2024 the Gelorup Brigade updated their representee for the Committee of Council to be Mr. Watkins, the Brigade provided their minutes to the Shire and requested that the update be made by the Council.

The Capel Chamber of Commerce advised the Shire on the 27 March 2024 that they request the representative for the Chamber to be updated to Mr. Milne for the Economic Development Advisory Committee.

Previous Council Decisions

25 October 2023 (OC/2023/188) - The Council appointed the members of the Bush Fire Advisory Committee.

25 October 2023 (OC/2023/189) - The Council appointed the members of the Economic Development Advisory Committee.



Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance and decision-making

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

Direction 6 - Effective communication, engagement and relationship development

6.1 Greater trust and the development of positive relationships within the Shire and with the community

6.2 Improved cross sector relationships and collaboration

Corporate Business Plan 2023-2027

GOV 27 - **Committee Framework** - Review Shire committee framework

Statutory Framework

Local Framework

- Bush Fire Advisory Committee Terms of Reference.
- Economic Development Advisory Committee Terms of Reference.

State Framework

Local Government Act 1995

5.8. Establishment of committees

A local government may establish* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

** Absolute majority required.*

5.10. Committee members, appointment of

(1) A committee is to have as its members –

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.



- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.
- 4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish –
 - (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO’s representative, as the case may be, to be a member of the committee.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

There are no Council policies relevant to this item.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Reputation Rating: Low	Unlikely	Minor	Ensure memberships are kept current so businesses and community groups can participate effectively.
Risk Description: Failure to have relevant members on the Committees.			
Risk 2 Legislative Compliance Rating: Low	Unlikely	Minor	Ensure memberships are kept current so businesses and community groups can participate effectively.
Risk Description: Ensuring memberships correct so committees can have voting members participate accordingly.			
Opportunity: Active and compliant committees.			



AGENDA - Ordinary Council Meeting - 29 May 2024



Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long term financial implications relevant to this proposal.

Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.

Consultation/Engagement

External Consultation

External consultation was undertaken with both the Gelorup Bush Fire Brigade and the Capel Chamber of Commerce to confirm the recommended appointments.

The administration also engaged with other members of the committees to confirm if any other updates were required.

Internal Consultation

Internal consultation between the Chief Executive Officer and Governance team was undertaken.

Officer Comment

This report has been provided to Council to ensure that a compliant process has been followed for voting memberships. Guests and ex-officio members are welcome to attend the meetings with the approval of both Committees, however there is standing memberships for both Committees.



The Bush Fire Advisory Committee Membership consists of the following:

Voting Members:

- One member from each Bush Fire Brigade (Capel, Stirling, Boyanup, Elgin and Gelorup).
- Chief Bush Fire Control Officer.
- 4 Deputy Chief Bush Fire Control Officers; and
- Council delegate.

Ex-officio members:

- Shire of Capel Emergency Services Coordinator
- Shire of Capel Director of Infrastructure and Development
- Shire of Capel Bush Fire Brigade Training Coordinator
- Department of Biodiversity, Conservation & Attractions (DBCA) representative
- Department of Fire & Emergency Services (DFES) representative.

The Economic Development Committee consists of the following:

- 3 elected Councillor members, plus 1 Councillor as proxy.
- 2 Government agency representatives:
 - South West Development Commission nominee.
 - Regional Development Australia (South West) nominee.
- Business Association representatives:
 - CEO, Bunbury Geographe Economic Alliance.
 - Bunbury Geographe Chamber of Commerce and Industry Representative.
 - President, Capel Chamber of Commerce.
 - Local business representatives.

Summary

The membership of the Committees of Council must be approved by an absolute majority. The council is requested to consider the appointments to ensure the committees can still function at full capacity.

Voting Requirements

Absolute Majority

Officer's Recommendation – 13.4.

That Council:

- 1. Appoints Robert Watkins as the Gelorup Bush Fire Bridgae Representative to replace Neill Rowlandson.**
- 2. Appoints Stewart Milne as the Capel Chamber of Commerce Representative to replace George Goldner.**



14. Infrastructure and Development Reports

14.1. Amendments to Local Planning Policies 6.3 and 6.11

Location	Shire of Capel
File Reference	LP.PCY.1
Author	Planning Coordinator, Bob Wallin
Authorising Officer	Director Infrastructure Development, Tanya Gillett
Nature of the Decision	Executive/Strategic Legislative
Attachments	<ol style="list-style-type: none">1. LPP 6 3 Exemptions for Minor Works Amendment [14.1.1 - 9 pages]2. Schedule of modifications 6 3 Exemptions for Minor Development [14.1.2 - 4 pages]3. LPP 6 11 Signage and Advertising Amendment [14.1.3 - 15 pages]4. Schedule of modifications 6 11 signage and advertising [14.1.4 - 1 page]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Consider suggested changes to the following Local Planning Policies:

- LPP 6.3 Exemptions for Minor Development (see **Attachment 14.1.1**); and
- LPP 6.11 Signage and Advertising (see **Attachment 14.1.3**).

The Shire has recently moved to incorporate a suite of local planning policies into the local planning framework to complement the gazettal of Local Planning Scheme No. 8. The Shire's staff have now had a significant period working with the new policies and have identified elements of policies to be further refined to achieve the desired outcomes. However, refinement of a local planning policy can only be carried out at Officer level if considered a mere administrative amendment (as per Delegation 166).

Following application of the Shire's Local Planning Policies, several minor modifications are required to:

- remove inconsistencies;
- improve clarity;
- address omissions.

Officer's Recommendation

The Council in accordance with the provisions of Schedule 2, Clause 5 (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* amend without community consultation:

1. Local Planning Policy 6.3 Exemptions for Minor Development in accordance with Attachment 14.1.2; and
 2. Local Planning Policy 6.11 Signage and Advertising in accordance with Attachment 14.1.4.
-



Background

Since the gazettal of Local Planning Scheme 8 (LPS8), Council has been progressively adopting a suite of associated local planning policies.

A list of 14 new Local Planning Policies were discussed and agreed when Council resolved to advertise the Local Planning Strategy and LPS8 in September 2019.

LPS8 was gazetted on the 17 July 2023 and since this time, 12 of the 14 policies have been adopted. A further two policies have been prepared and considered for advertising.

In applying these policies, it has become evident that a minor review and amendment is required to remove inconsistencies, improve clarity, and address omissions.

The changes proposed for LPP 6.3 Exemptions for Minor Development are summarised as follows:

- Reducing the wall height of exempt outbuildings within the Rural Residential zone to 4.5m (reduced from 5m);
- Reducing exemptions associated with non-habitable structures;
- Allowing outbuildings to be constructed on properties above 15ha without the need for an associated dwelling; and
- Minor text changes to remove duplication and inconsistencies.

The changes proposed to LPP 6.11 Signage and Advertising are summarised as follows:

- Expanding Table 1 Exempt signs and adverts to include flag signs, home occupation/business signs, temporary signs and temporary event signs; and
- Including a new section specifying criteria for considering variations.

Local Planning Policies guide the exercise of discretion in decision making and are afforded due regard. "Due regard" in a planning context means that the relevant matters be given:

- Active and positive consideration; or
- Proper, genuine and realistic consideration.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 1 - Strengthen and enhance the well-being of our community

1.1 A more engaged community

1.2 A capable community that drives community activation and participation

Direction 4 - Deliver good leadership, governance and decision-making

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

4.3 Contemporary planning and local development



Corporate Business Plan 2023-2027

DEVS 10 - **Local Planning Policy review** - Review and prepare new local planning policies to support implementation of Local Planning Scheme No.8.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Clause 5 (1) and (2) of *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 – Deemed provisions for local planning schemes.

Federal Framework

There are no state frameworks relevant to this item.

Policy Framework

A planning policy does not form part of a Scheme and cannot bind the decision maker in respect of an application or planning matter. However, the decision maker is required to have due regard to the provisions and objectives of the policy in its decision making.

Schedule 2, Clause 5 of the *Planning and Development (Local Planning Schemes) Regulations 2015* outlines the procedures for amending local planning policies.

Clause 5 (2) states that:

“Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, the opinion of the local government, the amendment is a minor amendment.”

The proposed changes to the policies are considered minor as they do not change the overall intent. The proposed changes have a narrow focus on addressing specific minor points of detail.



Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Legislative Compliance Rating: Medium	Possible	Minor	Amending the policies will provide a clear and consistent approach for assessment of development applications.
Risk Description: Failure to amend the local planning policies will potentially lead to development applications being lodged with no statutory ability for the local government to consistently and appropriately assess and control land use and development outcomes.			

Financial Implications

Budget

There are no budget implications relevant to this item.

Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.

Sustainability Implications

Climate Change and Environmental

There are no relevant climate change and environmental implications relevant to this item.

Social

There are no relevant social implications relevant to this item.

Economic

There are no relevant economic implications relevant to this item.

Asset

There are no relevant asset implications relevant to this item.



Consultation/Engagement

External Consultation

No external consultation has been undertaken or proposed consistent with the Schedule 2, Clause 5 of the Planning and Development (Local Planning Schemes) Regulations 2015.

Officer Comment

Attachments 14.1.1 and 14.1.3 contain the proposed changes to the policies. Attachment 14.1.2 and 14.1.4 provides a schedule of the proposed modifications and explanations.

The changes will enable:

- A tighter control for development of non-habitable structures within Shire reserves;
- Reducing exemptions for development approval for wall heights of outbuildings within the Rural Residential zone (4.5m from 5m). This will assist in reducing the bulk of sheds on the landscape and remove potential to accommodate double storey components;
- Allowing outbuildings to be developed on larger "Rural" properties (above 15ha) without the need for a dwelling;
- Providing exemptions for certain categories of signage that are temporary or minor in scale subject to meeting specified criteria; and
- Providing direction in considering variations to standards.

Summary

The proposed changes do not change the overall intent or direction of the local policy framework. The changes are minor in nature and improve administration of the assessment process by providing consistent and clear direction for Shire staff and the public.

Voting Requirements

Simple Majority

Officer's Recommendation – 14.1.

The Council in accordance with the provisions of Schedule 2, Clause 5 (2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* amend without community consultation:

- 1. Local Planning Policy 6.3 Exemptions for Minor Development in accordance with Attachment 14.1.2; and**
- 2. Local Planning Policy 6.11 Signage and Advertising in accordance with Attachment 14.1.4.**



Local Planning Policy

LPP 6.3 Exemptions for Minor Development

Introduction

This Policy establishes the Shire's position in relation to development that is exempt from requiring development approval. These exemptions are in addition to the types of works and/or use identified in Schedule 2, Part 7, Clause 61, of the Planning and Development (Local Planning Schemes) Regulations 2015 (The Deemed Provisions) as being exempt from the need for development approval from the Local Government.

Clause 61 (1)Table(20.) and Clause 61 (2)(g) provides the ability for the Local Government to adopt a Local Planning Policy to specify any other works or uses that do not require development approval.

Purpose

The objectives of this Policy are to:

1. Provide certainty about what is minor development (works and uses) and to exempt such development from the need for development approval.
2. To streamline the land use planning regulatory process and to reduce 'red tape'.
3. Ensure acceptable development outcomes are maintained.

Application

This Policy applies to land reserved and zoned under the Shire of Capel Local Planning Scheme No.8 except in the following instances:

- a) Where the land is identified as a heritage-protected place;
- b) In a Bushfire Prone Area, where the provisions of Deemed Provisions clause 78D(3) would apply;
- c) A Greater Bunbury Region Scheme (GBRS) application is triggered by the GBRS or relevant GBRS policies.

Prior to the commencement of development works, land owners and applicants are encouraged to discuss all development proposals with Shire Planning staff to determine whether the terms and requirements of this policy apply.

Before carrying out any development listed below, any other licences, permits or approvals required must be obtained in accordance with any other law.

Policy Statement

Development approval is not required for any development listed in Table 1 below provided that:

- a) it complies with the listed reserves, zones and conditions contained in the corresponding 'Reserve / Zone' and 'Conditions' column; and

- b) the land use or development is not identified as an 'X' use (not permitted) in clause 17 Table 3 –Zoning Table of the Shire of Capel Local Planning Scheme No.8; and
- c) does not vary any standards or requirements prescribed in the Shire of Capel Local Planning Scheme No.8 or the Planning and Development (Local Planning Schemes) Regulations 2015.

Table 1 – Development for which development approval not required

Development	Reserve / Zone	Conditions
Arbor, archway or gateway - or similar type of decorative structure that defines a pedestrian entrance.	Residential; Mixed Use Residential; Urban Development ¹	<ul style="list-style-type: none"> Maximum height 3 metres; and Maximum width 2.5 metres.
Art features	Residential; Mixed Use Residential; Urban Development ¹	<ul style="list-style-type: none"> Does not cause obstruction to clear vehicle sightlines.
Bed and Breakfast	Residential; Mixed Use Residential; Urban Development ¹ Rural Residential; Rural;	<ul style="list-style-type: none"> Minimum lot size 900m² Maximum of two bedrooms and two bathrooms may be used for the bed and breakfast One onsite car parking space is required per guest bedroom in addition to two spaces for the residential use
Building envelope amendments	Residential; Mixed Use Residential; Urban Development ¹ Rural Residential;	<ul style="list-style-type: none"> Does not require the clearing of any vegetation; Does not constitute a change of more than 10% of the original building envelope area; The sand pad or footings do not extend further than 2m outside of the original building envelope boundary; and The sand pad or footings are graded to natural ground level for no greater than 2m outside of the original building envelope boundary.
Carports	Residential; Mixed Use Residential; Urban Development ¹	<ul style="list-style-type: none"> A maximum wall height of 3.5m; A maximum ridge height of 4.2m; Located behind the street setback; A nil side and/or rear boundary setback, and 1m setback to a secondary street boundary is permitted, for a maximum length of 12m along any boundary; The roof cover being setback a minimum of 500mm from all lot boundaries; and All stormwater including roof runoff disposal is to be contained on site.

Clearing of vegetation	All Local Scheme Reserves; All Zones;	<ul style="list-style-type: none"> The clearing is consistent with exemptions and regulations for clearing native vegetation under Part V of the Environmental Protection Act 1986; and The maintenance of established domestic gardens.
Commercial vehicle parking on a residential property	Rural Residential; Rural; Priority Agriculture; District Centre; Commercial; Private Community Purposes.	<ul style="list-style-type: none"> The parking of the commercial vehicle/s is ancillary to an approved use; or Only one (1) commercial vehicle and one (1) associated trailer is parked per property; and Where the subject lot has a total area of equal to or greater than 10,000m² (1 hectares); and The subject vehicle is rated a gross vehicle mass of less than or equal to 6.5 tonnes.
	Mixed-use Residential	<ul style="list-style-type: none"> The parking of the commercial vehicle/s is ancillary to an approved use; or Only one (1) commercial vehicle and one (1) associated trailer is parked per property; and Where the subject lot has a total area of equal to or greater than 10,000m² (1 hectares); and The subject vehicle is rated a gross vehicle mass of less than or equal to 6.5 tonnes; and The vehicle is not parked in the front setback area or within a side boundary abutting residential zoned land.
Display Homes	Residential; Mixed Use Residential; Urban Development ¹	<ul style="list-style-type: none"> Where the residential property meets the deemed-to-comply requirements of the R-codes; and The use of the property for sales or display is for 3 years or less.
Feature walls	Residential; Mixed Use Residential; Urban Development ¹	<ul style="list-style-type: none"> Maximum 3m width at a max height of 2.1m from natural ground level; and Setback behind the primary street setback.
Fences	Residential; Mixed Use Residential; Urban Development ¹	<ul style="list-style-type: none"> Maximum 1.8m high from natural ground level for side and rear lot boundaries; Complies with the deemed provisions of the Residential Design Codes for the front setback.
	Rural Residential; Rural;	<ul style="list-style-type: none"> Post and rail or post and wire or timber posts with uncoated chain

	Priority Agriculture	<p>mesh (not including industrial style coated chain mesh with metal posts and top rail); and</p> <ul style="list-style-type: none"> • Maximum 1.8m high from natural ground level;
	General Industry; Light Industry;	<ul style="list-style-type: none"> • Constructed of 50mm steel mesh; • Maximum height of 1.8m from natural ground level with a maximum overall height of 2.1m where barbed wire is placed on top of the fence; • Supported by steel galvanised pipe posts: <ul style="list-style-type: none"> • 2.7m in length; • Nominal bore of 40mm and outside diameter of 48mm • Spaced at 4m centres • Sunk 0.6m into the ground, encased in concrete having diameter of 150mm; and • Terminal posts are braced in line of the fence with diagonal pipe braces having nominal bore of 50mm and outside diameter of 60mm • Centre and bottom high tensile galvanised steel wire 3.15mm in diameter, double twisted.
	Commercial	<ul style="list-style-type: none"> • Constructed of 50mm steel mesh; • Maximum height of 1.8m from natural ground level with a maximum overall height of 2.1m where barbed wire is placed on top of the fence; • Supported by steel galvanised pipe posts: <ul style="list-style-type: none"> • 2.7m in length; • Nominal bore of 40mm and outside diameter of 48mm • Spaced at 4m centres • Sunk 0.6m into the ground, encased in concrete having diameter of 150mm; and • Terminal posts are braced in line of the fence with diagonal pipe braces having nominal bore of 50mm and outside diameter of 60mm • Centre and bottom high tensile galvanised steel wire 3.15mm in diameter, double twisted. • Not being located forward of the front of the building façade.
Large Animal Shelters	Rural Residential; Rural;	<ul style="list-style-type: none"> • Do not require the clearing of any vegetation;

	Priority Agriculture	<ul style="list-style-type: none"> No greater than 16m² in area per shelter; One shelter per lot.
Non-habitable structures	Local Scheme reserves; Rural Residential; Rural; Priority Agriculture Special Control Areas	<ul style="list-style-type: none"> Incidental to the purpose and use of the reserve and is for a Shire initiated project on a Shire managed reserve. Do not require the clearing of any vegetation;
Outbuildings (domestic sheds)	Residential; Mixed Use Residential; Urban Development ¹	<ul style="list-style-type: none"> Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been “substantially commenced”; Complies with the deemed provisions of the R Codes Located behind the street setback; Are constructed of non-reflective materials.
	Rural Residential	<ul style="list-style-type: none"> Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been “substantially commenced”; Maximum floor area 200m² in aggregate; Where the cladding material is non-reflective; Has a maximum wall height of 4.5 metres; and Is located within an approved building envelope. Does not obscure visibility of the dwelling’s front door and all major openings to a habitable room from the street.

	<p>Rural, Priority Agriculture</p>	<ul style="list-style-type: none"> • Maximum floor area – 300m² in aggregate where the lot size is less than 3ha. • Maximum floor area – 400m² in aggregate where the lot size is larger than 3ha. • A maximum wall height of 5m. • Compliant with the relevant setbacks/building envelope and building exclusion area requirements for the applicable zone/designation; • All Stormwater including roof run off disposal is to be contained on site. • Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been “substantially commenced” for lots less than 15ha in area;
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<p>Outdoor cooking facilities (built-in BBQs pizza ovens, etc.)</p>	<p>Residential; Mixed Use Residential; Urban Development¹Rural Residential;</p>	<ul style="list-style-type: none"> • Maximum height 2.4m from natural ground level including chimney or flue; and • Structures above 1.8m from natural ground level need to be setback as required by the R-Codes. • Compliant with the relevant setbacks/building envelope and building exclusion area requirements for the applicable zone/designation; • All Stormwater including roof run off disposal is to be contained on site.
<p>Patios</p>	<p>Residential; Mixed Use Residential; Urban Development¹</p>	<ul style="list-style-type: none"> • A maximum wall height of 3.5m; • A maximum ridge height of 4.2m; • Located behind the street setback; • A nil side and/or rear boundary setback, and 1m setback to a secondary street boundary is permitted, for a maximum length of 12m along any boundary; • The roof cover being setback a minimum of 500mm from all lot boundaries; and • All stormwater including roof run off disposal is to be contained on site.
<p>Retaining walls and site works</p>	<p>Residential; Mixed Use Residential; Urban Development¹ Rural Residential</p>	<ul style="list-style-type: none"> • Where the extent of fill and/or height of the retaining wall(s) does not exceed 500mm above the natural ground level; or • Where extent of fill and/or height of the retaining wall(s) exceeds 500mm above the natural ground level, retaining walls shall be located on the boundary and fencing located atop to prevent overlooking; • Is located on a boundary other than the primary street boundary; • Is not located within a Flood Prone Area.
<p>Rural Pursuit / Hobby Farm</p>	<p>Rural Residential; Rural; Priority Agriculture</p>	<ul style="list-style-type: none"> • Where the number of livestock kept on the lot is equal to or less than the base (dry) stocking rate that applies to the land (as defined in the Agriculture Western Australia document titled "Stocking Rate Guidelines for Rural Small Holdings, Swan Coastal Plain and Darling Scarp") • Where stocking is excluded by appropriate fencing from native vegetated areas or natural water features such as water courses or wetlands.

		<ul style="list-style-type: none"> • Is not located within a Flood Prone Area.
Sea containers	Residential; Mixed Use Residential; Urban Development ¹ Rural Residential; Rural; Priority Agriculture	<ul style="list-style-type: none"> • Only used for the loading or unloading of goods and stored for only up to a maximum of 7 days in any 12 month period; • only in conjunction with building construction or subdivision works that is occurring or approved to occur on the subject or adjoining site, and only up to a maximum of 12 months; • Located behind the street setback;
Telecommunications infrastructure (satellite dishes, masts, antennae, etc.)	Residential; Mixed Use Residential; Urban Development ¹ Rural Residential; Rural; Priority Agriculture	<ul style="list-style-type: none"> • there are no other existing satellite dishes, microwave antennae or radio masts on the subject lot; • in the case of satellite dishes in residential areas, the maximum diameter is 1.0 metres or less and is not located within any of the street setbacks; and in non-residential areas the maximum diameter is 3 metres; • in the case of microwave antennae, the maximum diameter is 1.0 metre or less, the antennae does not project higher than 3 metres above the ridge line of the building and is not utilised to transmit electromagnetic waves; • in the case of radio masts, the height does not exceed 8 metres, the radio mast is setback in accordance with the Scheme from any of the lot boundaries (or 6 metres whichever is greater) and the dimension of the antennae does not exceed 6 metres and is fully contained within the subject lot; • where the structure involves Amateur (Ham) Radio, equipment shall be less than 10m above natural ground level and is setback no less than 4m from any lot boundaries.
Trellis (or similar perforated material attached to common or dividing fence)	Residential; Mixed Use Residential; Urban Development ¹	<ul style="list-style-type: none"> • The combined height of the fence and trellis does not exceed 2.4m from natural ground level.
Water feature	Residential; Mixed Use Residential; Urban Development ¹	<ul style="list-style-type: none"> • Maximum height of 2.4m above natural ground level if located behind the primary street setback; • Maximum height of 1.2m above natural ground level if located within the primary street setback; and Permitted with a nil boundary setback.
Local Planning Policy	LPP6.3 Exemptions for Minor Development	

Windmills and wind turbines (excluding frost fans)	Rural; Priority Agriculture	<ul style="list-style-type: none"> • Incidental to a use occurring on the land which has Council approval, or does not require Council approval; • Compliant with the relevant setbacks /building envelope requirements for the applicable zone/designation. • A maximum height of 12m. • One Windmill or Wind Turbine is permitted perlot.
Non-habitable buildings/structures	Special Control Areas- All Reserves All Zones	• Except where specifically required under the Shire of Capel Local Planning Scheme No.8, approval is not required for the development of non-habitable buildings and/or structures within Special Control Areas in the Shire.

Notes:

¹ only where identified as Residential in a n approved Local Structure Plan;

² only where the R-Codes apply;

Procedure

Proponents are required to obtain a written statement from the Shire of Capel that the proposed development is exempt from the need for development approval, in accordance with the Shire of Capel Local Planning Scheme No.8 and/or the Planning and Development (Local Planning Schemes) Regulations 2015.

Department:	Development Services	Next review:	April 2025
Reviewer:		Legislation:	Local Government Act 1995 Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015
Adopted:	26 April 2023	Delegation:	166
Amended:		Risk:	
Policy ref #:	LPP 6.3	Version:	1.0

Local Planning Policy – modifications to 6.3 Exemptions for Minor Development

#	Sections in policy	Modification	Reason			
1	Table 1	<p>Modify text as follows:</p> <table border="1"> <tr> <td>Non-habitable structures</td> <td>Local Scheme reserves; Rural Residential; Rural; Priority Agriculture Special Control Areas</td> <td> <ul style="list-style-type: none"> • One structure per lot. • Incidental to the purpose and use of the reserve <u>and is for a Shire initiated project on a Shire managed reserve.</u> • Do not require the clearing of any <u>vegetation;</u> </td> </tr> </table>	Non-habitable structures	Local Scheme reserves; Rural Residential; Rural; Priority Agriculture Special Control Areas	<ul style="list-style-type: none"> • One structure per lot. • Incidental to the purpose and use of the reserve <u>and is for a Shire initiated project on a Shire managed reserve.</u> • Do not require the clearing of any <u>vegetation;</u> 	<p>To qualify the extent of exemptions that apply within reserves. Exemptions are proposed to limited to Shire initiated projects only. In the present form, it is possible for any agency/group to undertake works on a reserve without development assessment.</p>
Non-habitable structures	Local Scheme reserves; Rural Residential; Rural; Priority Agriculture Special Control Areas	<ul style="list-style-type: none"> • One structure per lot. • Incidental to the purpose and use of the reserve <u>and is for a Shire initiated project on a Shire managed reserve.</u> • Do not require the clearing of any <u>vegetation;</u> 				
2	Table 1	<p>Modify text as follows:</p>	<p>To qualify exemptions in the Rural Residential zone for outbuildings. The changes are to reduce the wall height from 5m to 4.5m and to require development approval when an outbuilding is proposed in front of an existing dwelling. These changes are to assist in reducing the bulk of outbuildings and impacts on the streetscape.</p>			

#	Sections in policy	Modification	Reason		
		<table border="1"> <tr> <td data-bbox="667 300 999 834">Rural Residential</td> <td data-bbox="999 300 1480 834"> <ul style="list-style-type: none"> • Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been “substantially commenced”; • Maximum floor area 200m² in <u>aggregate</u>; • Where the cladding material is non-reflective; • Has a maximum wall height of <u>4.5 metres</u>; and • Is located within an approved building envelope. • <u>Does not obscure visibility of the dwelling’s front door and all major openings to a habitable room from the street.</u> </td> </tr> </table>	Rural Residential	<ul style="list-style-type: none"> • Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been “substantially commenced”; • Maximum floor area 200m² in <u>aggregate</u>; • Where the cladding material is non-reflective; • Has a maximum wall height of <u>4.5 metres</u>; and • Is located within an approved building envelope. • <u>Does not obscure visibility of the dwelling’s front door and all major openings to a habitable room from the street.</u> 	
Rural Residential	<ul style="list-style-type: none"> • Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been “substantially commenced”; • Maximum floor area 200m² in <u>aggregate</u>; • Where the cladding material is non-reflective; • Has a maximum wall height of <u>4.5 metres</u>; and • Is located within an approved building envelope. • <u>Does not obscure visibility of the dwelling’s front door and all major openings to a habitable room from the street.</u> 				
3.	Table 1	Modify text as follows:	To acknowledge that an outbuilding can be developed without an associated dwelling for larger “Rural” properties.		

#	Sections in policy	Modification	Reason			
		<table border="1" style="width: 100%;"> <tr> <td style="width: 30%; padding: 5px;">Rural, Priority Agriculture</td> <td style="padding: 5px;"> <ul style="list-style-type: none"> Maximum floor area – 300m² in aggregate where the lot size is less than 3ha. Maximum floor area – 400m² in aggregate where the lot size is larger than 3ha. A maximum wall height of 5m. Compliant with the relevant setbacks/building envelope and building exclusion area requirements for the applicable zone/designation; All Stormwater including roof run off disposal is to be contained on site. Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been “substantially commenced” <u>for lots less than 1.5ha in area;</u> </td> </tr> </table>	Rural, Priority Agriculture	<ul style="list-style-type: none"> Maximum floor area – 300m² in aggregate where the lot size is less than 3ha. Maximum floor area – 400m² in aggregate where the lot size is larger than 3ha. A maximum wall height of 5m. Compliant with the relevant setbacks/building envelope and building exclusion area requirements for the applicable zone/designation; All Stormwater including roof run off disposal is to be contained on site. Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been “substantially commenced” <u>for lots less than 1.5ha in area;</u> 		
Rural, Priority Agriculture	<ul style="list-style-type: none"> Maximum floor area – 300m² in aggregate where the lot size is less than 3ha. Maximum floor area – 400m² in aggregate where the lot size is larger than 3ha. A maximum wall height of 5m. Compliant with the relevant setbacks/building envelope and building exclusion area requirements for the applicable zone/designation; All Stormwater including roof run off disposal is to be contained on site. Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued and the dwelling has been “substantially commenced” <u>for lots less than 1.5ha in area;</u> 					
3.	Table 1	<p>Delete text as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px; color: red;">Non-habitable buildings/structures</td> <td style="width: 33%; padding: 5px; color: red;">Special Control Areas- All Reserves All Zones</td> <td style="width: 33%; padding: 5px; color: red;">• Except where specifically required under the Shire of Capel Local Planning Scheme No.8, approval is not required for the development of non-habitable buildings and/or structures within Special Control Areas in the Shire.</td> </tr> </table>	Non-habitable buildings/structures	Special Control Areas- All Reserves All Zones	• Except where specifically required under the Shire of Capel Local Planning Scheme No.8, approval is not required for the development of non-habitable buildings and/or structures within Special Control Areas in the Shire.	Represents a duplication of text already contained in item 2 above.
Non-habitable buildings/structures	Special Control Areas- All Reserves All Zones	• Except where specifically required under the Shire of Capel Local Planning Scheme No.8, approval is not required for the development of non-habitable buildings and/or structures within Special Control Areas in the Shire.				



Local Planning Policy

LPP6.11 Signage and Advertising

Introduction

This Policy establishes the Shire's position in relation to the development of signs and adverts for a range of business or commercial purposes, ancillary to the main use of premises on which the sign is located.

Signs are a significant element of the Shire's built and rural areas. Signage can add vitality to urban centres and help identify the location of businesses in rural settings. The effectiveness of signage is compromised if the design, siting and numbers are not managed. Inappropriate signage can impact on the visual amenity of an area and compromise public safety.

This Local Planning Policy has been adopted by the Shire of Capel in accordance with the provisions of Schedule 2, Part 2, Div. 2 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

Purpose

The objectives of this Policy are to:

- Encourage signs which are adequate and effective for business identification needs
- Promote a high standard of design and presentation of signs that are well integrated with the built form, harmonious with the site, surrounding environment and generally appropriate to their location
- Ensure that the siting, design and general appearance of the advertising and signage does not detract from the landscape values, amenity and rural character of the locality
- Minimise visual clutter and rationalise the overall number of signs in a streetscape or individual premises
- Signs to be constructed and maintained to essential standards of public safety
- Ensure that signs are not located or designed in a manner that would be hazardous to pedestrians and motorists
- To protect the significance of heritage places or buildings.

Application

This Local Planning Policy applies to all reserved and zoned land applicable under the Shire of Capel Local Planning Scheme No.8.

This Policy does not apply to signage that is exempt from the requirements for development approval under the Planning and Development (Local Planning Schemes) Regulations 2015, the Shire of Capel Local Planning Scheme No.8 or any other part of the Shire's Local Planning Framework.

In addition, the following types of signs are exempt from the need for development approval subject to

consistency with the identified requirements:

Table 1 – Exempt Signs and Adverts

Type	Requirements
Construction sites	<ul style="list-style-type: none"> One sign per street frontage advertising details of the project, architects, contractors or builders, displayed only for the duration of the construction; and Do not exceed a maximum area of 2m² where the subject site is less than 1000m² in area or 4m² where the site is greater than 1000m² in area.
Home open	<ul style="list-style-type: none"> The sign shall not exceed an area of 1m² on any side and may be double sided; Be limited to a maximum of one sign per business per lot and shall relate only to the business activity on the site; Be placed so as not to obstruct lines of sight along a thoroughfare or cause any danger to persons using the thoroughfare; and Shall not be illuminated.
Local reserves	<ul style="list-style-type: none"> Signs erected by a public authority, or on its behalf for the purpose of public safety or information and/or the direction and control of people, animals or vehicles.
Property disposal	<ul style="list-style-type: none"> One sign per street frontage advertising for sale, lease or rent the property on which the sign is situated; Do not exceed a maximum area of 2m² erected on a private property; and Are removed (within 28 days) upon completion of the sale or lease of the building or site to which it relates.
<u>Home occupation or home business sign</u>	<ul style="list-style-type: none"> <u>One sign per property;</u> <u>Be mounted flush against the ground floor faced of the building or the perimeter fence; and</u> <u>Sign area shall not exceed 0.2m² and the overall height of the sign and any supporting structure (where applicable) shall not have a height greater than 1.6m from the finished ground level to its topmost portion.</u>
<u>Temporary Sign/Temporary Events Sign</u>	<ul style="list-style-type: none"> <u>Signs that are not permanently attached and will be erected for not more than 4 weeks in any calendar year;</u> <u>Be places so as not to obstruct lines of sight along a thoroughfare or cause any danger to persons using the thoroughfare; and</u> <u>Sign area shall not exceed 2m².</u>

Prior to the construction of any sign or advert, land-owners and applicants are encouraged to discuss all development proposals with Shire officers to determine whether the terms and requirements of this policy apply.

Policy Statement

General requirements applicable to all signs and advertisements:

- Signs should complement and integrate with the scale and architectural design of the building in which they are to be located and be compatible with existing surrounding development
- Signs should be compatible with the style, scale and character of the surrounding streetscape, and the predominant uses within the locality and desired future character and amenity. Consideration will be given to the number and type of existing signs in the locality so as to avoid visual clutter
- Signs should display a simple and clear message suitable to its context. Signs may contain the name or nature of the business, a logo and/or information that relates directly to the business
- Signs should be kept clean and in a good, safe working condition
- Signs should not impede pedestrian, vehicle movements or obstruct visual sightlines of vehicles

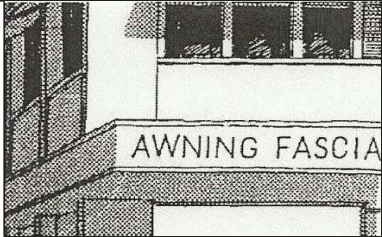
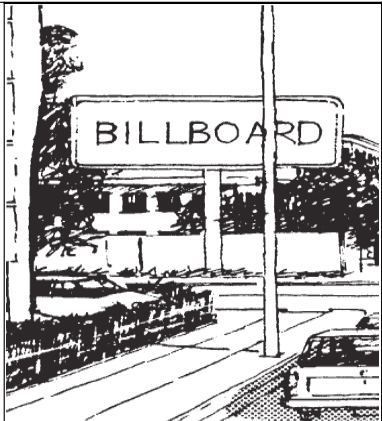
and/or pedestrians

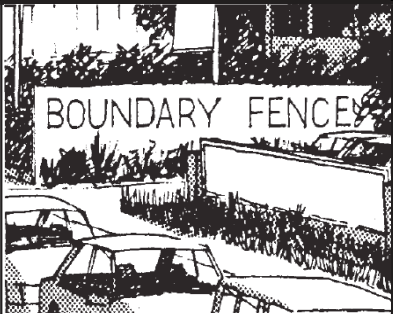
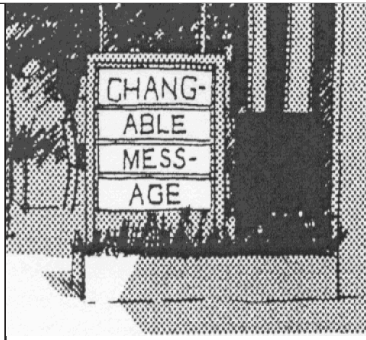

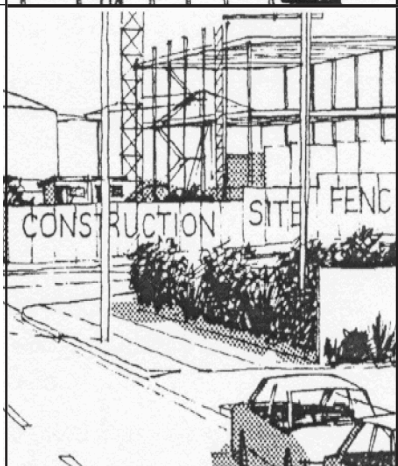
- f) Illuminated signs are required to be maintained to operate as an illuminated sign
- g) Signage is required to be securely fixed to the structure by which it is supported
- h) The owner or licensee of a sign erected or fixed over walkways, access- ways or other public land, should cause it to be fixed to provide a clear headway under the sign of not less than 2.75m, unless otherwise permitted by an authorised person
- i) Where relevant, signs should be covered under the public liability insurance of the business to which it relates if located on or over a thoroughfare.


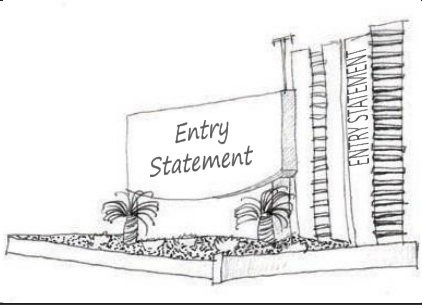
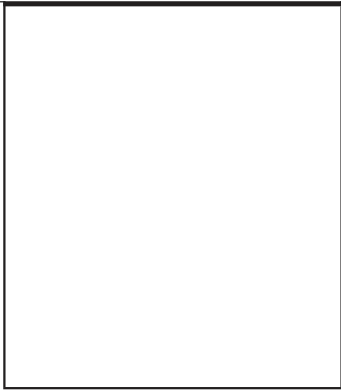

Development approval for a sign or advert will be granted, provided that:

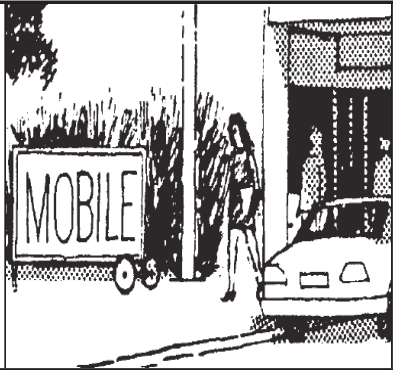

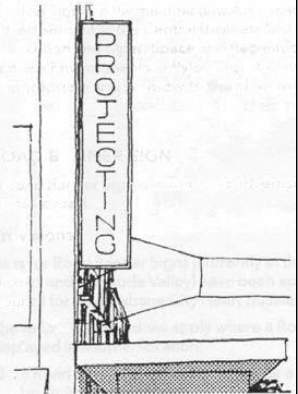
- a) it complies with the provisions in Table 2 below for the type of signage proposed; and
- b) it is permissible in the Reserve or Zone in which it is located in accordance with Table 3 below; and
- c) The associated land use class is not identified as an 'X' use (not permitted) in clause 17 Table 3 – Zoning Table of the Shire of Capel Local Planning Scheme No.8
- d) If the proposed signage is associated with a non-conforming use then a development application to change a non-conforming use is required
- e) it is consistent with any other relevant standards or requirements prescribed in the Shire of Capel Local Planning Scheme No.8 or the Planning and Development (Local Planning Schemes) Regulations 2015.

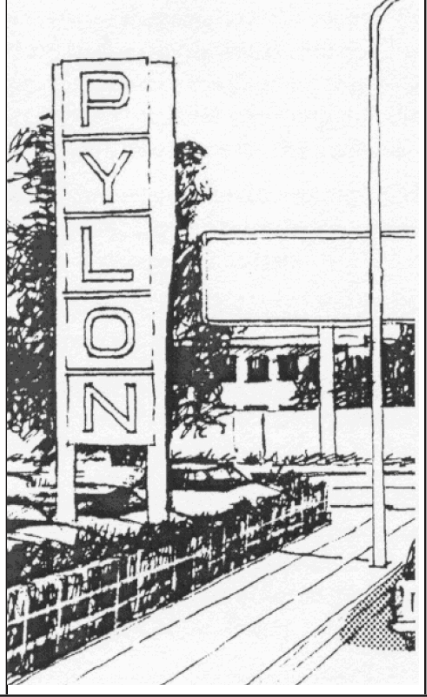

Table 2 – Types of Signs and Adverts

Type	Requirements	Example
Awning fascia sign	<ul style="list-style-type: none"> • Is a single faced sign. • Must not extend more than 600mm above the fascia to which it is attached. • Must have a minimum clearance of 2.75m between the lowest part of the sign and the footpath pavement. • A maximum of one sign per tenancy/occupant of a building, or a maximum of two signs for tenancies/occupancies with a primary and secondary frontage. 	
Billboard sign	<ul style="list-style-type: none"> • The maximum total sign face area is 20m² per face, for a maximum of two faces. • The maximum height above the ground is to be 6.5m or the height of a building in close proximity, whichever is the greater, but is not to exceed 10m. • Must be mounted as a freestanding structure. • Shall be subject to engineering certification of the structural adequacy of the billboard sign and its supporting structure. • Must not be located less than 3.0m from the front property boundary (including the primary and secondary street frontages of a corner lot) and must not project beyond the alignment of any property boundary. • Must not face adjoining premises unless the sign is a minimum of 3.0m from the property boundary of that premises, or unless the landowner of the adjoining premises consents to the sign being a lesser distance from the boundary. • Must not be erected to expose an unsightly back view of the sign to a road or other public place. • Must not be located on a street frontage of a premises along which is located another billboard sign, ground sign, pole sign, pylon sign or pylon sign-large. 	

Type	Requirements	Example
Boundary fence sign	<ul style="list-style-type: none"> A boundary fence sign is not to be affixed to a fence unless the fence is constructed to withstand the consequent wind or other loads. Is a single faced sign. The maximum sign face area is 45m². 	
Changeable message sign	<ul style="list-style-type: none"> Has a maximum height of 1.8m above natural ground level; No more than one double faced, changeable message sign having a maximum area of 2.8m² per face is to be displayed per street frontage. 	
Commercial flag sign	<ul style="list-style-type: none"> May be double faced. The maximum single face area is 2.4m² per face, for a maximum of two faces. Must be displayed less than 6.5m from the ground (measured from the top of the sign). 	
Construction site fence sign	<ul style="list-style-type: none"> Is a single faced sign. The sign has a maximum area of one square metre for each metre of the length of the fence to which it is affixed. Must only display the name or logo of the owner or developer of the construction project or of the construction company. Must not to be affixed to a fence unless the fence is constructed to withstand the consequent wind loads. 	

Type	Requirements	Example
Display Home sign	<ul style="list-style-type: none"> • A double-faced sign having a maximum area of 6.0m² per face, or a single faced sign having a maximum area of 12m², may be erected where a number of contiguous dwellings are being marketed concurrently. • Not more than one such sign is to be displayed per 100m of street frontage. 	
Entry statement sign	<ul style="list-style-type: none"> • Must be fully contained within the boundaries of the lot on which the entry statement is proposed. • Must not be distracting to motorised road users. • The structure or wall shall be located and designed to ensure that vehicular and pedestrian sightlines are not compromised. • Entry statements that extend beyond a height of 1.20m above natural ground level will require engineering certification and/or building approval. • Approval will be subject to a Landscaping Plan to the specification and satisfaction of the local government. 	
Footway sign	<ul style="list-style-type: none"> • A business must not erect more than one footway sign having a maximum height of 0.9m and a maximum width of 0.6m. • Must be positioned on private property so as to leave clear passage for pedestrians along the footpath particularly the visually disadvantaged who rely on clear passage along the frontage of shops. • Must not be positioned so as to obstruct, clutter or detract from street landscaping, furniture or artwork. • Must not have moving, rotating or animated parts, such as a spinner sign. • Must be displayed only during trading hours and is not to be used for the display of merchandise. 	
Ground sign	<ul style="list-style-type: none"> • Is a single faced sign. • Must be generally displayed within a developed landscaped environment. • The maximum sign face area is 5.0 m². • Has a maximum height of 1.2m above natural ground level. • Must not face adjoining premises unless the sign is a minimum of 3.0m from the property boundary of that premises, or unless the landowner of the adjoining premises consents to the sign being a lesser distance from the boundary. • Must not be displayed in a manner that results in an unsightly view of the back of the sign from a road or other public place. • Must be complementary to the design of the building or place to which it relates. • Not more than one ground sign is to be displayed on a premises unless the street frontage of the property exceeds 100m and any such signs are not located closer than 50m to each other 	

Type	Requirements	Example
Mobile sign	<ul style="list-style-type: none"> • Must be positioned on private property and does not project into the thoroughfare reserve; • Must be displayed only during normal business hours of the business to which it relates; • Has a maximum height of 900mm above natural ground level; • Must not have any mechanically or wind driven rotating component part; • The maximum single sign face area is 1.4m² or where double-sided the maximum total sign face area is 2.8m²; • Must not be located closer than 1.5m to the kerb. 	
Pole sign	<ul style="list-style-type: none"> • Not more than one pole sign must be displayed per street frontage of a property. • The maximum sign face area is 2.4 m² per face. • Has a maximum height of 5.0m above natural ground level. • Must not be located less than 1.5m from the front property boundary (including the primary and secondary street frontages of a corner lot), and must not project beyond the alignment of any property boundary. • Must not face adjoining premises unless the sign is a minimum of 3.0m from the property boundary of that premises, or unless the landowner of the adjoining premises consents to the sign being a lesser distance from the boundary. • Must not be located on a street frontage of a premises along which is located another pole sign, billboard sign, ground sign, pylon sign or pylon sign- large. 	
Projecting sign	<ul style="list-style-type: none"> • The projecting sign must not be wider than 750mm and must not have a vertical dimension of more than 7.5m. • Must not project further than 1.0m from the face of the wall to which it is attached nor be within 6.0m of another projecting sign on the same lot. • Must have a minimum 2.75m clearance between the lowest part of a projecting sign and the pavement. • Must not extend more than 10m above the ground, or extend above the wall to which it is attached. 	

Type	Requirements	Example
Pylon sign	<ul style="list-style-type: none"> • The maximum sign face area is 20m² per face, for a maximum of two faces. • The maximum height above the ground is to be 6.5m or the height of a building in close proximity, whichever is the greater, but is not to exceed 10m. The height of a building is defined as the height of the uppermost part of the building above ground level. • Must be mounted as a free-standing structure. • Shall be subject to engineering certification of the structural adequacy of the billboard sign and its supporting structure. • Must not be located less than 2.0m from the front property boundary (including the primary and secondary street frontages of a corner lot) and must not project beyond the alignment of any property boundary. • Must not face adjoining premises unless the sign is a minimum of 3.0m from the property boundary of that premises, or unless the landowner of the adjoining premises consents to the sign being a lesser distance from the boundary. • Must not expose an unsightly back view of the sign to a road or other public place. • Must not be located on a street frontage of a premises along which is located another pylon sign, billboard sign, billboard sign- large, ground sign or pole sign. 	
Roof sign'	<ul style="list-style-type: none"> • A roof sign is to be contained within an existing outline of a building and the size and form of a roof sign are to be appropriate to the scale and character of both the building on which it is displayed and other development within the locality. • Must not extend horizontally beyond the edge of the roof of the building and must not at any point be within 4.0m of the ground. • Where there are several roof signs on a building for a number of different tenancies, such as at a shopping centre, such signs shall match, align, or otherwise be compatible with each other. • Is a single faced sign. • Is not inflatable. • The light source for an illuminated roof sign is to be internal, neon, or directed to avoid excessive 'light spillage'. 	

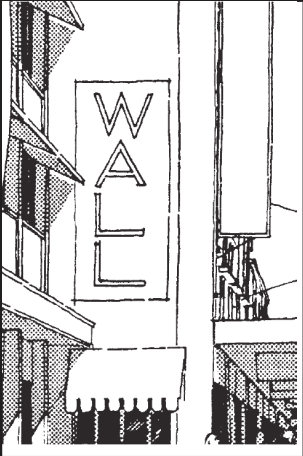

Type	Requirements	Example
Wall sign	<ul style="list-style-type: none"> A wall sign is to only to display the name, logo or slogan of the business premises to which the sign is applied. The maximum single face area is 45m² and must not extend beyond 12.0m above the ground. Must not project more than 300mm from the wall and/or fascia to which it is affixed. Must not to project beyond the edges of a wall and/or fascia. A wall sign, which extends above a wall, may be considered as a roof sign. 	
Window sign	<ul style="list-style-type: none"> A window sign must not exceed 30% of the area of the glass panel or panels on which it is exhibited 	

Table 3 – Permissibility of Signs and Adverts by Zone

Sign Type	Zone													
	Residential	Rural Residential	Rural	Priority Agriculture	Light Industry	General Industry	District Centre	Commercial	Mixed Use Residential	Service Commercial	Private Community Purposes	Urban Development ¹	Urban Development ²	Urban Development ³
Awning fascia	X	X	X	X	P	P	D	D	D	P	D	X	P	D
Billboard	X	X	D	D	D	D	D	D	X	D	D	X	D	D
Boundary fence	X	X	X	X	P	P	D	D	D	P	D	X	P	D
Changeable message	X	X	X	X	P	P	D	D	D	P	D	X	P	D
Commercial flag	D	D	X	X	P	P	D	D	D	P	D	D	P	D
Construction site fence	D	D	X	X	P	P	D	D	D	P	D	D	P	D
Display Home	D	D	X	X	X	X	D	D	D	X	D	D	X	D
Entry statement	D	D	D	D	D	D	D	D	D	D	D	D	D	D
Footway	X	X	X	X	P	P	D	D	D	D	D	X	P	D

Sign Type	Zone													
	Residential	Rural Residential	Rural	Priority Agriculture	Light Industry	General Industry	District Centre	Commercial	Mixed Use Residential	Service Commercial	Private Community Purposes	Urban Development ¹	Urban Development ²	Urban Development ³
Ground	X	X	D	D	D	D	D	D	X	D	D	X	D	D
Mobile	X	X	X	X	P	P	D	D	D	D	D	X	P	D
Pole	X	X	D	D	D	D	D	D	X	D	D	X	D	D
Projecting	X	X	X	X	P	P	D	D	X	D	D	X	P	D
Pylon	X	X	D	D	D	D	D	D	X	D	D	X	D	D
Roof	X	X	X	X	D	D	D	D	X	D	D	X	D	D
Wall	X	X	X	X	P	P	D	D	D	P	D	X	P	D
Window	X	X	X	X	P	P	D	D	D	P	D	X	P	D

Notes:

¹ where identified as residential in an approved Local Structure Plan;

² where identified as industrial in an approved Local Structure Plan;

³ where identified as commercial in an approved Local Structure Plan;

P means that the sign is permitted if it complies with any relevant development standards and requirements of the Scheme;

D means that the sign is not permitted unless the local government has exercised its discretion by granting development approval;

X means that the sign is not permitted in this Zone.

Signs and adverts in heritage places:

- a) Proposals for signs or adverts in a heritage-protected place must not have a detrimental impact on the heritage significance of the site or building
- b) Signs are to be integrated with the building design and not dominate the building architecture
- c) Signs must not cover any significant architectural features or detailing of a building
- d) Signs must not significantly obstruct the view between the building and the street; and
- e) The style and colour/s of signs should be consistent with the style and period of the building.

Illuminated, Variable Digital and Animated Signage Requirements

Illuminated and animated signage shall comply with the maximum luminance levels in accordance with Table 4: Maximum Luminance Levels or satisfy the following requirements:

- a) Flashing, pulsating or transitional effects such as fade, zoom, fly-in/out and scrolling effects are not permitted except where proposed as an animated sign which is compliant with the requirements of this local planning policy
- b) Illuminated and animated signage is not considered appropriate within the Residential, Rural Residential, Rural or Priority Agriculture Zone
- c) Illuminated and animated signs are to be designed to make the best possible use of the most energy efficient equipment and light sources available.

All illuminated signage (including animated signs and variable digital signs) is to comply with Table 4: Maximum Luminance Levels (candelas per square metre), unless a variation is sought for consideration by the local government. Where a variation is proposed, the application is to be accompanied by a Lighting Impact Assessment. The assessment is to demonstrate to the local government’s satisfaction that the

signage is compliant with AS 4282-1997 and AS 4852.1:2009 (as amended) and will not have an adverse effect on the occupants of nearby buildings or the safety of road users.

Table 4: Maximum Luminance Levels

Zone / Reserve	Maximum Permitted Luminance (candelas per square metre)
District Centre Zone	500 cd/m ²
Commercial Zone	
Service Commercial Zone	
Light Industry Zone	
General Industry Zone	
Mixed Use - Residential Zone	300 cd/m ²
Private Community Purpose Zone	
Urban Development Zone ¹	

Notes:

¹ except where identified as residential in an approved Local Structure Plan;

Where an illuminated or animated sign or advertisement is visible from and is located within 100 metres of residential premises or land included in the 'Residential Zone', 'Mixed Use - Residential Zone' or 'Urban Development Zone', the sign or advertisement is to-

- (a) have a maximum luminance of 300 cd/m²; and
- (b) be switched off between 11.00 pm and sunrise on the following day.

Illuminated signs and advertisements are to be designed so that the light is channelled or funnelled to ensure no light spillage onto neighbouring premises.

Animated signs shall only be considered in the District Centre, Commercial and Service Commercial Zones subject to addressing the following criteria-

- (a) the sign is to face or be within a public space
- (b) the viewing area is designed and intended for pedestrians to linger for an extended period of time
- (c) the sign is oriented for viewing within the public space and not from adjacent streets and is not directly viewable by road users
- (d) the sign will enhance the visual quality of the public space; and
- (e) is compatible with the desired character of the public space and will enhance its activation.

Variable digital signs are considered to be inappropriate within the Residential, Rural Residential, Rural or Priority Agriculture Zone.

Where a sign listed in Table 2 is proposed to be a variable digital sign, development approval of the local government is required, irrespective of the permissibility of the sign in Table 3.

Variable digital signs may only display consecutive static messages in either text or pictographic format only (i.e. no video or animation) which are to have a 'dwell' duration of not less than those given in Table 5: Minimum Dwell times of Variable Digital Signage.

Messages must change instantaneously with no blank screen between messages. Sequencing of messages is prohibited. The duration of transition between the full display of one message and the full display of the next message is not to exceed 0.1 seconds. Transitional effects such as fade, zoom, fly-in/out and scrolling effects are not permitted.

Table 5: Minimum Dwell Times of Variable Digital Signage

Road Speed Limit or Operating Speed (km/h)	Minimum Dwell Time (sec)
90	25
80	30
70	35
60	40
<50	45

Variation to Standards

Council may vary the requirements outlined above where it can be demonstrated that the following can be met to the satisfaction of the local government:

- (a) the cumulative effect of the signage does not negatively impact on the surrounding locality by way of visual clutter; and
- (b) the scale and design of the signage is subservient to the building to which it relates, are sized in proportion with parapets, panels, windows, and wall areas within proximity to the proposed sign to ensure that it will not dominate the view of the building from the street.

Procedure

Before carrying out any development, any other licences, permits or approvals required must be obtained in accordance with any other law.

In particular:

- a) Signs may also require the separate approval from other government authorities such as Main Roads WA. Unless signage is of a type and size exempted from the need to obtain approval, signs proposed within or which are visible from a primary regional road are required to meet the standards of Main Roads' 'Policy and Application Guidelines for Advertising Signs within and beyond State Roads Reserves'. Proponents are encouraged to liaise with Main Roads in regard to advertising signage requirements prior to applying for development approval.
- b) Separate approval may also be required under the Greater Bunbury Region Scheme (GBRS) where development is within or adjoining a Primary Regional Road Reserve
- c) A building permit may be required for the structural aspects of a sign
- d) Any proposal should also be consistent with the Shire's local laws in the regulation of development and the use of land within the Scheme area. The Activities in Thoroughfares and Public Places and Trading Local Law 2016 deals specifically with signage and advertisements on public and reserved land.

The Local Government takes no responsibility for damage to, theft of or claims arising from any sign. It is the applicant's responsibility to ensure that signs on public land are appropriately insured.

Removal of graffiti and rectification of any damage or degradation to signs or advertising devices, or to any part of the structure, must be undertaken as soon as reasonably practicable by the sign owner in accordance with clause 80 'Repair of existing advertisements' of 'Division 1- Power of local government' under 'Part 10- Enforcement and administration' of 'Schedule 2- Deemed provisions for local planning schemes' under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Precinct Signage Plans

A Precinct signage plan may apply to a lot or a group of lots within a precinct entailing numerous buildings and/or tenancies, as determined by the local government, to regulate the location, area and type of signage in order to achieve a unified style and quality of presentation.

Precinct signage plans may be required to be approved as part of any structure plan and/or local development plan.

An application for a precinct signage plan may include, but is not limited to, the following-

- a) Text guidelines, scaled plans and elevation drawings, prepared to the specification and satisfaction of the local government, which details but is not limited to the following matters-
 - (i) location of proposed signage on site and on buildings (signage envelopes)

- (ii) maximum sign face areas
- (iii) height above natural ground level
- (iv) sign types
- (v) materials
- (vi) colours
- (vii) treatments, and
- (viii) details of any illumination of proposed signs and advertisements
- b) facilities and service areas necessary for the installation and maintenance of proposed signs or advertisements
- c) viewshed analysis including identification of views of significance and corridors; iconic features in the landscape both natural and built; viewpoints from lookouts, walking trails, major roads, significant building sites, corridors; and analysis of the existing landform and impact of the proposed signs and advertisements on the skyline
- d) visual impact assessment incorporating-
 - (i) an analysis of proposed signs and/or advertisements in relation to its impact on the amenity of surrounding buildings and streetscape, residential premises with views of the proposed and existing signage and/or advertisements, and
 - (ii) demonstrable design, construction and management mitigation and solutions that respond to the outcomes of clause (d) (i) above
- e) an overshadowing diagram
- f) the hours of operation for any proposed illuminated sign or advertisement
- g) the nature and operation of parking, manoeuvring and vehicle access to the site including any potential impact on sightlines to and from these areas
- h) potential impacts on the safety, performance and level of service of road intersections
- i) any other information considered relevant by the local government in accordance with clause 67 'Matters to be considered by local government' of 'Part 9 – Procedure for dealing with applications for development approval' of 'Schedule 2 – Deemed provisions for local planning schemes' under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Precinct signage plans are to demonstrate, to the satisfaction of the local government, the provision of a unified character, style or theme of signs and advertisements that maintains and enhances visual amenity, and reduces clutter by rationalising and simplifying signage.

Precinct signage plans may be advertised in accordance with the provisions of clause 64 'Advertising applications' of 'Part 8 – Applications for development approval' of 'Schedule 2 – Deemed provisions for local planning schemes' under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Approved precinct signage plans will be attached to this local planning policy in the form of Appendices.

Department:	Development Services	Next review:	August 2024
Reviewer:		Legislation:	Local Government Act 1995 Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015
Adopted:	2 nd August 2023	Delegation:	166
Amended:		Risk:	
Policy ref #:	LPP6.11	Version:	1.0

Local Planning Policy – modifications to 6.11 Signage and Advertising

#	Sections in policy	Modification	Reason				
1	Table 1 – Exempt signs and adverts	<p>Modify text as follows:</p> <table border="1"> <tr> <td><u>Home occupation or home business sign</u></td> <td> <ul style="list-style-type: none"> • <u>One sign per property;</u> • <u>Be mounted flush against the ground floor faced of the building or the perimeter fence; and</u> • <u>Sign area shall not exceed 0.2m2 and the overall height of the sign and any supporting structure (where applicable) shall not have a height greater than 1.6m from the finished ground level to its topmost portion.</u> </td> </tr> <tr> <td><u>Temporary Sign/Temporary Events Sign</u></td> <td> <ul style="list-style-type: none"> • <u>Signs that are not permanently attached and will be erected for not more than 4 weeks in any calendar year;</u> • <u>Be places so as not to obstruct lines of sight along a thoroughfare or cause any danger to persons using the thoroughfare; and</u> • <u>Sign area shall not exceed 2m².</u> </td> </tr> </table>	<u>Home occupation or home business sign</u>	<ul style="list-style-type: none"> • <u>One sign per property;</u> • <u>Be mounted flush against the ground floor faced of the building or the perimeter fence; and</u> • <u>Sign area shall not exceed 0.2m2 and the overall height of the sign and any supporting structure (where applicable) shall not have a height greater than 1.6m from the finished ground level to its topmost portion.</u> 	<u>Temporary Sign/Temporary Events Sign</u>	<ul style="list-style-type: none"> • <u>Signs that are not permanently attached and will be erected for not more than 4 weeks in any calendar year;</u> • <u>Be places so as not to obstruct lines of sight along a thoroughfare or cause any danger to persons using the thoroughfare; and</u> • <u>Sign area shall not exceed 2m².</u> 	To enable these signs to be exempt from requiring development approval. The signs are small in scale or temporary and do not create potential for impacts on local amenity or justify the expense and delay of a detailed assessment process.
<u>Home occupation or home business sign</u>	<ul style="list-style-type: none"> • <u>One sign per property;</u> • <u>Be mounted flush against the ground floor faced of the building or the perimeter fence; and</u> • <u>Sign area shall not exceed 0.2m2 and the overall height of the sign and any supporting structure (where applicable) shall not have a height greater than 1.6m from the finished ground level to its topmost portion.</u> 						
<u>Temporary Sign/Temporary Events Sign</u>	<ul style="list-style-type: none"> • <u>Signs that are not permanently attached and will be erected for not more than 4 weeks in any calendar year;</u> • <u>Be places so as not to obstruct lines of sight along a thoroughfare or cause any danger to persons using the thoroughfare; and</u> • <u>Sign area shall not exceed 2m².</u> 						
2	Policy Statement	<p>Modify text to include new text as follows:</p> <p><u>Variation to Standards</u></p> <p><u>Council may vary the requirements outlined above where it can be demonstrated that the following can be met to the satisfaction of the local government:</u></p> <p><u>(a) the cumulative effect of the signage does not negatively impact on the surrounding locality by way of visual clutter; and</u></p> <p><u>(b) the scale and design of the signage is subservient to the building to which it relates, are sized in proportion with parapets, panels, windows, and wall areas within proximity to the proposed sign to ensure that it will not dominate the view of the building from the street.</u></p>	To provide guiding principles for assessing variations to standards in a consistent manner.				



14.2. 10 Year Fleet and Plant Replacement 2024 - 2034

Author	Irrigation Technician, Josh Connah
Authorising Officer	Director Infrastructure Development, Tanya Gillett
Nature of the Decision	Executive/Strategic Legislative
Attachments	1. Final 2024 2034 Plant Replacement Program [14.2.1 - 4 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Adopt the 10-year Fleet and Plant Replacement Program for the financial years of 2024/2025 – 2034/2035.

Officer's Recommendation

That Council:

1. Endorses the 10 Year Fleet and Plant Replacement Program (2024/2025 – 2034/2035) as per Attachment 14.2.1.
2. Allocates \$839,000 in the draft 2024/25 budget for the replacement and purchase of identified plant and vehicles.

Background

A review of the Shire's Plant Replacement Program (PRP) occurs annually to ascertain the condition of all vehicles and plant owned by the Shire. This aims to ensure condition reporting including mileage, warranty and required repairs are integrated into a program that allows the best value for money when considering the timing of any remaining warranty and trade in values received. From this data replacement timing is assessed and planning for renewals commences.

A 10-year PRP has been created to identify all current fleet and plant and forecast the replacement requirements over that time. This information will be used to inform the Annual Budget and the corresponding Long-Term Financial Plan.

Previous Council Decisions

27 April 2023 (OC66/2022) Council endorsed the 2023/2024 - 2033/2034 10 Year Plant Replacement Program with the budget allocation of \$1,036,000.000 for consideration in the 2023/24 Annual Budget.

3 August 2023 (OC/2022/138) - The Annual Budget was adopted with the inclusion of the 10 Year Plant Replacement allocation.



Decision Framework

Shire of Capel Strategic Community Plan 2023 - 2033

Direction 4 - Deliver good leadership, governance and decision-making

4.1 Effective and compliant governance

4.2 Informed and transparent decision making

4.4 Increased attraction and retention of high quality staff to deliver optimal services to the community.

Corporate Business Plan 2023 - 2027

OPS 14 - Purchasing and procurement of plant for the Shire of Capel fleet and managing and delivering the 10-year Plant Management Program.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

There are no state frameworks relevant to this item.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Fleet and Plant Purchasing Policy

The 10-year fleet replacement will align with the Shire’s draft Fleet Management Procedure and Asset Disposal Policy.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Medium	Likely	Major	Increasing the replacement program to 120,000km or 5 years sees an extensive reduction in the life cycle replacement of the fleet. Rising costs of vehicles and relying on current mileage replacement poses major financial risks.
Risk Description: Fleet/Plant increased costs due to age/mileage			



Risk	Likelihood	Consequence	Mitigation
Risk 2 Infrastructure / Systems / Utilities Rating: Medium	Possible	Minor	Internal review indicated inconsistency in fleet specifications allocated for some positions. This is reflected in the inconsistency in costs allocated and in return affecting the long-term budget. Standardized specifications have been developed and considered in this replacement program.
Risk Description: Fleet/Plant not adequate for positions and lack of standardised fleet infrastructure and servicing			
Risk 3 Service Delivery Rating: High	Likely	Moderate	Annual analysis of the fleet/plant program ensuring consideration of aspects relating to mileage, warranty, repair needs, fit for purpose and efficient service delivery.
Risk Description: Fleet/Plant not adequate for delivering required levels of service across the Shire.			
Opportunity: Achieving Shire service delivery objectives and budget considerations over the next 10 financial years.			

Financial Implications

Budget

The financial implications relevant to this proposal are outlined below.

Item	Description	\$
		2024/2025 Expenditure
Plant & Machinery	Asset renewal	\$490,000
Passenger Vehicles	Asset renewal	\$86,000
Light Commercials	Asset renewal	\$263,000
Total expenditure		\$839,000
		2024/2025 Proceeds from Sales
Plant & Machinery	Assumed sale value	\$135,000
Passenger Vehicles	Assumed sale value	\$20,000
Light Commercials	Assumed sale value	\$75,000
Total sales		\$230,000
Proposed 2023/2024 Replacement Program	Total expenditure	\$839,000
Anticipated 2023/2024 sale proceeds	Total sales	\$230,000

Should the Council endorse this 10 Year Plant Replacement Plan, **\$839,000** will be committed to the 2023/24 Draft Annual Budget.



Long Term

The future financial implications of this proposal are outlined below.

Item	Description	\$
		2024- 2034 Expenditure
Plant & Machinery	Asset renewal	\$4,695,500
Passenger Vehicles	Asset renewal	\$851,000
Light Commercials	Asset renewal	\$2,693,000
	Total expenditure	\$8,239,500
		2024- 2034 Proceeds from Sales
Plant & Machinery	Assumed sale value	\$1,106,750
Passenger Vehicles	Assumed sale value	\$465,000
Light Commercials	Assumed sale value	\$1,230,000
	Total sales	\$2,801,750
Proposed 2023 - 2033 Replacement Program	Total expenditure	\$8,239,500
Anticipated 2023 -2033 sale proceeds	Total sales	\$2,801,750

The 10 Year Plant Replacement Program (2024-2034) forward projections are based on current purchase and trade-in rates. They do not provide any assumptions about future changes in plant and vehicle acquisition and disposal values.

The program will be reviewed annually to reflect contemporary plant and vehicle options and costs, ensuring the original purchase and trade in projections are still required.

Changes to the 10 Year Plant Replacement Schedule, will be presented to the Council annually for endorsement and inclusion in the draft annual budget.

These costs will also be reflected in the Shire’s Long Term Financial Plan and updated annually to account for any changes.

Sustainability Implications

Climate Change and Environmental

The Sustainability Framework and Action Plan provides focus and direction to the Shire for the review and reduction in the Shire’s carbon footprint and energy savings into the future.

Social

There are no relevant social implications relevant to this item.



Economic

Effective management of the Shire's fleet through a programmed replacement structure will maximise resale values and avoid unplanned costly repairs.

Efficient and effective plant and fleet turnover will maximise the useful life of the asset, reducing the economic burden of having to renew these assets earlier than anticipated.

Asset

The PRP is the Asset Management Plan for the Shire's fleet allowing for the acquisition, renewal, and disposal of fleet and plant items. The PRP anticipates the vehicle renewal year and required expenditure to inform the annual budget and LTFP.

Consultation/Engagement

External Consultation

External consultation has been completed through the developing of compliant tender documents for fleet/plant purchases.

Understanding the changing market for trade in values justifies amendments to the replacement lifecycles of vehicles within the Shire's fleet.

Internal Consultation

The 10 Year Plant Renewal Program (2024/2025 to 2034/2035) has been prepared in consultation with Directors, Finance, Governance, Managers, Supervisors and Operation's staff to ensure the program caters for the needs of the Shire and the usage trends of required fleet and plant.

Officer's Comment

Council reviews the 10 Year Plant Replacement Program annually with a view to allocating funds in the draft annual budget allowing for the implementation of the first financial year (2024/2025).

Plant and vehicle replacement frequency has been considered based on the current usage and projected turnover targets of:

- Light vehicle 100,000 km
- Trucks 150,000 km or 8 years
- Heavy plant 8,000 – 10,000 hours
- Parks & Garden mowers 3 years

During 2023/24 analysis of the PRP, the decision to reassess all light vehicle fleet to a 5 year or 120,000km renewal period to coincide with the longer warranties being offered on the purchase of new vehicles, was presented to Council. This has continued to be proposed within 2024/25 allowing a greater retention time for vehicles due to longer warranty periods, while maintaining the trade in values. As the second hand market remains buoyant, particularly for utilities, and delivery times for vehicles remains long, the Shire has reduced the need to turnover vehicles as often and improved administration efficiency requirements by keeping vehicles longer without a significant reduction in return. This analysis will continue each year and the Shire will continue to keep abreast of market driven trends across the required fleet.



For larger plant and equipment, the same analysis is occurring with the added comparison of wet/dry hire costs being compared with that of purchase and repurchase. Discussions also continue with neighbouring Local Governments as to what opportunities exist for plant sharing and joint hire/tender arrangements that could assist all Shires in achieving the required service delivery outcomes.

Additionally, and particularly for 2024-25, Workforce Planning is also taken into consideration and measured against the vehicle and plant allocations to maximise efficiencies and ensure continuity of service delivery. With the Council adopting the Shire's Workforce Plan in April 2024, allowing the inclusion of additional FTE within the upcoming budget, Shire Officers have been mindful to include a provisional sum to allow for the purchase of vehicles and equipment that will be required as these new staff are recruited. As these new recruitments are dependent on Council's approval of the budget, this provisional sum will allow tenders for any new plant and equipment to occur within the financial year when the need for the additional vehicle or equipment can be justified.

Further analysis will occur prior to any new vehicles being purchased in addition to the current fleet and the use of pool vehicles encouraged to keep these purchases to a minimum. It is likely that an additional Parks vehicle will be required in 2024/25 with the recruitment of additional Parks employees, should this be approved by Council, a provisional sum for this and one other vehicle is requested and is budgeted accordingly.

Further, in the Plant Replacement Program for financial year 2023/24, there was an allocation of \$180,000.00 across electric vehicles as new Plant purchases. These three fleet purchases were added to the replacement program to coincide with grant funding applications submitted for State funding towards electric charging stations which required one electric vehicle to be purchased per charging station.

A decision was made to withdraw from the Grant to allow further consideration to be given to the direction of the Shire towards a more sustainable fleet (electric or hydrogen), to allow further data to be collated and explore other funding opportunities that do not tie a purchase of an electric vehicle to the provision of a charging station. Rather than purchasing electric vehicles, the provision of charging stations could be pursued by Council independently and will be considered further during 24/25. This review will also look at the sustainability and vehicle use requirements to determine the most appropriate way forward with the Shire's fleet scheduling and regarding the Shire's Sustainability Framework and Action Plan.

Summary

A substantial portion of the Shire's fleet is used in the maintenance of the Shire's assets. To conduct these works it is important that adequate plant and technologies are provided. As such the PRP identifies future plant purchases that enable this to occur with service delivery at the core of this decision making.

The 10-year PRP is a robust program that will satisfy the fleet requirements of the Shire for the foreseeable future. Changes made from previous plans, through increased replacement times will see improved efficiencies based on current fleet replacement and trade in values.

Voting Requirements

Simple Majority.



AGENDA - Ordinary Council Meeting - 29 May 2024



Officer's Recommendation – 14.2.

That Council:

- 1. Endorses the 10 Year Fleet and Plant Replacement Program (2024/2025 – 2034/2035) as per Attachment 14.2.1.**
- 2. Allocates \$839,000 in the draft 2024/25 budget for the replacement and purchase of identified plant and vehicles.**

VEHICLE PURCHASES (COSTS)				2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Plant Number	Rego Number	Section:	Plant Description:										
P0246	CP0	Executive	Luxury Passenger	\$ -		\$ 58,000.00				\$ 58,000.00			
P0211	CP10438	Corporate and Community	Mid-range SUV	\$ -			\$ 35,000.00					\$ 35,000.00	
P0196	CP10525	Infrastructure and Development	Passenger / 4WD / AWD	\$ -		\$ 51,000.00					\$ 51,000.00		
P0151	CP747	Community and Corporate	Passenger / 4WD / AWD	\$ -			\$ 51,000.00					\$ 51,000.00	
P0210	70CP	Community and Corporate	Passenger / 4WD / AWD	\$ -			\$ 35,000.00					\$ 35,000.00	
P0191	CP1125	Infrastructure and Development	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ -	\$ 51,000.00				\$ 51,000.00				\$ 51,000.00
P0123	43CP	Infrastructure and Development	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ 51,000.00				\$ 51,000.00				\$ 51,000.00	
P0169	45CP	Infrastructure and Development	Dual Cab 4x4 Utility with 3.5t towing capacity				\$ 51,000.00				\$ 51,000.00		
P0142	80CP	Infrastructure and Development	Dual Cab 4x4 Utility with 3.5t towing capacity				\$ 51,000.00				\$ 51,000.00		
P0178	47CP	Community and Corporate	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ 51,000.00			\$ 51,000.00			\$ 51,000.00			
P0124	60CP	Community and Corporate	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ -		\$ 51,000.00			\$ 51,000.00			\$ 51,000.00	
P0177	1HJZ 058	Community and Corporate	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ -		\$ 51,000.00			\$ 51,000.00			\$ 51,000.00	
P0131	40CP	Community and Corporate	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ -		\$ 51,000.00			\$ 51,000.00			\$ 51,000.00	
P0187	CP10434	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -	\$ 51,000.00					\$ 51,000.00			
P0148	CP9081	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -				\$ 51,000.00					\$ 51,000.00
P0171	CP9320	Infrastructure and Development	Dual Cab 4x4 Utility	\$ 51,000.00					\$ 51,000.00				
P0167	CP9378	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -				\$ 51,000.00					\$ 51,000.00
P0153	46CP	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -			\$ 45,000.00					\$ 45,000.00	
PO141	CP9503	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -				\$ 45,000.00					\$ 45,000.00
PO179	CP566	Infrastructure and Development	Space Cab 4x2 Utility	\$ -	\$ 45,000.00								
P0126	CP5186	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -				\$ 45,000.00					\$ 45,000.00
P0155	CP655	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -				\$ 45,000.00					\$ 45,000.00
P0252	CP154	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -			\$ 51,000.00					\$ 45,000.00	
P0154	CP9132	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -			\$ 51,000.00				\$ 51,000.00		
P0171	CP81	Infrastructure and Development	Mid-range SUV	\$ -			\$ 35,000.00					\$ 35,000.00	
P0209	41CP	Infrastructure and Development	Mid-range SUV	\$ -		\$ 35,000.00					\$ 35,000.00		
P0192	44CP	Infrastructure and Development	Space Cab 4x2 Utility	\$ -	\$ 45,000.00				\$ 45,000.00				
P0166	CP9370	Community and Corporate	Mid-range SUV	\$ 35,000.00					\$ 35,000.00				
New	60CP	Community and Corporate	Pod for Rangers Vehicle	\$ 30,000.00									
P0204	CP10527	Community and Corporate	Mid-range SUV	\$ -			\$ 35,000.00					\$ 35,000.00	
P0193	CP10436	Infrastructure and Development	Dual Cab 4x4 Utility			\$ 45,000.00					\$ 45,000.00		
P0165	42CP	Infrastructure and Development	Small Hatch		\$ 30,000.00					\$ 30,000.00			
P0197	CP10549	Infrastructure and Development	Dual Cab 4 x 4 Utility				\$ 45,000.00					\$ 45,000.00	
P0168	CP167	Infrastructure and Development	Dual Cab 4 x 4 Utility		\$ 45,000.00					\$ 45,000.00			
P0200	CP10526	Infrastructure and Development	Dual Cab 4 x 4 Utility				\$ 45,000.00					\$ 45,000.00	
P0200	CP10526	Infrastructure and Development	Pod required for BFMC vehicle as per contract	\$ 35,000.00									
New	New	New Plant Purchases	Dual Cab 4x4 Utility	\$ 45,000.00									
New	New	New Plant Purchases	To be decided	\$ 51,000.00									
P0089	CP855	Works	Isuzu Maintenance Truck NQR 450	\$ -	\$ 65,000.00				\$ 65,000.00				
P0013	CP9574	Works	Isuzu Tipper FVZ1400	\$ -				\$ 215,000.00					\$ 215,000.00

P4821	CP4821	Works	Isuzu Tipper FVZ1400	\$ -				\$ 215,000.00			\$ 215,000.00		
P4991	CP4991	Works	Volvo L60F Loader	\$ -				\$ 225,000.00			\$ 215,000.00		
P0074	CP1804	Works	Westrac 12M Cat Road Grader	\$ 430,000.00						\$ 430,000.00			
P0119	CP1025	Works	Cat 120M Grader		\$ 430,000.00					\$ 430,000.00			
P0084	CP4833	Works	MultiPac Cat Roller CW34	\$ -									
P0017	CP578	Parks	Isuzu Tray Top Truck	\$ -				\$ 100,000.00			\$ 100,000.00		
P0029	CP9477	Parks	Isuzu Truck - Fuso Canter	\$ -		\$ 75,000.00				\$ 75,000.00			
P4912	CP4912	Parks	John Deere Tractor 4x4	\$ -					\$ 130,000.00				
P0121	CP10048	Parks	Kubota Out Front Mower	\$ -	\$ 35,000.00		\$ 35,000.00		\$ 35,000.00		\$ 35,000.00		
P0122	CP10049	Parks	Kubota Out Front Mower	\$ -	\$ 35,000.00		\$ 35,000.00		\$ 35,000.00		\$ 35,000.00		
P0091	CP9112	Works	Patching truck Isuzu NQR 450	\$ -	\$ 90,000.00								
P269	N/A	Parks	Zero Turn Mower	\$ -	\$ 25,000.00		\$ 25,000.00		\$ 25,000.00		\$ 26,000.00		
P6240	CP6240	Parks	Trailer (Dual axle) new	\$ -									
P2250	CP2250	Works	Sign Trailer	\$ -	\$ 15,000.00								
P6179	CP6179	Works	Trailer (single axle) Box Top	\$ -	\$ 10,000.00								
P9914	N/A	Works	Agrizzi slasher	\$ -									
P517	N/A	Works	Agrizzi Road Broom	\$ -									
P0097 / P0098	CP339 / 1TQY042	Works	Cat Mini Excavator + Trailer	\$ 60,000.00						\$ 60,000.00			
P0135	N/A	Works	Water Tank & Skid 10,000lt	\$ -	\$ 15,000.00			\$ 15,000.00					
P0164	1TVY581	Parks	Trailer Hydraulic Tipping (Cages)	\$ -				\$ 2,500.00					
PCSG	N/A	Works	Concrete grinder or Scarrifier for paths	\$ -		\$ -							
P0163	1TVU431	Parks	Flatdeck trailer for mowers	\$ -				\$ 7,000.00					
P0181	N/A	Works	Grave Shoring	\$ -									
P262	1TJY262	Health	Trailer (Box Top)	\$ -									
P206	WO055358-2	Parks	Ute Mounted Spray Unit	\$ -					\$ 10,000.00				
P0242	1HZC520	Works	Excavator 8 tonne	\$ -				\$ 140,000.00					
P0249	TBD	Works	Trailer (New)	\$ -									
P0243	1HZC521	Works	Track Loader	\$ -				\$ 260,000.00					
TOTALS (Costs):				\$ 839,000.00	\$ 987,000.00	\$ 417,000.00	\$ 676,000.00	\$ 1,052,500.00	\$ 910,000.00	\$ 375,000.00	\$ 440,000.00	\$ 1,510,000.00	\$ 1,033,000.00

VEHICLE TRADE-IN				2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/24
Plant Num	Registration N	Section:	Plant Description:										
P0185	CP0	Executive	Luxury Passenger	\$ -		\$ 30,000.00				\$ 30,000.00			
P0140	CP10438	Corporate and Community	Mid-range SUV	\$ -			\$ 20,000.00					\$ 20,000.00	
P0196	CP10525	Infrastructure and Development	Passenger / 4WD / AWD	\$ -		\$ 25,000.00					\$ 25,000.00		
P0128	CP747	Community and Corporate	Passenger / 4WD / AWD	\$ -			\$ 25,000.00					\$ 25,000.00	
P0115	70CP	Community and Corporate	Passenger / 4WD / AWD	\$ -			\$ 20,000.00					\$ 20,000.00	
P0123	CP1125	Infrastructure and Development	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ -	\$ 25,000.00				\$ 25,000.00				\$ 25,000.00
P0152	43CP	Infrastructure and Development	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ 25,000.00				\$ 25,000.00					
P0169	45CP	Infrastructure and Development	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ -			\$ 25,000.00				\$ 25,000.00		

P0142	80CP	Infrastructure and Development	Dual Cab 4x4 Utility with 3.5t towing capacity		\$ 25,000.00		\$ 25,000.00	
P0178	47CP	Community and Corporate	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00		
P0124	60CP	Community and Corporate	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
P0177	1HJZ 058	Community and Corporate	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
P0131	40CP	Community and Corporate	Dual Cab 4x4 Utility with 3.5t towing capacity	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	
P0187	CP10434	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -	\$ 25,000.00	\$ 25,000.00		
P0148	CP9081	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -	\$ 25,000.00		\$ 25,000.00	
P0171	CP9320	Infrastructure and Development	Dual Cab 4x4 Utility	\$ 25,000.00		\$ 25,000.00		
P0167	CP9378	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -	\$ 25,000.00		\$ 25,000.00	
P0153	46CP	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -	\$ 15,000.00		\$ 15,000.00	
PO141	CP9503	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -	\$ 20,000.00		\$ 20,000.00	
PO179	CP566	Infrastructure and Development	Space Cab 4x2 Utility	\$ -	\$ 15,000.00			
P0126	CP5186	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -	\$ 15,000.00		\$ 15,000.00	
P0155	CP655	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -	\$ 15,000.00		\$ 15,000.00	
P0252	CP154	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -	\$ 25,000.00		\$ 25,000.00	
P0154	CP9132	Infrastructure and Development	Dual Cab 4x4 Utility	\$ -	\$ 20,000.00		\$ 20,000.00	
P0171	CP81	Infrastructure and Development	Mid-range SUV	\$ -	\$ 20,000.00		\$ 20,000.00	
P0209	41CP	Infrastructure and Development	Mid-range SUV	\$ -	\$ 20,000.00		\$ 20,000.00	
P0192	44CP	Infrastructure and Development	Space Cab 4x2 Utility	\$ -	\$ 15,000.00	\$ 15,000.00		
P0166	CP9370	Community and Corporate	Mid-range SUV	\$ 20,000.00		\$ 20,000.00		
New	New	New Plant Purchases	Dual Cab 4x4 Utility			\$ 25,000.00		
New	New	New Plant Purchases	TBA	\$ -		\$ 35,000.00		
P0193	CP10436	Infrastructure and Development	Dual Cab 4x4 Utility		\$ 20,000.00		\$ 20,000.00	
P0165	42CP	Infrastructure and Development	Small Hatch	\$ 15,000.00		\$ 15,000.00		
P0197	CP10549	Infrastructure and Development	Dual Cab 4 x 4 Utility		\$ 20,000.00		\$ 20,000.00	
P0168	CP167	Infrastructure and Development	Dual Cab 4 x 4 Utility	\$ 20,000.00		\$ 20,000.00		
P0200	CP10526	Infrastructure and Development	Dual Cab 4 x 4 Utility		\$ 20,000.00		\$ 20,000.00	
P0204	CP10527	Community and Corporate	Mid-range SUV		\$ 20,000.00		\$ 20,000.00	
P0089	CP855	Works	Isuzu Maintenance Truck NQR 450	\$ -	\$ 10,000.00	\$ 10,000.00		
P0013	CP9574	Works	Isuzu Tipper FVZ1400	\$ -		\$ 65,000.00	\$ 65,000.00	
P4821	CP4821	Works	Isuzu Tipper FVZ1400	\$ -		\$ 65,000.00	\$ 65,000.00	
P4991	CP4991	Works	Volvo L60F Loader	\$ -		\$ 65,000.00	\$ 65,000.00	
P0074	CP1804	Works	Cat 12M Grader	\$ 75,000.00			\$ 75,000.00	
P0119	CP1025	Works	Cat 120m Grader	\$ -	\$ 75,000.00		\$ 75,000.00	
P0084	CP4833	Works	Cat Roller CW34	\$ -				
P0017	CP578	Parks	Isuzu Truck	\$ -		\$ 25,000.00	\$ 25,000.00	
P0029	CP9477	Parks	Isuzu Truck	\$ -	\$ 25,000.00		\$ 25,000.00	
P4912	CP4912	Parks	John Deere Tractor 4x4	\$ -		\$ 10,000.00		
P0156	1GYB427	Parks	Kubota Out Front Mower	\$ -	\$ 8,225.00	\$ 8,225.00	\$ 8,225.00	
P0157	1GYB428	Parks	Kubota Out Front Mower	\$ -	\$ 8,225.00	\$ 8,225.00	\$ 8,225.00	
P0091	CP9112	Works	Patching truck Isuzu NQR 450	\$ -				
P6240	CP6240	Parks	Trailer (Dual axle)	\$ -				

P2250	CP2250	Works	Sign Trailer	\$ -	\$ 600.00																		
P6179	CP6179	Works	Trailer (single axle)	\$ -	\$ 500.00																		
P9914		Works	Agrizzi slasher	\$ -																			
P517		Works	Agrizzi Road Broom	\$ -																			
P0097	CP339	Works	Cat Mini Excavator + Trailer	\$ -																			
P0135		Works	Water Tank & Skid 10,000lt	\$ 60,000.00								\$ 60,000.00											
New	New	Parks	Parks trailer+sides	\$ -	\$ 15,000.00				\$ 15,000.00														
New	New	Works	Concrete grinder or Scarrifier for paths	\$ -				\$ 2,500.00															
New	New	Works	Powerhead Broom CAT	\$ -	\$ -				\$ -														
New	New	Parks	Flatdeck for mowers	\$ -				\$ 800.00															
New	New	Works	Grave Shoring	\$ -				\$ 7,000.00															
P262	1TJY262	Health	Trailer (Box Top)	\$ -																			
P206	WO055358-2	Parks	Ute Mounted Spray Unit	\$ -								\$ 1,000.00											
P0242	1HZC520	Works	Excavator 8 tonne	\$ -					\$ 25,000.00														
P0249	TBD	Works	Trailer (New)	\$ -																			
P0243	1HZC521	Works	Track Loader	\$ -					\$ 50,000.00														
TOTALS (Trade-Ins):				\$ 230,000.00	\$ 232,550.00	\$ 215,000.00	\$ 260,000.00	\$ 371,750.00	\$ 320,000.00	\$ 126,000.00	\$ 211,450.00	\$ 435,000.00	\$ 345,000.00										

NETT TOTALS:				\$ 609,000.00	\$ 754,450.00	\$ 202,000.00	\$ 416,000.00	\$ 680,750.00	\$ 590,000.00	\$ 249,000.00	\$ 228,550.00	\$ 1,075,000.00	\$ 688,000.00										
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Plant and Machinery														
Purchase	\$ 490,000.00	\$ 720,000.00	\$ 75,000.00	\$ 95,000.00	\$ 764,500.00	\$ 575,000.00	\$ 140,000.00	\$ 156,000.00	\$ 935,000.00	\$ 745,000.00				
Trade	\$ 135,000.00	\$ 117,550.00	\$ 25,000.00	\$ -	\$ 246,750.00	\$ 100,000.00	\$ 11,000.00	\$ 76,450.00	\$ 175,000.00	\$ 220,000.00				
Cost	\$ 355,000.00	\$ 602,450.00	\$ 50,000.00	\$ 95,000.00	\$ 517,750.00	\$ 475,000.00	\$ 129,000.00	\$ 79,550.00	\$ 760,000.00	\$ 525,000.00				
Passenger Vehicles														
Purchase	\$ 86,000.00	\$ 30,000.00	\$ 144,000.00	\$ 191,000.00	\$ -	\$ 35,000.00	\$ 88,000.00	\$ 86,000.00	\$ 191,000.00	\$ -				
Trade	\$ 20,000.00	\$ 15,000.00	\$ 75,000.00	\$ 105,000.00	\$ -	\$ 55,000.00	\$ 45,000.00	\$ 45,000.00	\$ 105,000.00	\$ -				
Cost	\$ 66,000.00	\$ 15,000.00	\$ 69,000.00	\$ 86,000.00	\$ -	\$ 20,000.00	\$ 43,000.00	\$ 41,000.00	\$ 86,000.00	\$ -				
Light Commercials														
Purchase	\$ 263,000.00	\$ 237,000.00	\$ 198,000.00	\$ 390,000.00	\$ 288,000.00	\$ 300,000.00	\$ 147,000.00	\$ 198,000.00	\$ 384,000.00	\$ 288,000.00				
Trade	\$ 75,000.00	\$ 100,000.00	\$ 115,000.00	\$ 155,000.00	\$ 125,000.00	\$ 220,000.00	\$ 70,000.00	\$ 90,000.00	\$ 155,000.00	\$ 125,000.00				
Cost	\$ 188,000.00	\$ 137,000.00	\$ 83,000.00	\$ 235,000.00	\$ 163,000.00	\$ 80,000.00	\$ 77,000.00	\$ 108,000.00	\$ 229,000.00	\$ 163,000.00				
Fleet Purchase Only	\$ 839,000.00	\$ 987,000.00	\$ 417,000.00	\$ 676,000.00	\$ 1,052,500.00	\$ 910,000.00	\$ 375,000.00	\$ 440,000.00	\$ 1,510,000.00	\$ 1,033,000.00				
Total	\$ 609,000.00	\$ 754,450.00	\$ 202,000.00	\$ 416,000.00	\$ 680,750.00	\$ 535,000.00	\$ 249,000.00	\$ 228,550.00	\$ 1,075,000.00	\$ 688,000.00				
	Purchase		Trade											
Total Plant and Machinery 10 Years	\$ 4,695,500.00	\$ 1,106,750.00												
Total Passenger Vehicles 10 Years	\$ 851,000.00	\$ 465,000.00												
Total Light Commercials 10 Years	\$ 2,693,000.00	\$ 1,230,000.00												
Total Plant & Fleet 10 Years	\$ 8,239,500.00	\$ 2,801,750.00												



15. Community and Corporate Reports

15.1. Accounts Paid During the Month of April 2024

Author	Finance Officer, Susan Searle
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Executive/Strategic
Attachments	1. Invoice 0000187023 [15.1.1 - 8 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Accounts paid during April 2024 are submitted for the endorsement of the Council.

Officer's Recommendation

That in accordance with Regulation 13(11) of the *Local Government (Financial Management) Regulations 1996*, the list of payments made under delegated authority for the month of April 2024 be received by the Council and recorded in the minutes of the Council, the summary of which follows:

- 1 The Schedule of Accounts covering EFT45315 to EFT45559, CHQ50813 to CHQ50820 equated to \$1,072,342.23 during the month of April 2024.
- 2 Payroll payments for the month April 2024, equated to \$499,203.35.
- 3 Transfers to and from investments as listed.

Background

Accounts paid are required to be submitted for the review of Council each month.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance, and decision-making:

- 4.1 Effective and compliant governance.
- 4.2 Informed and transparent decision making.



Corporate Business Plan 2023-2027

FIN 9 – **Annual and Monthly Financial Reporting** - Statutory reporting of income and expenditures to the Council and regulatory authorities.

FIN 18 – **Debtor and Creditor Management** - Manage debtors and creditors to maintain optimum cash flow.

Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government Act 1995, section 6.10

6.10. Financial management regulations

1. The general management of, and the authorisation of payments out of-
the municipal fund; and
the trust fund of a local government.

Local Government (Financial Management) Regulations 1996, regulation 13, 1 & 2

13. List of accounts

1. If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared-
 - a. the payee's name.
 - b. the amount of the payment.
 - c. the date of the payment; and
 - d. sufficient information to identify the transactions.
2. A list of accounts for approval to be paid is to be prepared each month showing-
 - a. For each account which requires council authorisation in that month-
 1. The payee's name.
 2. The amount of the payment; and
 3. sufficient information to identify the transaction;
and
 - b. the date of the meeting of the council to which the list is to be presented.

Federal Framework

There are no federal frameworks relevant to this item.



Policy Framework

The following Shire Policies apply:

- Financial Reports.
- Legislative Compliance.
- Purchasing.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Low	Unlikely	Minor	Monthly reporting of accounts paid.
Risk Description: Additional checks and balances of accounts paid by the Shire.			
Risk 2 Legislative Compliance Rating: Low	Unlikely	Minor	Monthly reporting of accounts paid.
Risk Description: Meeting legislative requirement of financial reporting to the Council.			
Opportunity: Compliant and accountable procurement in the Shire of Capel's accounting practices.			

Financial Implications

Budget

Creditor payments are made from the Council's Municipal Fund.

Long Term

As no assets/infrastructure are being created, there are no long term financial implications relevant to this proposal.

Sustainability Implications

The Shire provides monetary funds to suppliers in exchange for goods and services received. Where possible it is preferred to pay suppliers by electronic funds transfer; with remittances emailed thereby reducing the amount of paper used, lessening the environmental impact.



Consultation/Engagement

External Consultation

There is no external consultation required.

Internal Consultation

Relevant staff have been consulted and authorised the payments. Documented review by Manager Finance and Director Community and Corporate.

Officer's Comment

Payments made during the month of April 2024 are as follows:

EFT45315	02/04/2024	DE LAGE LANDEN PTY LIMITED	3300 ROUGH MOWER LEASE	1,051.27
EFT45316	02/04/2024	IINET	DALYELLUP LIBRARY INTERNET MONTHLY	119.94
EFT45317	02/04/2024	WESTNET PTY LTD	SHIRE AND CAPEL LIBRARY MONTHLY INTERNET	219.98
EFT45319	04/04/2024	ARROW BRONZE	CEMETERY PLATE	627.63
EFT45320	04/04/2024	ARBORGUY	TREE REMOVAL ELLIOT ROAD	5,942.20
EFT45321	04/04/2024	THE AUSTRALIAN WORKERS UNION	PAYROLL DEDUCTIONS	112.00
EFT45322	04/04/2024	BUNBURY MOWER SERVICE	WORKSHOP CONSUMABLES	309.15
EFT45323	04/04/2024	BUNNINGS BUILDING SUPPLIES PTY LTD	HARDWARE EXPENSES	14.32
EFT45324	04/04/2024	HEATLEYS SAFETY & INDUSTRIAL	PPE	127.82



AGENDA - Ordinary Council Meeting - 29 May 2024

EFT45325	04/04/2024	BENDIGO BANK BUSINESS CREDIT CARD	<p>1 MARCH - TICKETS INTNL - \$72.25 - EMPLOYEE WORKSHOP - CARD 261 DCC</p> <p>1 MARCH - KMART - \$48.00 - CATERING FOR WORKSHOP - CARD 261 DCC</p> <p>2 MARCH - PARKS TAVERN - \$133.47 - CATERING FOR WORKSHOP - CARD 261 DCC</p> <p>2 MARCH - SUBWAY BUNBURY - \$126.40 - CATERING FOR WORKSHOP - CARD 261 DCC</p> <p>5 MARCH - ATLISSIAN - \$149.54 - INCREASE IN HELPDESK - CARD 442 MFIN</p> <p>5 MARCH - INTERNATIONAL TRANSACTION FEE FOR ABOVE - \$4.49</p> <p>8 MARCH - POST CAPEL - \$87.00 - WORKING WITH CHILDREN CHECK - CARD 261 DCC</p> <p>8 MARCH - POST CAPEL - \$87.00 - WORKING WITH CHILDREN CHECK - CARD 261 DCC</p> <p>8 MARCH - AMAZON - \$12.26 - CHECK CYBER SECURITY - CARD 442 MFIN</p> <p>9 MARCH - KELLY HOSPITALITY - \$361.00 - ANNUAL VOLUNTEER LUNCH - CARD 261 DCC</p> <p>9 MARCH - SQ TOWNHOUSE CAFE - \$23.00 - MEETING EXPENSES - CARD 253 CEO</p> <p>10 MARCH - SHADMAR - \$64.27 - CAPTIVATE CAPEL EXPENSES - CARD 442 MFIN</p> <p>14 MARCH - SHADMAR - \$9.65 - CHAMBERS STOCK - CARD 253 CEO</p> <p>14 MARCH - MARBUSH - \$48.00 - CHAMBERS STOCK - CARD 253 CEO</p> <p>15 MARCH - QUEST MOUNTS BAY RD - \$302.99 - TRAINING ACCOMMODATION - CARD 442 MFIN</p> <p>17 MARCH - SURVEYMONKEY - \$384.00 - ANNUAL SUBSCRIPTION - CARD 261 DCC</p>	3,701.84
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AGENDA - Ordinary Council Meeting - 29 May 2024

			<p>17 MARCH - HOLIDAY INN - \$606.31 - TRAINING ACCOMMODATION - CARD 261 DCC</p> <p>21 MARCH - HOLIDAY INN - \$564.53 - TRAINING ACCOMMODATION - CARD 261 DCC</p> <p>22 MARCH - IFIXIT - \$85.16 - IT TOOLKIT - CARD 442 MFIN</p> <p>22 MARCH - SHADMAR - \$29.99 - BUSH FIRE DEBRIEF CATERING - CARD 253 CEO</p> <p>23 MARCH - SHADMAR - \$85.98 - CATERING FOR STAFF LEAVING - CARD 442 MFIN</p> <p>23 MARCH - DYNAMICGIFT - \$335.48 - LAPEL PINS - CARD 253 CEO</p> <p>26 MARCH - WOOLWORTHS - \$20.19 -CATERING FOR MEETING - CARD 253 CEO</p> <p>28 MARCH - INTUIT MAILCHIMP - \$44.88 - MONTHLY SUBSCRIPTION - CARD 261 DCC</p> <p>30 MARCH CARD FEES X 4 - \$16.00</p>	
EFT45327	04/04/2024	BLUESALT CONSULTING	INTEGRATED GRANT FRAMEWORK	6,165.00
EFT45328	04/04/2024	CROSS SECURITY SERVICES	QUARTERLY ALARM MONITORING SERVICE FOR CAPEL SHIRE ADMINISTRATION BUILDING, EAST DALYELLUP PAVILION AND DALYELLUP LIBRARY	618.00
EFT45329	04/04/2024	CAPEL REGIONAL EQUESTRIAN PARK INC.	MINOR COMMUNITY GRANT ROUND 1	3,448.50
EFT45330	04/04/2024	CB TRAFFIC SOLUTIONS	INCIDENT 660330 TRAFFIC MANAGEMENT (HAREWOODS AND DALYELLUP BVD)	11,905.38
EFT45331	04/04/2024	CJ CIVIL SOLUTIONS	DRAINAGE MAINTENANCE 7 WADDINGHAM LOOP CAPEL	434.50
EFT45332	04/04/2024	DM & S CURTIN	INVESTIGATE ISSUE WITH AIR CON CONTROL IN FOYER AT DALYELLUP COMMUNITY CENTRE	209.00



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EFT45333	04/04/2024	GREG CORNISH	RATES REFUND	100.01
EFT45334	04/04/2024	COLROYS COUNTRY KITCHEN	WELFARE INCIDENT 662310	245.00
EFT45335	04/04/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	438.15
EFT45336	04/04/2024	GOLDEN WEST PLUMBING AND DRAINAGE	BACK FLOW TESTING FOR BIBRA LOOP POS	275.00
EFT45337	04/04/2024	INTERFIRE AGENCIES PTY LTD	BFB PPE	2,054.91
EFT45338	04/04/2024	SOUTH WEST ISUZU	LABOUR AND PARTS FOR WORK ON ISUZU TRUCK	2,987.65
EFT45339	04/04/2024	LOCAL GOVERNMENT RACING AND CEMETERIES EMPLOYEES' UNION	PAYROLL DEDUCTIONS	66.00
EFT45340	04/04/2024	MCDONALD FENCING	REPAIR DAMAGED POST AND RAIL ALONG MAIDMENT PARADE	357.50
EFT45341	04/04/2024	JAMES MEAKES	CONFERENCE EXPENSES	74.20
EFT45342	04/04/2024	MONADELPHOUS ENGINEERING ASSOCIATES PTY LTD	REPAIR CLAMP ON TRAILER AND FABRICATE REPLACEMENT ON NORTON PROMENADE	6,102.80
EFT45343	04/04/2024	JORDAN MCELENEY	CROSSOVER CONTRIBUTION	577.25
EFT45344	04/04/2024	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY	1,403.55
EFT45345	04/04/2024	GEOFF OSMOND	CROSSOVER CONTRIBUTION	577.25
EFT45346	04/04/2024	GEOFFREY ROLAND PRYDE	RATES REFUND	704.24
EFT45347	04/04/2024	AUSTRALIAN TAXATION OFFICE	PAYG WITHHOLDING	78,170.00
EFT45348	04/04/2024	RECRUITWEST PTY LTD	LABOUR HIRE	2,812.95
EFT45349	04/04/2024	STEWART & HEATON CLOTHING CO PTY LTD	NAME BADGE	8.40
EFT45350	04/04/2024	SYNERGY	ELECTRICITY	6,041.45
EFT45351	04/04/2024	SMARTSALARY	PAYROLL DEDUCTIONS	945.58
EFT45352	04/04/2024	D & K THOMAS ELECTRICAL	CARRY OUT ANNUAL TEST AND TAG ON ALL ELECTRICAL EQUIPMENT	19,524.03
EFT45353	04/04/2024	TOTALLY WORKWEAR	BFB PPE	337.00



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EFT45354	04/04/2024	T-QUIP	CONSUMABLES FOR MOWERS	2,095.65
EFT45355	04/04/2024	TYREPOWER CAPEL	4 NEW TYRES FITTED & BALANCED FOR FLEET VEHICLE	1,335.00
EFT45356	04/04/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	76.75
EFT45357	04/04/2024	WORK CLOBBER BUNBURY	PPE	630.82
EFT45358	04/04/2024	THE PRINT SHOP	BUSINESS CARDS AND STICKERS	364.65
EFT45359	04/04/2024	SHIRE OF WAGIN	PAYROLL DEDUCTIONS	160.00
EFT45360	03/04/2024	DE LAGE LANDEN PTY LIMITED	LEASE OF TORO GROUNDMASTER 4000D MOWER	2,515.08
EFT45361	10/04/2024	AUSTRALIA POST	POSTAGE	3,865.91
EFT45362	10/04/2024	AMPAC DEBT RECOVERY	DEBT RECOVERY	661.00
EFT45363	10/04/2024	AGENCIES OF SOUTH WEST ACCOMMODATION INC	RATES REFUND	1,707.05
EFT45364	10/04/2024	ARBORGUY	DUCANE ROAD GELORUP - REMOVE DEAD VERGE TREE	2,461.80
EFT45365	10/04/2024	BUNBURY RETRAVISION	LAPTOP CAR CHARGES AND KETTLE FOR OFFICE	272.00
EFT45366	10/04/2024	BUNBURY MOWER SERVICE	CONSUMABLES AND REPAIR WORK ON WHIPPER SNIPPERS	589.00
EFT45367	10/04/2024	BELL FIRE EQUIPMENT COMPANY	STIRLING 2.4 HOSE LEAKS REPAIR	401.50
EFT45368	10/04/2024	CONSTRUCTION TRAINING FUND	MARCH 2024 REMITTANCE	276.85
EFT45369	10/04/2024	B & B STREET SWEEPING	CLEAN AND REMOVAL OF DEBRIS AND TREE ROOTS FROM 4 DRAINAGE PITS	2,915.00
EFT45370	10/04/2024	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	473.72
EFT45371	10/04/2024	HEATLEYS SAFETY & INDUSTRIAL	PPE UNIFORM ORDER	294.14
EFT45372	10/04/2024	BOYANUP BOTANICAL	PLANTS FOR CITIZENSHIP CEREMONY	77.00
EFT45373	10/04/2024	BUDGET CAR & TRUCK RENTALS	RENTAL OF DUAL CAB	3,236.60



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EFT45374	10/04/2024	BOYANUP GENERAL STORE & NEWSAGENCY	OFFICE EXPENSES FOR BOYANUP LIBRARY	26.90
EFT45375	10/04/2024	GRAEME BURTON	CROSSOVER CONTRIBUTION	577.25
EFT45376	10/04/2024	CAPEL NEWSAGENCY	NEWSPAPER AND STATIONERY PURCHASES CAPEL LIBRARY AND ADMIN	120.00
EFT45377	10/04/2024	COUNTRY WATER SOLUTIONS	IRRIGATION CONSUMABLES AND RETICULATION REPAIRS INCLUDING LUTHERAN COLLEGE PLAYING FIELDS PUMP	18,272.77
EFT45378	10/04/2024	DM & S CURTIN	LABOUR AND SERVICE COSTS FOR AIR CONDITIONING AT CAPEL, GELORUP AND DALYELLUP COMMUNITY CENTRES	605.00
EFT45379	10/04/2024	B & J CATALANO PTY LTD	RATES REFUND	750.16
EFT45380	10/04/2024	COLROY'S COUNTRY KITCHEN	CATERING FOR OCM	192.00
EFT45381	10/04/2024	MICHELLE C DILKES	CITIZENSHIP CEREMONY EXPENSES	241.95
EFT45382	10/04/2024	DATA #3	LAPTOP	3,744.69
EFT45383	10/04/2024	DEPARTMENT OF MINES, INDUSTRY REGULATION & SAFETY	MARCH 2024 BSL REMITTANCE	7,615.27
EFT45384	10/04/2024	GEOGRAPHE CIVIL	BOYANUP CEMETERY MAINTENANCE	1,100.00
EFT45385	10/04/2024	GRACE RECORDS MANAGEMENT	DATA STORAGE AND HARD COPY RECORDS STORAGE AND DESTRUCTION	1,101.61
EFT45386	10/04/2024	GPS GEO GUARD	MONITORING OF GPS DEVICE	132.00
EFT45387	10/04/2024	GOLDEN WEST PLUMBING AND DRAINAGE	REPAIR FIRELINE AT CAPEL COMMUNITY CENTRE	1,901.63
EFT45388	10/04/2024	CAROLYN RICHARDS	SPORTS PARTICIPATION PAYMENT	200.00
EFT45389	10/04/2024	HOLIDAY INN WEST PERTH	ACCOMMODATION FOR TRAINING	460.00
EFT45390	10/04/2024	HATCH PTY LTD	SITE IDENTIFICATION AND ANALYSIS - AGRI BUSINESS PRECINCT	6,338.38
EFT45391	10/04/2024	MOORE AUSTRALIA (WA) PTY LTD	LOCAL GOVERNMENT RATES COMPARISON REPORT	990.00
EFT45392	10/04/2024	INTERFIRE AGENCIES PTY LTD	BFB PPE	3,641.85



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EFT45393	10/04/2024	INDUSTRY MAINTENANCE SOLUTIONS	DA REFUND	147.00
EFT45394	10/04/2024	SOUTH WEST ISUZU	REPAIRS ON TRUCK	2,787.05
EFT45395	10/04/2024	SJ KENDALL	RATES REFUND	431.55
EFT45396	10/04/2024	KIM BUTTFIELD CONSULTING	SPORTS CLUB STRATEGIC PLANS	7,000.00
EFT45397	10/04/2024	MAINSPRAY	MURTIN PARK WORKS	2,904.00
EFT45398	10/04/2024	McIntosh & Sons Pty Ltd	REPAIRS ON EXCAVATOR	331.68
EFT45399	10/04/2024	NQPETRO PTY LTD	ULP PUMP HANDLE REPAIR	2,555.30
EFT45400	10/04/2024	THE NIGHTGUARD SECURITY SERVICES (WA) PTY LTD	SECURITY PATROLS AND ALARM RESPONSE FOR SHIRE BUILDINGS	4,167.18
EFT45401	10/04/2024	OPTUS BILLING SERVICES PTY LTD	MONTHLY MOBILE EXPENSES	979.50
EFT45402	10/04/2024	OMNICOM MEDIA GROUP PTY LTD	PUBLIC NOTICES	398.09
EFT45403	10/04/2024	PICTON TYRE CENTRE PTY LTD	REPAIRS TO LOADER AND GRADER	3,682.50
EFT45404	10/04/2024	PROTECTOR FIRE SERVICES	CAPEL LIBRARY AND BOYANUP COMMUNITY CENTRE FIRE PANEL MONTHLY INSPECTION AND SERVICE	247.50
EFT45405	10/04/2024	PETSTOCK BUNBURY PTY LTD	DOG / CAT FOOD FOR POUND	310.40
EFT45406	10/04/2024	PHOENIX PETROLEUM	BFB FUEL	328.64
EFT45407	10/04/2024	AUSTRALIAN TAXATION OFFICE	PAYG #180	46.00
EFT45408	10/04/2024	KRISTY REEVES	SHIRE REFRESHMENTS	28.01
EFT45409	10/04/2024	RECRUITWEST PTY LTD	LABOUR HIRE	4,575.29
EFT45410	10/04/2024	STEWART & HEATON CLOTHING CO PTY LTD	BFB PPE	456.28
EFT45411	10/04/2024	SOUTHERN LOCK & SECURITY	PROVIDE QUARTERLY ALARM MONITORING SERVICES	1,029.00
EFT45412	10/04/2024	SYNERGY	ELECTRICITY	3,773.84
EFT45413	10/04/2024	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL CHECKS	315.70
EFT45414	10/04/2024	SOUTH WEST SOILS AND LANDSCAPING SUPPLIES	TOP DRESSING FOR LUTHERAN COLLEGE PLAYING FIELDS	159.00



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EFT45415	10/04/2024	TOTALLY WORKWEAR	UNIFORM ORDERS / PPE	924.80
EFT45416	10/04/2024	T-QUIP	BLADES FOR MOWER	262.00
EFT45417	10/04/2024	TYREPOWER CAPEL	FLEET VEHICLE TYRES, REPAIRS AND VEHICLE SERVICES X 2	1,480.00
EFT45418	10/04/2024	VERAISON PTY LTD	LEADERSHIP AND CULTURAL DEVELOPMENT PROGRAM	1,386.00
EFT45419	10/04/2024	RACHEL WYDER	CAPTIVATE CAPEL WORKSHOPS	3,300.00
EFT45420	10/04/2024	WEST COAST SHADE	SHADE SAIL REPAIR STARLITE AND MURTIN PARK	847.00
EFT45421	10/04/2024	WESTSIDE TILT TRAY SERVICES	TOW VEHICLE	165.00
EFT45422	11/04/2024	HEATLEYS SAFETY & INDUSTRIAL	PPE	200.42
EFT45423	11/04/2024	Nara Training & Assessing	STAFF TRAINING	1,400.00
EFT45424	11/04/2024	SEEK	EMPLOYEE ADVERTISING CONTRACT	924.00
EFT45425	11/04/2024	WOOLWORTHS LIMITED (WA)	CATERING FOR LIBRARY EVENT	86.85
EFT45426	15/04/2024	IINET	IINET INTERNET ACCESS FOR DEPOT - MONTHLY	109.99
EFT45427	15/04/2024	TELSTRA CORPORATION LTD	MONTHLY MOBILE CHARGES	476.41
EFT45428	15/04/2024	WA FUEL SUPPLIES PTY LTD	BFB FUEL	550.09
EFT45429	16/04/2024	TELSTRA CORPORATION LTD	MONTHLY LANDLINE CHARGES	329.61
EFT45430	17/04/2024	AMPAC DEBT RECOVERY	DEBT COLLECTION FEES	2,686.30
EFT45431	17/04/2024	AMITY SIGNS	GELORUP BFB SIGNAGE	847.88
EFT45432	17/04/2024	ARBORGUY	TREE REMOVAL AND PRUNING INCLUDING TRAFFIC MANAGEMENT AT BROOKVIEW AVENUE AND HASTIES ROAD	3,988.60
EFT45433	17/04/2024	BUNBURY MOWER SERVICE	CONSUMABLES	436.00
EFT45434	17/04/2024	B & B STREET SWEEPING	CAPEL CIVIC CENTRE PRECINCT STREET SWEEPING	1,537.80
EFT45435	17/04/2024	BUSSELTON REFRIGERATION & AIR CONDITIONING	DE-GAS FRIDGES AT CAPEL WASTE TRANSFER STATION	1,224.30
EFT45436	17/04/2024	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	406.54



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EFT45437	17/04/2024	HEATLEYS SAFETY & INDUSTRIAL	WORK CLOTHING AND PPE	763.68
EFT45438	17/04/2024	BENDIGO BANK EMERGENCY SERVICES DEBIT CARD	DEBIT CARD PAYMENT	75.80
EFT45439	17/04/2024	BOYLES PLUMBING & GAS	CARRY OUT QUARTERLY SERVICE OF WATERLESS URINALS	1,352.56
EFT45440	17/04/2024	BUNBURY ENGRAVING	RENOVATE GELORUP AND BOYANUP COMMUNITY CENTRE PLAQUES	572.00
EFT45441	17/04/2024	BP AUSTRALIA	FUEL SUPPLY TO DEPOT	9,579.44
EFT45442	17/04/2024	COUNTRY WATER SOLUTIONS	RETICULATION REPAIRS, PARTS AND LABOUR	3,749.09
EFT45443	17/04/2024	COASTMAC PTY LTD	10 X 5 HYDRAULIC TIPPER TRAILER	10,182.00
EFT45444	17/04/2024	EMMA COUANON	SPORTS PARTICIPATION	200.00
EFT45445	17/04/2024	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	438.15
EFT45446	17/04/2024	DEPARTMENT OF TRANSPORT	DISCLOSURE OF INFORMATION FEES	44.10
EFT45447	17/04/2024	ELGIN HALL COMMITTEE	POWER REIMBURSEMENT	252.63
EFT45448	17/04/2024	ELLIOTTS FILTRATION	IRON FILTRATION SERVICES	602.80
EFT45449	17/04/2024	GOLDEN WEST PLUMBING AND DRAINAGE	REPAIR OF LEAKING CISTERN AT CAPEL PAVILION PUBLIC TOILET AND CAPEL BFB HOT WATER SYSTEM	420.75
EFT45450	17/04/2024	AE HOSKINS BUILDING SERVICES	ENCLOSE BIN AREA AT DALYELLUP COMMUNITY CENTRE AND REPAIR BALUSTRADE AT WENTWORTH PARK	8,719.10
EFT45451	17/04/2024	MOORE AUSTRALIA (WA) PTY LTD	2024 FINANCIAL REPORTING WORKSHOP	5,280.00
EFT45452	17/04/2024	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION WALGA	PERFORMANCE REVIEW TRAINING	2,332.00
EFT45453	17/04/2024	MCDONALD FENCING	WORKS ON MINNINUP BEACH WALKWAY AND REMOVE AND REPAIR BOLLARDS AT WICKLOW BOULEVARDE	3,107.50
EFT45454	17/04/2024	GORDON MACMILE	MONTHLY INTERNET REIMBURSEMENT	100.00



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EFT45455	17/04/2024	BRIONEY MCLEAN	LIBRARY EVENT CATERING	52.00
EFT45456	17/04/2024	NETSIGHT CONSULTING PTY LTD	MYOSH SUBSCRIPTION	1,026.30
EFT45457	17/04/2024	PICTON TYRE CENTRE PTY LTD	LOADER SERVICE AND PARTS	380.00
EFT45458	17/04/2024	PRIME INDUSTRIAL PRODUCTS	PARTS FOR MIDDLE LAKE PARK	187.44
EFT45459	17/04/2024	REDFISH TECHNOLOGIES PTY LTD	IT LAMP AND PROJECTOR SCREEN INSTALLED	4,956.66
EFT45460	17/04/2024	SHARON ROGERS	SPORTS PARTICIPATION	200.00
EFT45461	17/04/2024	SPENCER SIGNS	CRIME PREVENTION SIGNS	201.75
EFT45462	17/04/2024	SOS OFFICE EQUIPMENT	PRINTING COSTS FOR PHOTOCOPIERS	1,236.69
EFT45463	17/04/2024	SYNERGY	ELECTRICITY	37,658.63
EFT45464	17/04/2024	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL CHECKS	947.10
EFT45465	17/04/2024	SLMC PROPERTY AUSTRALIA	DALYELLUP PUBLIC LIBRARY POWER	392.17
EFT45466	17/04/2024	SOUTH WEST SOILS AND LANDSCAPING SUPPLIES	LAWN TOP-DRESS FOR LUTHERAN COLLEGE	318.00
EFT45467	17/04/2024	ALYCE KATE SOUTHWOOD	CROSSOVER CONTRIBUTION	577.25
EFT45468	17/04/2024	D & K THOMAS ELECTRICAL	DALYELLUP SKATEPARK REPAIRS TO VANDALISED UBS OUTLET, REPAIRS TO POWER BOX AT GELORUP BFB, REPAIR ENTRY AND STAGE LIGHT AT BOYANUP HALL AND CALL OUT FOR CAPTIVATE CAPEL POWER CHECK	1,308.71
EFT45469	17/04/2024	TIMBER INSIGHT PTY LTD	BRIDGE INSPECTIONS AND TRAFFIC MANAGEMENT	6,109.58
EFT45470	17/04/2024	TYREPOWER CAPEL	FLEET VEHICLE SERVICE AND MOWER TYRE	572.50
EFT45471	17/04/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT	171.02
EFT45472	17/04/2024	VEOLIA ENVIRONMENTAL SERVICES	STREET SWEEPING AND DRAIN CLEANING	2,701.51
EFT45473	17/04/2024	WREN OIL	OIL WASTE DISPOSAL	16.50
EFT45474	17/04/2024	WEST OZ LINE MARKING	WORKS AT CLOVERDALE ROAD	3,171.30
EFT45475	17/04/2024	WESTSIDE TILT TRAY SERVICES	ABANDONED VEHICLE TOWING	165.00



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EFT45476	17/04/2024	WESTSIDE HEAVY DUTY MECHANICAL	BFB VEHICLE MAINTENANCE	162.25
EFT45477	18/04/2024	AMITY SIGNS	WTS SIGNS	1,439.90
EFT45478	18/04/2024	KIDSAFE	TRAINING	1,100.00
EFT45479	18/04/2024	G & A LOMBARDI PTY LTD	NEW TRAILER FOR EXCAVATOR & BOBCAT	54,334.50
EFT45480	18/04/2024	STANTEC AUSTRALIA PTY LTD	SIDRA MODELLING	5,390.00
EFT45481	19/04/2024	AMPAC DEBT RECOVERY	DEBT RECOVERY	385.00
EFT45482	19/04/2024	CHLOE BROWN	EVERY CLUB STRATEGIC WORKSHOP CATERING	321.22
EFT45483	19/04/2024	AUSTRALIAN TAXATION OFFICE	PAYG PAYRUN 181	72,285.00
EFT45484	19/04/2024	SMARTSALARY	PAYROLL DEDUCTIONS	894.07
EFT45485	19/04/2024	T & A SMITH	RATES REFUND	3,077.04
EFT45486	19/04/2024	FINRENT PTY LTD	LEASING COSTS FOR PRINTERS	1,552.09
EFT45487	22/04/2024	AMPOL	FLEET FUEL CARD EXPENSES	9,957.02
EFT45488	24/04/2024	ARBORGUY	PRUNING AND TRAFFIC MANAGEMENT	2,732.40
EFT45489	24/04/2024	BIG W	LIBRARIES' BOOK STOCK PURCHASES	953.00
EFT45490	24/04/2024	BELL FIRE EQUIPMENT COMPANY	BFB VEHICLE MAINTENANCE	497.20
EFT45491	24/04/2024	BUNNINGS BUILDING SUPPLIES PTY LTD	VARIOUS HARDWARE EXPENSES	314.29
EFT45492	24/04/2024	BUNBURY PLUMBING SERVICES	PUMP OUT GREASE TRAP BOYANUP HALL 3 MONTHLY	213.50
EFT45493	24/04/2024	BUSSELTON MOTORS PTY LTD	FLEET VEHICLE SERVICE	480.00
EFT45494	24/04/2024	BATTERY WORLD BUNBURY	BFB VEHICLE BATTERY REPLACEMENT	598.00
EFT45495	24/04/2024	BOYANUP GENERAL STORE & NEWSAGENCY	CATERING FOR LIBRARY GAMES NIGHT	33.00
EFT45496	24/04/2024	BUNBURY FARMERS MARKET	CITIZENSHIP CEREMONY CATERING	167.95
EFT45497	24/04/2024	WINC AUSTRALIA PTY LTD	SHIRE AND LIBRARY STATIONERY AND CUTLERY AND REFRESHMENTS FOR DEPOT	226.56



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EFT45498	24/04/2024	CAPEL CLEANING	END OF SEASON CLEAN FOR CAPEL SPORTS PAVILION AND DALYELLUP AND EAST DALYELLUP SPORTS PAVILIONS	1,887.60
EFT45499	24/04/2024	COLROYS COUNTRY KITCHEN	REFRESHMENTS FOR COUNCILLORS DURING BRIEFINGS	80.00
EFT45500	24/04/2024	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	DAP FEE	6,168.00
EFT45501	24/04/2024	DALYELLUP NEWS & LOTTERIES	NEWSPAPER PURCHASES DALYELLUP LIBRARY 2023/2024	59.60
EFT45502	24/04/2024	ELDERS RURAL SERVICES AUSTRALIA LIMITED	ROAD MAINTENANCE EXPENSES	324.50
EFT45503	24/04/2024	ERG ELECTRICS PTY LTD	STREET LIGHT MAINTENANCE, FITTINGS AND MACHINERY HIRE FOR REPAIR OF LIGHTING TOWER AT BOYANUP OVAL	12,710.50
EFT45504	24/04/2024	EARTH 2 OCEAN COMMUNICATIONS	REPAIR INTERCOM CABLING BFB VEHICLE	557.44
EFT45505	24/04/2024	BLUE TANG (WA) PTY LTD	IRONSTONE GULLY FALLS MASTERPLAN & MANAGEMENT OPTIONS STUDY	12,988.80
EFT45506	24/04/2024	FIT 2 WORK.COM.AU	EMPLOYEE POLICE CHECKS	202.95
EFT45507	24/04/2024	FAT BIRDIE	VOUCHER FOR RAFFLE AT YOUTH WEEK EVENT	50.00
EFT45508	24/04/2024	GEOGRAPHE FORD	FLEET VEHICLE SERVICE	330.00
EFT45509	24/04/2024	GOLDEN WEST PLUMBING AND DRAINAGE	PLUMBING AT PEPPERMINT GROVE BEACH TOILETS AND SHIRE ADMIN BUILDING	639.10
EFT45510	24/04/2024	HANSON CONSTRUCTION MATERIALS PTY LTD	BASALT STONE DELIVERED TO DEPOT	424.27
EFT45511	24/04/2024	HENDRICK DI & DM	RATES REFUND	529.05
EFT45512	24/04/2024	AE HOSKINS BUILDING SERVICES	CONSTRUCTION OF THE NEW CAPEL REGIONAL EQUESTRIAN PARK CLUBROOMS AND ABLUTIONS	236,416.76
EFT45513	24/04/2024	A INGRAM	LIBRARY BOOK STOCKS	194.17



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EFT45514	24/04/2024	INVESTING IN OUR YOUTH INC.	CATERING FOR DALYELLUP YOUTH COLLECTIVE	160.00
EFT45515	24/04/2024	INTERFIRE AGENCIES PTY LTD	FULL FACE RESPIRATORS AND FILTERS	259.55
EFT45516	24/04/2024	IRONSTONE ADVENTURE RIDING CLUB INC	MULTI YEAR SERVICE AGREEMENT - IRONSTONE ADVENTURE RIDING CLUB	5,000.00
EFT45517	24/04/2024	SOUTH WEST ISUZU	SERVICE AND LABOUR FOR TRAILER	836.52
EFT45518	24/04/2024	LESLEY JACKES	COMMUNITY AWARDS	777.31
EFT45519	24/04/2024	LANDGATE	LAND VALUATIONS	1,831.96
EFT45520	24/04/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF WORKSHOP	420.00
EFT45521	24/04/2024	MUIR'S MANJIMUP	FLEET VEHICLE SERVICE	721.41
EFT45522	24/04/2024	MCDONALD FENCING	REPAIR OF SEVERAL LOCATIONS OF DAMAGED FENCING	2,431.00
EFT45523	24/04/2024	MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES INCLUDING REPRESENTATION SAT APPEAL	22,571.70
EFT45524	24/04/2024	JO MCKEOWN	BUSHFIRE SERVICE MEDAL PRESENTATION EXPENSES	13.50
EFT45525	24/04/2024	OFFICEWORKS SUPERSTORES PTY LTD	STATIONERY FOR SHIRE, LIBRARIES AND BFB	657.55
EFT45526	24/04/2024	ONSITE RENTAL GROUP	MONTHLY RENTAL TOILET BLOCK, 4000L TANK AND STEPS PLUS WEEKLY PUMP OF TANK AT DALYELLUP SKATEPARK	1,323.45
EFT45527	24/04/2024	OPTUS BILLING SERVICES PTY LTD	SHIRE MONTHLY INTERNET	215.00
EFT45528	24/04/2024	OTIUM PLANNING GROUP	DALYELLUP DCP REVIEW	11,550.00
EFT45529	24/04/2024	OMNICOM MEDIA GROUP PTY LTD	PUBLIC NOTICES	323.97
EFT45530	24/04/2024	PICTON CIVIL PTY	ASBESTOS REMOVAL AT WASTE TRANSFER STATION AND ELLIOTT ROAD	6,105.00
EFT45531	24/04/2024	PRIME INDUSTRIAL PRODUCTS	DEPOT CONSUMABLES	2,042.13
EFT45532	24/04/2024	HARCHER PRESTIGE BUSSELTON	CLEANING AND TOILETRY PRODUCTS	1,315.90
EFT45533	24/04/2024	RACKMAN AUSTRALIA	BFB RACKING	788.38



AGENDA - Ordinary Council Meeting - 29 May 2024

EFT45534	24/04/2024	REPCO A DIVISION OF GPC ASIA PACIFIC PTY LTD	FLEET VEHICLE PARTS	236.58
EFT45535	24/04/2024	ROOF WEST ROOF RESTORATION	GRAFFITI REMOVAL DALYELLUP SKATEPARK	2,280.00
EFT45536	24/04/2024	RADROCK ADVENTURES	YOUTH WEEK EVENT	2,310.00
EFT45537	24/04/2024	SPENCER SIGNS	VARIOUS SIGNS AND PRINTS	415.80
EFT45538	24/04/2024	SOUTHERN LOCK & SECURITY	LOCK FOR THE CAPEL SPORTS PAVILION	195.00
EFT45539	24/04/2024	SAPIO Pty Ltd	INVESTIGATION AND FAMILIARISATION OF EXISTING SECURITY SYSTEMS	742.50
EFT45540	24/04/2024	SYNERGY	ELECTRICITY	253.61
EFT45541	24/04/2024	SDH PAINTING & DECORATING	PAINT TWO ROOMS IN THE SHIRE ADMIN BUILDING AND CAPEL PAVILION EXTERNAL TOILET REPAIR OF PAINT DAMAGE	715.00
EFT45542	24/04/2024	SOUTHERN CROSS AUSTERO	EVENT ADVERTISING	2,692.80
EFT45543	24/04/2024	SONIC HEALTHPLUS PTY LTD	PRE-EMPLOYMENT MEDICAL CHECKS	192.50
EFT45544	24/04/2024	SMARTSALARY	OUTSTANDING GST - MARCH	71.22
EFT45545	24/04/2024	SLMC PROPERTY AUSTRALIA	MONTHLY LEASE FEE - DALYELLUP PUBLIC LIBRARY	8,075.70
EFT45546	24/04/2024	STRATEGIC DIRECTIONS	ERP ADVISORY SERVICE	27,219.50
EFT45547	24/04/2024	Scott Price	STAT HEARING MEALS IN PERTH	100.61
EFT45548	24/04/2024	TOTALLY WORKWEAR	STAFF UNIFORM ALLOWANCE	173.00
EFT45549	24/04/2024	TRAFFIC FORCE	TRAFFIC MANAGEMENT FOR NORTON PROMENADE ROAD MAINTENANCE	2,386.56
EFT45550	24/04/2024	TENDERLINK	POSTING OF RFQ'S	1,082.40
EFT45551	24/04/2024	T-QUIP	LABOUR AND PARTS FOR WORK ON MOWERS	2,604.95
EFT45552	24/04/2024	TYREPOWER CAPEL	FLEET VEHICLE SERVICING AND TYRES	2,440.00
EFT45553	24/04/2024	UNITING GLOBAL	CLEANING OF SHIRE EXTERNAL PUBLIC TOILETS	13,854.59



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EFT45554	24/04/2024	IT VISION	ALTUS PAYROLL AWARD CHANGES	495.00
EFT45555	24/04/2024	VEOLIA ENVIRONMENTAL SERVICES	STREET SWEEPING AND DRAIN CLEANING	2,701.51
EFT45556	24/04/2024	THE PRINT SHOP	STATIONERY AND BUSINESS CARDS	2,043.80
EFT45557	24/04/2024	WESTSIDE HEAVY DUTY MECHANICAL	BFB VEHICLE MAINTENANCE	291.50
EFT45558	26/04/2024	PRECISION ADMINISTRATION SERVICES PTY LTD	APRIL 2024 SUPERANNUATION	91,257.27
EFT45559	30/04/2024	DE LAGE LANDEN PTY LIMITED	LEASE OF MOWER	2,515.08
50813	03/04/2024	WATER CORPORATION	WATER USAGE	930.67
50814	08/04/2024	SHIRE OF CAPEL	SHIRE EXPENSES	132.40
50815	08/04/2024	WATER CORPORATION	WATER USAGE	346.91
50816	10/04/2024	SHIRE OF CAPEL	MARCH 2024 BSL COMMISSION	219.75
50817	10/04/2024	WATER CORPORATION	WATER USAGE	98.48
50818	17/04/2024	SHIRE OF DARDANUP	ENTERPRISE TEST SYSTEM SOFTWARE CONTRIBUTION	481.00
50819	17/04/2024	WATER CORPORATION	WATER USAGE	3,184.90
50820	24/04/2024	WATER CORPORATION	WATER USAGE	8,005.34
				1,072,342.23

Payments made during the month of April 2024 are as follows:

07.04.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	\$241,700.83
21.04.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	\$257,447.59
21.04.2024	SHIRE OF CAPEL PAYROLL PAYMENTS	\$54.93
		\$499,203.35
04.04.2024	NAB TERM DEPOSIT REDEMPTION	-\$1,634,644.25
04.04.2024	MACQUARIE TERM DEPOSIT	\$1,634,644.25



AGENDA - Ordinary Council Meeting - 29 May 2024

18.04.2024	NAB TERM DEPOSIT REDEMPTION	-\$2,158,335.92
18.04.2024	NAB TERM DEPOSIT	\$2,158,335.92
18.04.2024	MACQUARIE TERM DEPOSIT REDEMPTION	-\$1,012,191.51
18.04.2024	MACQUARIE TERM DEPOSIT	\$1,024,383.02
		\$12,191.51

Summary

CERTIFICATE OF THE CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed 15 May 2024 have been checked and are fully supported by vouchers and invoices which are submitted herewith, and which have been duly certified as to the receipt of goods and services and as to prices, computations, and costings and the amounts shown are due for payment.

Voting Requirements

Simple Majority.

Officer's Recommendation – 15.1.

That in accordance with Regulation 13(11) of the *Local Government (Financial Management) Regulations 1996*, the list of payments made under delegated authority for the month of April 2024 be received by the Council and recorded in the minutes of the Council, the summary of which follows:

- 1 The Schedule of Accounts covering EFT45315 to EFT45449, CHQ50813 to CHQ50820 equated to \$1,072,342.23 during the month of April 2024.**
- 2 Payroll payments for the month of April 2024, equated to \$499,203.35.**
- 3 Transfers to and from investments as listed.**



Tax Invoice

Need help?

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 ampolcard@ampol.com.au

Call:
 1300 365 096
 Ampol Customer Service:
 8:30am - 6:00pm EST, Mon to Fri

☎ 000540 000
 SHIRE OF CAPEL
 SHIRE OF CAPEL
 PO BOX 369
 CAPEL WA 6271

Invoice date: 31/03/2024

You are set up for Direct Debit

Your account details	Direct Debit date	Total due inc GST
Invoice ref no: 0000187023 Account no: 0200560765	21/04/2024	\$9,957.02

Your AmpolCard invoice summary

01/03/2024 – 31/03/2024

Description	Product	Quantity	Amount \$ excl GST	GST amount	Total inc GST \$
FLEET	Adblue	16.94	30.78	3.08	33.86
	Diesel	1,297.53	2,295.04	229.50	2,524.54
	Unleaded	1,307.89	2,213.37	221.33	2,434.70
	Premium 95 A	268.69	488.92	48.89	537.81
	Premium 98 A	149.46	282.58	28.26	310.84
	Oils/Lubricants		47.27	4.73	52.00
	Premium Diesel A	2,115.18	3,693.86	369.41	4,063.27
Total for Fleet			9,051.82	905.20	9,957.02
Total			9,051.82	905.20	9,957.02

Breakdown of account summary

Invoice date: 31/03/2024

Account no: 0200560765

Invoice ref no: 0000187023

Details of fleet transactions processed from 01/03/2024 - 31/03/2024

Transaction Effective Date	Transaction Number	Customer Total	Customer Total GST
//		0.00	0.00
Total		0.00	0.00

Breakdown of fleet summary

Details of fleet transactions processed from 01/03/2024 - 31/03/2024 Invoice ref no: 0000187023 Account no: 0200560765 Invoice date: 31/03/2024

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
7071 3400 6934 1625 Rego 1CN5506 Crd Holder FIRE TRUCK-1CN5506												
Ampol Foodary Gelorup	09/03	23:55	E50985	0	Premium Diesel A	80.35	189.90	152.58	0.00	152.58	13.87	0.00
Capel S/Stn	19/03	13:26	E3459	17706	Diesel	39.47	195.90	77.32	0.00	77.32	7.03	0.00
					Card total	119.82		229.90	0.00	229.90	20.90	0.00
7071 3400 7972 1857 Rego 1EZY847 Crd Holder 1EZY847												
Capel S/Stn	10/03	07:57	E3209	6964	Diesel	31.75	195.90	62.20	0.00	62.20	5.65	0.00
Capel S/Stn	10/03	16:33	E3217	7002	Unleaded	7.89	188.40	14.86	0.00	14.86	1.35	0.00
Capel S/Stn	12/03	11:02	E3273	7102	Diesel	33.19	195.90	65.02	0.00	65.02	5.91	0.00
					Card total	72.83		142.08	0.00	142.08	12.91	0.00
7071 3400 9584 3487 Rego 1HJZ058 Crd Holder 1HJZ058												
Ampol Foodary Gelorup	02/03	14:17	E50035	94940	Premium Diesel A	61.58	189.90	116.94	0.00	116.94	10.63	0.00
Ampol Foodary Gelorup	30/03	07:35	E53266	97920	Premium Diesel A	47.72	189.90	90.62	0.00	90.62	8.24	0.00
Ampol Foodary Gelorup	06/03	11:11	E50499	95369	Premium Diesel A	53.16	189.90	100.95	0.00	100.95	9.18	0.00
Ampol Foodary Gelorup	08/03	11:52	E41221	95764	Premium Diesel A	43.10	189.90	81.85	0.00	81.85	7.44	0.00
Ampol Foodary Gelorup	11/03	09:36	E41293	96171	Premium Diesel A	50.29	189.90	95.50	0.00	95.50	8.68	0.00
Capel S/Stn	14/03	07:41	E3326	96613	Diesel	53.27	195.90	104.36	0.00	104.36	9.49	0.00
Ampol Foodary Gelorup	15/03	11:58	E51806	96781	Premium Diesel A	21.55	189.90	40.92	0.00	40.92	3.72	0.00
Capel S/Stn	21/03	11:59	E3522	97222	Diesel	55.02	195.90	107.78	0.00	107.78	9.80	0.00
Ampol Foodary Gelorup	26/03	13:36	E52801	79513	Premium Diesel A	36.43	189.90	69.18	0.00	69.18	6.29	0.00
					Card total	422.12		808.10	0.00	808.10	73.47	0.00
7071 3401 0175 1641 Rego 1HZC521 Crd Holder												
Ampol Foodary Gelorup	26/03	14:08	E52802	114	Oils/Lubricants			52.00	0.00	52.00	4.73	0.00
					Card total	0.00		52.00	0.00	52.00	4.73	0.00
7071 3400 8409 4852 Rego 40CP Crd Holder 40CP												
Ampol Foodary Gelorup	04/03	08:38	E50152	157982	Premium Diesel A	68.57	189.90	130.21	0.00	130.21	11.84	0.00
Ampol Foodary Gelorup	06/03	10:33	E50489	158599	Premium Diesel A	71.12	189.90	135.06	0.00	135.06	12.28	0.00

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Copel S/Stn	13/03	11:58	E3306	159243	Diesel	70.63	195.90	138.36	0.00	138.36	12.58	0.00
Copel S/Stn	17/03	07:17	E3397	159842	Diesel	69.68	195.90	136.50	0.00	136.50	12.41	0.00
Ampol Busselton S/Stn	21/03	07:04	E34515	160452	Premium Diesel A	67.66	194.90	131.87	0.00	131.87	11.99	0.00
7071 3400 6554 8777 Rego 41CP Crd Holder 41CP						347.66		672.00	0.00	672.00	61.10	0.00
Ampol Foodary Forrest Highway	01/03	16:12	E41884	18130	Premium 95 A	51.67	206.40	106.65	0.00	106.65	9.70	0.00
Ampol Foodary Bunbury	09/03	10:24	E34844	18866	Premium 98 A	51.79	206.40	106.89	0.00	106.89	9.72	0.00
Copel S/Stn	15/03	11:58	S3375	195861	Unleaded	30.11	188.40	56.73	0.00	56.73	5.16	0.00
Ampol Foodary Gelorup	21/03	16:14	E52663	20016	Premium 95 A	55.02	190.40	104.76	0.00	104.76	9.52	0.00
7071 3400 6206 3267 Rego 42CP Crd Holder 42CP						188.59		375.03	0.00	375.03	34.10	0.00
Copel S/Stn	05/03	11:01	E3097	78118	Unleaded	38.36	188.40	72.27	0.00	72.27	6.57	0.00
Ampol Foodary Forrest Highway	08/03	12:51	E42335	78431	Unleaded	22.10	191.71	42.37	0.00	42.37	3.85	0.00
Ampol Foodary Forrest Highway	10/03	09:45	E1549	78728	Unleaded	21.81	180.40	39.35	0.00	39.35	3.58	0.00
Ampol Foodary Gelorup	13/03	10:35	E51490	79158	Unleaded	29.46	175.40	51.67	0.00	51.67	4.70	0.00
Ampol Foodary Gelorup	18/03	17:25	E52180	79662	Unleaded	38.33	175.40	67.23	0.00	67.23	6.11	0.00
Ampol Foodary Gelorup	26/03	09:57	E52767	80174	Unleaded	38.56	175.40	67.63	0.00	67.63	6.15	0.00
Ampol Foodary Forrest Highway	27/03	13:04	E43700	80421	Unleaded	15.82	196.78	31.13	0.00	31.13	2.83	0.00
7071 3400 9150 4075 Rego 47CP Crd Holder 47CP						204.44		371.65	0.00	371.65	33.79	0.00
Ampol Busselton S/Stn	01/03	08:57	E33127	55368	Premium Diesel A	72.09	198.90	143.39	0.00	143.39	13.04	0.00
Ampol Busselton S/Stn	09/03	13:50	E29899	55829	Premium Diesel A	55.03	194.90	107.25	0.00	107.25	9.75	0.00
Ampol Busselton S/Stn	16/03	10:19	E34182	56499	Premium Diesel A	73.53	194.90	143.31	0.00	143.31	13.03	0.00
Copel S/Stn	25/03	14:08	E3616	57230	Diesel	73.17	195.90	143.34	0.00	143.34	13.03	0.00
7071 3400 8239 2019 Rego 60CP Crd Holder 60CP						273.82		537.29	0.00	537.29	48.85	0.00
Ampol Foodary Gelorup	02/03	07:27	E49987	143529	Premium Diesel A	59.53	189.90	113.05	0.00	113.05	10.28	0.00
Ampol Foodary Gelorup	06/03	17:12	E50558	0	Premium Diesel A	60.55	189.90	114.98	0.00	114.98	10.45	0.00
Copel S/Stn	12/03	16:17	E3279	144589	Diesel	62.62	195.90	122.67	0.00	122.67	11.15	0.00

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Ampol Foodary Gellorup	20/03	07:33	E41581	145261	Premium Diesel A	68.33	189.90	129.76	0.00	129.76	11.80	0.00
Capel S/Stn	23/03	10:12	E3571	145843	Diesel	59.85	195.90	117.25	0.00	117.25	10.66	0.00
Ampol Foodary Gellorup	27/03	08:15	E52899	146574	Premium Diesel A	73.97	189.90	140.47	0.00	140.47	12.77	0.00
Capel S/Stn	30/03	08:06	E3735	147260	Diesel	71.59	195.90	140.24	0.00	140.24	12.75	0.00
7071 3400 5292 6390 Rego 70CP Crd Holder 70CP						Card total	456.44	878.42	0.00	878.42	79.86	0.00
Ampol Busselton S/Stn	01/03	08:01	E29481	12179	Unleaded	41.98	189.40	79.51	0.00	79.51	7.23	0.00
Ampol Busselton S/Stn	08/03	07:49	E33619	12857	Unleaded	45.92	189.40	86.97	0.00	86.97	7.91	0.00
Ampol Foodary Forrest Highway	13/03	18:17	E1832	13414	Unleaded	39.74	190.23	75.60	0.00	75.60	6.87	0.00
Ampol Busselton S/Stn	19/03	07:51	E30360	13866	Unleaded	33.48	189.40	63.41	0.00	63.41	5.76	0.00
Ampol Busselton S/Stn	22/03	07:51	E34629	14229	Unleaded	32.76	189.40	62.05	0.00	62.05	5.64	0.00
Ampol Foodary Subiaco	27/03	11:32	E6227	14703	Unleaded	34.41	197.21	67.86	0.00	67.86	6.17	0.00
7071 3400 5292 6408 Rego 80CP Crd Holder 80CP						Card total	228.29	435.40	0.00	435.40	39.58	0.00
Eg Ampol 94227 South Lake	01/03	11:51	E169393	176500	Premium Diesel A	78.24	194.90	152.49	0.00	152.49	13.86	0.00
Ampol Busselton S/Stn	05/03	15:57	E29717	177250	Premium Diesel A	72.05	198.90	143.31	0.00	143.31	13.03	0.00
Ampol Busselton S/Stn	12/03	15:36	S33921	178000	Premium Diesel A	73.67	194.90	143.58	0.00	143.58	13.05	0.00
Capel S/Stn	17/03	10:14	E3399	178600	Diesel	66.87	195.90	131.00	0.00	131.00	11.91	0.00
Ampol Foodary Gellorup	22/03	13:46	E41724	0	Premium Diesel A	73.20	189.90	139.01	0.00	139.01	12.64	0.00
Capel S/Stn	26/03	14:05	S3637	180100	Diesel	73.58	195.90	144.14	0.00	144.14	13.10	0.00
Ampol Foodary Forrest Highway	30/03	10:20	E27048	0	Premium Diesel A	63.97	195.75	125.22	0.00	125.22	11.38	0.00
7071 3400 9675 0129 Rego CPO Crd Holder CPO						Card total	501.58	978.75	0.00	978.75	88.97	0.00
Ampol Foodary Gellorup	29/02	19:20	E49851	12850	Adblue	16.94	199.90	33.86	0.00	33.86	3.08	0.00
Ampol Foodary Gellorup	29/02	19:20	E49851	12850	Premium Diesel A	66.81	189.90	126.87	0.00	126.87	11.53	0.00
Ampol Foodary Forrest Highway	04/03	21:52	E42064	13500	Premium Diesel A	60.69	197.51	119.87	0.00	119.87	10.90	0.00
Capel S/Stn	15/03	07:38	E3357	14295	Diesel	63.39	195.90	124.18	0.00	124.18	11.29	0.00
Ampol Foodary Bunbury	30/03	12:01	E37174	15100	Premium Diesel A	71.08	186.90	132.85	0.00	132.85	12.08	0.00
7071 3400 9675 0129 Rego CPO Crd Holder CPO						Card total	278.91	537.63	0.00	537.63	48.88	0.00

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
7071 3400 9646 7930 Rego CP10435 Crd Holder CP10435												
Ampol Foodary Gelorup	10/03	14:53	E51052	0	Premium Diesel A	58.69	189.90	111.45	0.00	111.45	10.13	0.00
Ampol Foodary Gelorup	12/03	17:31	E51404	0	Premium Diesel A	33.30	189.90	63.24	0.00	63.24	5.75	0.00
Ampol Foodary Gelorup	22/03	16:26	E41742	0	Premium Diesel A	42.44	189.90	80.59	0.00	80.59	7.33	0.00
					Card total	134.43		255.28	0.00	255.28	23.21	0.00
7071 3400 9675 0137 Rego CP10438 Crd Holder CP10438												
Ampol Foodary Bunbury	02/03	08:05	E34154	12882	Unleaded	43.41	184.40	80.05	0.00	80.05	7.28	0.00
Ampol Foodary Gelorup	14/03	17:18	E51709	13504	Unleaded	47.25	175.40	82.88	0.00	82.88	7.53	0.00
Ampol Busselton S/Stn	26/03	07:48	E30750	14129	Unleaded	49.57	189.40	93.89	0.00	93.89	8.54	0.00
					Card total	140.23		256.82	0.00	256.82	23.35	0.00
7071 3400 9872 9295 Rego CP10525 Crd Holder CP10525												
Ampol Busselton S/Stn	07/03	19:00	E33601	41865	Premium Diesel A	50.31	198.90	100.07	0.00	100.07	9.10	0.00
Ampol Busselton S/Stn	14/03	17:10	E34065	42552	Premium Diesel A	44.70	194.90	87.12	0.00	87.12	7.92	0.00
					Card total	95.01		187.19	0.00	187.19	17.02	0.00
7071 3400 9913 1038 Rego CP10526 Crd Holder CP10526												
Capel S/Stn	12/03	11:36	E3274	26145	Diesel	62.72	195.90	122.87	0.00	122.87	11.17	0.00
Capel S/Stn	25/03	16:25	E3620	27002	Diesel	73.03	195.90	143.07	0.00	143.07	13.01	0.00
					Card total	135.75		265.94	0.00	265.94	24.18	0.00
7071 3400 9990 9532 Rego CP10527 Crd Holder CP10527												
Ampol Foodary Gelorup	29/02	19:15	E49850	22226	Unleaded	43.10	175.40	75.60	0.00	75.60	6.87	0.00
Ampol Foodary Gelorup	06/03	09:39	E50476	27193	Unleaded	39.69	175.40	69.62	0.00	69.62	6.33	0.00
Ampol Foodary Gelorup	13/03	10:17	E41356	27773	Unleaded	46.28	175.40	81.18	0.00	81.18	7.38	0.00
Ampol Busselton S/Stn	22/03	07:40	S34627	28141	Unleaded	28.79	189.40	54.53	0.00	54.53	4.96	0.00
Ampol Busselton S/Stn	27/03	07:36	E59	28746	Unleaded	47.06	189.40	89.13	0.00	89.13	8.10	0.00
					Card total	204.92		370.06	0.00	370.06	33.64	0.00
7071 3400 8176 1255 Rego CP167 Crd Holder CP167												
Ampol Busselton S/Stn	16/03	11:14	E34191	58252	Premium Diesel A	63.49	194.90	123.74	0.00	123.74	11.25	0.00
					Card total	63.49		123.74	0.00	123.74	11.25	0.00

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
7071 3400 6934 1666 Rego CP5311 Crd Holder FIRE TRUCK-CP5311												
Copel S/Stn	10/03	08:01	E3210	5745	Diesel	104.24	195.90	204.21	0.00	204.21	18.56	0.00
Copel S/Stn	27/03	13:04	E3680	5917	Diesel	41.11	195.90	80.53	0.00	80.53	7.32	0.00
					Card total	145.35		284.74	0.00	284.74	25.88	0.00
7071 3400 7134 1597 Rego CP747 Crd Holder CP747												
Copel S/Stn	06/03	13:34	E3130	0	Unleaded	60.44	188.40	113.87	0.00	113.87	10.35	0.00
Ampol Foodary Bunbury	16/03	16:04	E35692	0	Unleaded	61.68	183.40	113.12	0.00	113.12	10.28	0.00
Ampol Foodary Forrest Highway	30/03	15:58	E2029	0	Premium 95 A	59.06	196.40	115.99	0.00	115.99	10.54	0.00
					Card total	181.18		342.98	0.00	342.98	31.17	0.00
7071 3400 5292 6424 Rego CP81 Crd Holder CP81												
Ampol Busselton S/Stn	03/03	07:24	E33251	76509	Premium 98 A	26.41	212.40	56.09	0.00	56.09	5.10	0.00
Eg Ampol 99234 Banksia Grove	04/03	10:05	E113401	76777	Premium 98 A	23.31	197.40	46.01	0.00	46.01	4.18	0.00
Ampol Busselton S/Stn	09/03	06:46	E33703	77354	Premium 98 A	47.95	212.40	101.85	0.00	101.85	9.26	0.00
Ampol Busselton S/Stn	14/03	17:14	E34066	77931	Premium 95 A	52.19	204.40	106.68	0.00	106.68	9.70	0.00
Ampol Busselton S/Stn	23/03	11:23	E34697	78520	Premium 95 A	50.75	204.40	103.73	0.00	103.73	9.43	0.00
					Card total	200.61		414.36	0.00	414.36	37.67	0.00
7071 3400 9032 1711 Rego CP9370 Crd Holder CP9370												
Independent Caribunup River S/	02/03	12:23	E7850	155754	Unleaded	40.52	190.40	77.15	0.00	77.15	7.01	0.00
Copel S/Stn	07/03	14:06	E3154	156366	Unleaded	50.72	188.40	95.56	0.00	95.56	8.69	0.00
Independent Caribunup River S/	11/03	07:25	E7953	156942	Unleaded	50.74	190.40	96.61	0.00	96.61	8.78	0.00
Ampol Busselton S/Stn	14/03	16:53	E34063	157531	Unleaded	48.38	189.40	91.63	0.00	91.63	8.33	0.00
Independent Caribunup River S/	19/03	17:07	E8068	157182	Unleaded	48.70	190.40	92.72	0.00	92.72	8.43	0.00
Copel S/Stn	22/03	14:48	E3555	158629	Unleaded	41.47	188.40	78.13	0.00	78.13	7.10	0.00
Independent Caribunup River S/	26/03	07:59	E8146	159229	Unleaded	49.52	185.40	91.81	0.00	91.81	8.35	0.00
Ampol Foodary Forrest Highway	28/03	18:09	E43824	159704	Unleaded	39.84	197.23	78.58	0.00	78.58	7.14	0.00
					Card total	369.89		702.19	0.00	702.19	63.83	0.00
7071 3400 8939 6617 Rego GLP 000 Crd Holder FIRE TRUCK-CP611												
Ampol Foodary Gelorup	02/03	02:16	E3585	0	Premium Diesel A	72.94	189.90	138.51	0.00	138.51	12.59	0.00
Ampol Foodary Gelorup	04/03	00:08	E3590	0	Premium Diesel A	28.36	189.90	53.86	0.00	53.86	4.90	0.00

Card details Location	Date	Time	Trans no	Odo reading	Product	Quantity	Unit \$ inc GST	Amount \$ inc GST	Trn fee inc GST	Total \$ inc GST	GST on supply	GST on trn fee
Ampol Foodary Gelorup	10/03	18:48	E51084	24789	Diesel	69.60	186.90	130.08	0.00	130.08	11.83	0.00
Ampol Foodary Gelorup	20/03	15:33	E52484	0	Diesel	57.17	186.90	106.85	0.00	106.85	9.71	0.00
Ampol Foodary Gelorup	24/03	20:01	E3462	0	Diesel	65.58	186.90	122.57	0.00	122.57	11.14	0.00
Ampol Foodary Gelorup	29/03	16:35	E53243	0	Premium Diesel A	96.68	189.90	183.60	0.00	183.60	16.69	0.00
					Card total	390.33		735.47	0.00	735.47	66.86	0.00



15.2. Financial reports 31 March 2024

Author	Accountant, Jonathan Kosareff
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Legislative
Attachments	1. 2024-03-31 Monthly Financial Report V 1 [15.2.1 - 26 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Provide the Financial Report for the month ended 31 March 2024.

Officer's Recommendation

That Council receives the Financial Report for the month ending on 31 March 2024.

Background

Local Government (Financial Management) Regulations 1996 section 34(4)(a) require a statement of financial activity to be presented at an ordinary meeting of the council within 2 months after the end of the relevant month.

Previous Council Decisions

The Financial Report for the month ended 29 February 2024 (24 April 2024 Ordinary Council Meeting).

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance, and decision-making:

4.1 Effective and compliant governance.

4.2 Informed and transparent decision making.

Direction 6 - Effective communication, engagement, and relationship development:

6.1 Greater trust and the development of positive relationships within the Shire and with the community.

Corporate Business Plan 2023-2027

FIN 9 - **Annual and Monthly Financial Reporting** - Statutory reporting of income and expenditures to the Council and regulatory authorities.



Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government (Financial Management) Regulations 1996 r34.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Budget Management - Capital Acquisitions and Works.
- Financial Reports.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Medium	Unlikely	Moderate	Report financials monthly.
Risk Description: Monetary loss that may or may not be managed within existing budget or may not impact a program or service.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long term financial implications relevant to this proposal.



Officer's Comment

The Financial Report for the month ended 31 March 2024 has been completed. The report includes the statements and disclosures required by the *Local Government (Financial Management) Regulations 1996*. The report contains the following:

1. Statement of Financial Activity.
2. Statement of Financial Position.
3. Basis of Preparation Note.
4. Statement of Financial Activity Information Note.
5. Explanation of Material Variances Note.

The Statement of Financial Activity compares the year-to-date actual figures with the year-to-date budget estimates. Explanations for variances greater than, or less than, 10% are provided in the Explanation of Material Variances note.

The Statement of Financial Activity is segmented based on Operating Activities, Investing Activities and Financing Activities. Any amounts which have been excluded from the calculation of budgeted deficiency are disclosed in the Statement of Financial Activity Information note.

In addition to the required disclosures above, the report contains supplementary information which is not required by legislation. The supplementary information is provided as an aid to further understand the above statements, and to analyse financial trends in more detail.

The supplementary information contains the following:

1. Key Information.
2. Key Information – Graphical.
3. Cash and Financial Assets.
4. Reserve Accounts.
5. Capital Acquisitions.
6. Disposal of Assets.
7. Receivables.
8. Other Current Assets.
9. Payables.
10. Rate Revenue.
11. Borrowings.
12. Lease Liabilities.
13. Grants and Contributions.
14. Capital Grants and Contributions.
15. Trust Fund.

March 2024 Financial Analysis Summary

The issuing of rates for 2023/24 was completed in the August 2023 month. The first rates instalment and due date for a single full payment occurred on 15 September 2023. The second rates instalment due date occurred on 15 November 2023, with the third instalment due date occurring on 15 February 2024. The final and fourth instalment due date was 15 April 2024.

At the end of March 2024, the Shire's surplus was \$9,803,771 which was 151% higher than the year-to-date budget estimate of \$3,912,380.

This was largely due to payments for capital acquisitions, which totalled \$3,665,627 at the end of March 2024, being 61% below the year-to-date budget estimate of \$9,497,775.



AGENDA - Ordinary Council Meeting - 29 May 2024

A review of Note 5 of the Financial Report identified the following significant variances in capital acquisitions compared to budget, with explanations provided below:

Infrastructure - Roads		
Job No.	Description	Status
RC107	Barlee Road Capel	Purchase orders raised
RC094	Salter Road Boyanup	Deferred to 24/25
RC493	Murtin Road Dalyellup	Deferred to 24/25
RC104	Weld Road Capel	Purchase orders raised
RC137	Forrest Road Capel	Deferred to 24/25
RC000	Non-Cash Infrastructure	Infrastructure built by subdivision developers to be handed over to the Shire
RC096	Gray Road Boyanup	Deferred to 24/25
RC127	Lakes Road Stratham	Deferred to 24/25
RC023	Cain Road The Plains	Deferred to 24/25
R2R042	Austin Road Capel	Purchase orders raised
R2R012	Queelup Road North Boyanup	Deferred to 24/25
R2R008	Mallokup Road Capel	Possible carryover to 24/25
RRG003	Gavins Road Capel	Purchase orders raised
RRG294	Boyanup Road West Boyanup	Deferred to 24/25
RRG104	Weld Road and Payne Street - Offset Planting	Purchase orders raised
RRG294E	Boyanup Road West Boyanup Offset Planting	Work commenced

Infrastructure - Carparks		
Job No.	Description	Status
OC12411	Capel Infant Health Centre Carpark	Deferred to 24/25
OC12438	Access Road Capel Hard Courts off Spurr Street	Deferred to 24/25
OC12408	Access Road Capel Hard Courts off Berkshire Street	Deferred to 24/25
OC12436	Rich Road Carpark	Work commenced
OC12413	Capel Cemetery Carpark	Seeking clarification with Cemetery group
OC12428	Hardey Road Carpark	Currently being priced for

Infrastructure - Drainage		
Job No.	Description	Status
DC065	Skippings Road Boyanup	RFQ in progress
DC003	Gavins Road Elgin	Deferred to 24/25
DC020	Goodwood Road Capel	Possible carryover to 24/25
DC466	Waddington Loop Drainage Reserve Capel	Possible carryover to 24/25
DC116	Capel Oval Reserve	Deferred to 24/25
DC000	Gelorup Flood Modelling Report	RFT document being developed
DC000	Capel Oval Reserve	Deferred to 24/25
DC000	Non-Cash Infrastructure	Infrastructure built by subdivision developers to be handed over to the Shire



AGENDA - Ordinary Council Meeting - 29 May 2024

Infrastructure - Dual Use Paths		
Job No.	Description	Status
FC073	South Western Highway Meadowbrook	Deferred to 24/25
FC013	South Western Hwy - Turner St to Bridge St Boyanup	Work commenced
FC020	South Western Hwy - Turner St to Bridge St Boyanup	Completed works for new path, acquittal and final invoicing being concluded.
FC003	Trigwell Road - Bridge Street to South Western Highway Boyanup	Under investigation
FC330	Norton Promenade - Dalyellup Beach Carpark South Dalyellup	Possible carryover to 24/25
FC212	Spurr Street - Tucker Street to Berkshire Street Capel	To be put out design consultancy
FC167	Sleaford Park Gelorup	Deferred to 24/25
FC000	Non-Cash Infrastructure - Paths	Infrastructure built by subdivision developers to be handed over to the Shire

Infrastructure - Parks, Ovals and Other		
Job No.	Description	Status
PC11366	Replacement Fountain/Rehydration Station - Central Lakes Park	On track. Higher forecast due to insufficient budget project funds
PC11322	Boyanup Memorial Park AFL Ground - LED floodlighting	Work commenced
OC11377	Shade Sails Sleaford Park Gelorup	Purchase orders raised
OC11343	Playground Shading Program - Lewana POS Dalyellup	Purchase orders raised
OC11354	Playground Shading Program - Naroon POS Dalyellup	Purchase orders raised
OC11338	Playground Shading Program - Daablone Vista POS Dalyellup	Purchase orders raised
PC11357	Playground Shading Program - North Lake POS Dalyellup	Purchase orders raised
OC11355	Ferndale Park Dalyellup - Lighting	RFQ in progress
OC11368	Playground Replacement Program- Wentworth POS Dalyellup	Currently out for design
OC11371	Age Friendly Community Plan - Bus Shelter (Dalyellup Baptist College)	Work commenced
PC11377	Sleaford Park Gelorup Redevelopment	Purchase orders raised
OC11389	Central irrigation control upgrades and improvements	Work commenced
OC11389	Irrigation probe, upgrade, and repairs - Dalyellup Roundabout Lake	Work progressed subsequent to 31 March
OC11389	Dalyellup Integrated Lake Water Management Strategy (Stage 1)	Work progressed subsequent to 31 March
OC11307	Trails Master Plan-Ironstone Gully Falls Trail	Purchase orders raised
OC113419	Beach access Staircase (Northern) Norton Promenade Dalyellup	Investigation underway
OC113432	Beach access Staircase (Southern) Norton Promenade Dalyellup	Works awarded 13/09/2023
OC113402	Forrest Beach Staircase-remediation works	Purchase orders raised
PC000	Water fountain implementation campaign	Deferred to 24/25
PC000	Whole of Shire POS - Parks Signage, Entry Statements	To be moved to maintenance
PC000	Subdivision Parks & Gardens Infrastructure	Infrastructure built by subdivision developers to be handed over to the Shire

Land and Buildings



AGENDA - Ordinary Council Meeting - 29 May 2024

Job No.	Description	Status
BC11120	Dalyellup Community Centre - replace roof section	Work commenced
BC11121	Dalyellup Multipurpose Community and Youth Centre	Management plan undergoing
BC113106	Dalyellup Sports Pavilion - Sewer connection	RFT due to be developed with anticipated delivery March -Jun 2024
BC113106	Dalyellup Sports Pavilion - Render repairs	Due for completion Jan- April 2024
BC113110	Boyanup Lions Toilet - tiling	Works awarded to AE Hoskins 05/01/2024
BC113116	Dalyellup Beach Toilets - tiling floors and walls	Purchase orders raised
BC113116	Dalyellup Beach Toilets - rainwater tank	Purchase orders raised
BC113119	Gelorup Skatepark Toilet - tiling	Purchase orders raised
BC113123	Capel Regional Equestrian Park (CREP) Clubhouse	Work has progressed subsequent to 31 March
BC14201	Cyclic Plant Replacement Program	Investigation underway

Historically, capital expenditure has been higher in the second half of the year, and the 2023/24 forecasted year-end surplus, based on the mid-year budget review, is \$649,595 compared to the budgeted position of \$0.00. This is mainly due to forecast underspends in capital works and salaries.

The current projected surplus is intended to be used for future capital works design and construction and reallocated in the 2024/25 Draft Annual Budget to fund the 2024/25 Program of Works Schedules and other future capital priorities.

Furthermore, through the drafting of the 2024/25 Annual Budget, there will be an emphasis on responsible financial planning for:

- Investment in financial reserves.
- Continued development and valuation of the Shire's entire asset portfolio.
- Reallocation of funds to secure 2024/25 and beyond capital priorities.

The Shire's forecasts for revenue and expenditure balances will be adjusted for changes and reported as part of the monthly financial reporting as we continue through the remainder of the financial year.

The continued adjustments to forecasts across all accounts will reflect changes in operations and will be used as a benchmark to support the 2024/25 Draft Annual Budget process.

Summary

The Financial Report for the month ended 31 March 2024 includes the statements and disclosures required by the *Local Government (Financial Management) Regulations 1996*, with additional supplementary disclosures, for the purpose of monitoring the Shire's financial position and progress toward achieving the budget estimates set at the start of the 2023/24 financial year.

Variation to the year-end projected balance was reported to Council through the mid-year budget review in March 2024. The forecasted year-end 2023/24 surplus is \$649,595. This is greater than the budgeted surplus of \$0.00 and is mainly derived from forecast underspends in capital works and salaries.

The current end of year forecasts surplus of \$649,595 will be re-allocated to fund carry forward capital projects in FY2024/25.



Variations to the year-end projected balance will be presented through subsequent monthly analysis reporting to the Council.

Voting Requirements

Simple Majority.

Officer's Recommendation – 15.2.

That Council receives the Financial Report for the month ending on 31 March 2024.

SHIRE OF CAPEL
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 March 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF CAPEL
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
Rates	10	15,979,760	15,979,760	15,974,560	(0.03%)	
Grants, subsidies and contributions	13	1,181,185	817,596	905,577	10.76%	▲
Fees and charges		4,372,296	4,189,006	4,074,248	(2.74%)	
Interest revenue		702,812	549,705	545,264	(0.81%)	
Other revenue		306,670	223,150	90,759	(59.33%)	▼
Profit on asset disposals	6	77,907	58,428	22,939	(60.74%)	▼
Fair value adjustments to financial assets at fair value through profit or loss		0	0	1,261	0.00%	
		22,620,630	21,817,645	21,614,608	(0.93%)	
Expenditure from operating activities						
Employee costs		(11,717,885)	(8,660,884)	(7,617,957)	12.04%	▲
Materials and contracts		(10,875,634)	(8,092,574)	(5,682,045)	29.79%	▲
Utility charges		(708,180)	(525,572)	(439,031)	16.47%	▲
Depreciation		(5,036,184)	(3,777,093)	(4,651,769)	(23.16%)	▼
Finance costs		(209,831)	(152,997)	(94,103)	38.49%	▲
Insurance		(305,211)	(305,190)	(280,548)	8.07%	
Other expenditure		(521,893)	(404,405)	(355,541)	12.08%	▲
Loss on asset disposals	6	(212,820)	(159,606)	(4,273)	97.32%	▲
		(29,587,638)	(22,078,321)	(19,125,267)	13.38%	
Non-cash amounts excluded from operating activities	Note 2(b)	5,171,097	3,878,271	5,020,336	29.45%	▲
Amount attributable to operating activities		(1,795,911)	3,617,595	7,509,677	107.59%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	14	5,534,997	4,151,248	762,169	(81.64%)	▼
Proceeds from disposal of assets	6	508,267	129,090	129,090	0.00%	
		6,043,264	4,280,338	891,259	(79.18%)	
Outflows from investing activities						
Payments for property, plant and equipment	5	(5,844,698)	(4,383,524)	(2,225,182)	49.24%	▲
Payments for construction of infrastructure	5	(6,819,002)	(5,114,252)	(1,440,446)	71.83%	▲
		(12,663,700)	(9,497,775)	(3,665,627)	61.41%	
Amount attributable to investing activities		(6,620,436)	(5,217,437)	(2,774,368)	46.83%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new debentures	11	1,223,930	0	0	0.00%	
Transfer from reserves	4	5,287,662	1,232,198	1,232,198	0.00%	
		6,511,592	1,232,198	1,232,198	0.00%	
Outflows from financing activities						
Repayment of borrowings	11	(411,109)	(206,187)	(206,187)	0.00%	
Payments for principal portion of lease liabilities	12	(94,050)	(73,934)	(73,934)	0.00%	
Transfer to reserves	4	(2,150,231)	0	(294,773)	0.00%	
		(2,655,390)	(280,121)	(574,894)	(105.23%)	
Amount attributable to financing activities		3,856,202	952,077	657,304	(30.96%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year		4,560,145	4,560,145	4,411,158	(3.27%)	
Amount attributable to operating activities		(1,795,911)	3,617,595	7,509,677	107.59%	▲
Amount attributable to investing activities		(6,620,436)	(5,217,437)	(2,774,368)	46.83%	▲
Amount attributable to financing activities		3,856,202	952,077	657,304	(30.96%)	▼
Surplus or deficit after imposition of general rates		0	3,912,380	9,803,771	150.58%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF CAPEL
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MARCH 2024**

	Supplementary Information	30 June 2023 \$	31 March 2024 \$
CURRENT ASSETS			
Cash and cash equivalents	3	23,377,889	23,884,986
Trade and other receivables		1,050,351	3,245,789
Inventories	8	23,729	23,609
Other assets	8	145,644	126,461
TOTAL CURRENT ASSETS		24,597,613	27,280,845
NON-CURRENT ASSETS			
Trade and other receivables		20,211	20,211
Other financial assets		86,117	87,378
Inventories		268,611	0
Property, plant and equipment		31,873,260	33,039,560
Infrastructure		200,382,141	198,204,777
Right-of-use assets		201,463	177,425
TOTAL NON-CURRENT ASSETS		232,831,803	231,529,351
TOTAL ASSETS		257,429,416	258,810,196
CURRENT LIABILITIES			
Trade and other payables	9	4,511,615	2,623,416
Other liabilities		441,990	523,560
Lease liabilities	12	94,362	119,212
Borrowings	11	302,151	312,004
Employee related provisions		1,256,484	1,292,600
TOTAL CURRENT LIABILITIES		6,606,602	4,870,792
NON-CURRENT LIABILITIES			
Other liabilities		2,318,988	2,433,696
Lease liabilities	12	131,138	92,376
Borrowings	11	3,787,116	3,571,076
Employee related provisions		168,160	173,335
TOTAL NON-CURRENT LIABILITIES		6,405,402	6,270,483
TOTAL LIABILITIES		13,012,004	11,141,275
NET ASSETS		244,417,412	247,668,921
EQUITY			
Retained surplus		97,644,371	101,833,306
Reserve accounts	4	13,974,650	13,037,225
Revaluation surplus		132,798,391	132,798,390
TOTAL EQUITY		244,417,412	247,668,921

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF CAPEL
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 March 2024

**SHIRE OF CAPEL
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 March 2024
(a) Net current assets used in the Statement of Financial Activity				
Current assets		\$	\$	\$
Cash and cash equivalents	3	22,112,062	23,377,889	23,884,986
Trade and other receivables		1,058,068	1,050,351	3,245,789
Inventories	8	23,731	23,729	23,609
Contract assets	8	1,000	0	0
Other assets	8	103,321	145,644	126,461
		23,298,182	24,597,613	27,280,845
Less: current liabilities				
Trade and other payables	9	(3,246,897)	(4,511,615)	(2,623,416)
Other liabilities		(519,285)	(441,990)	(523,560)
Lease liabilities	12	(94,362)	(94,362)	(119,212)
Borrowings	11	(302,151)	(302,151)	(312,004)
Employee related provisions		(1,274,573)	(1,256,484)	(1,292,600)
		(5,437,268)	(6,606,602)	(4,870,792)
Net current assets		17,860,914	17,991,011	22,410,053
Less: Total adjustments to net current assets	Note 2(c)	(13,300,769)	(13,579,853)	(12,606,282)
Closing funding surplus / (deficit)		4,560,145	4,411,158	9,803,771

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash amounts excluded from operating activities			
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(77,907)	(58,428)
Less: Fair value adjustments to financial assets at amortised cost		0	0
Add: Loss on asset disposals	6	212,820	159,606
Add: Depreciation		5,036,184	3,777,093
Movement in contract liabilities (non-current)		0	0
Non-cash movements in non-current assets and liabilities:			
- Inventory (land held for resale)		0	0
- Employee provisions		0	0
Total non-cash amounts excluded from operating activities		5,171,097	3,878,271

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 March 2024
Adjustments to net current assets			
	\$	\$	\$
Less: Reserve accounts	4	(13,697,282)	(13,974,650)
Less: Current assets not expected to be received at end of year:			
- Other liabilities		0	(1,716)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	302,151	302,151
- Current portion of lease liabilities	12	94,362	94,362
Total adjustments to net current assets	Note 2(a)	(13,300,769)	(13,579,853)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF CAPEL
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2023-24 year is +/- 10.00%.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	87,981	10.76%	▲
FAG Grants received were greater than budgeted.		Permanent	
Main Roads Direct Operating Grant received was greater than budgeted.		Permanent	
Other grants have been received earlier or later than YTD budget.		Timing	
Other revenue	(132,391)	(59.33%)	▼
Gelorup BFB loan interest will not be received as budgeted.		Permanent	
Profit on asset disposals	(35,489)	(60.74%)	▼
Timing of asset disposals.		Timing	
Expenditure from operating activities			
Employee costs	1,042,927	12.04%	▲
Timing of recruitment and staff vacancies.		Permanent	
Materials and contracts	2,410,529	29.79%	▲
Timing of contract expenditure.		Timing	
Utility charges	86,541	16.47%	▲
Street lighting electricity lower than budgeted.		Timing	
Depreciation	(874,676)	(23.16%)	▼
Revaluation of infrastructure in 2022/23 higher than anticipated.		Permanent	
Finance costs	58,894	38.49%	▲
Timing of loan repayments.		Timing	
Other expenditure	48,864	12.08%	▲
Timing of expenditure for multiple accounts.		Timing	
Loss on asset disposals	155,333	97.32%	▲
Timing of asset disposals.		Timing	
Non-cash amounts excluded from operating activities	1,142,065	29.45%	▲
Primarily due to the increase in depreciation expense and disposal of land held for resale.		Permanent	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(3,389,079)	(81.64%)	▼
Regional Road Group funding linked to projects deferred.		Permanent	
Outflows from investing activities			
Payments for property, plant and equipment	2,158,342	49.24%	▲
Timing of acquisitions.		Timing	
Payments for construction of infrastructure	3,673,806	71.83%	▲
Deferment of infrastructure projects.		Permanent	
Surplus or deficit after imposition of general rates	5,891,391	150.58%	▲
Due to variances described above			

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
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**SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$4.56 M	\$4.56 M	\$4.41 M	(\$0.15 M)
Closing	\$0.00 M	\$3.91 M	\$9.80 M	\$5.89 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$23.88 M	% of total
Unrestricted Cash	\$7.28 M	30.5%
Restricted Cash	\$16.60 M	69.5%

Refer to 3 - Cash and Financial Assets

Payables		
	\$2.62 M	% Outstanding
Trade Payables	\$0.11 M	
0 to 30 Days		96.0%
Over 30 Days		4.0%
Over 90 Days		0.8%

Refer to 9 - Payables

Receivables		
	\$0.18 M	% Collected
Rates Receivable	\$3.07 M	81.7%
Trade Receivable	\$0.18 M	% Outstanding
Over 30 Days		43.6%
Over 90 Days		21.8%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.80 M)	\$3.62 M	\$7.51 M	\$3.89 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$15.97 M	
	YTD Budget	\$15.98 M (0.0%)

Refer to 10 - Rate Revenue

Grants and Contributions		
	YTD Actual	% Variance
	\$0.91 M	
	YTD Budget	\$0.00 M 0.0%

Refer to 13 - Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$4.07 M	
	YTD Budget	\$4.19 M (2.7%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$6.62 M)	(\$5.22 M)	(\$2.77 M)	\$2.44 M

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$0.13 M	
	Adopted Budget	\$0.51 M (74.6%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$3.67 M	
	Adopted Budget	\$12.66 M (71.1%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
	\$0.76 M	
	Adopted Budget	\$5.53 M (86.2%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$3.86 M	\$0.95 M	\$0.66 M	(\$0.29 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.21 M)
Interest expense	(\$0.09 M)
Principal due	\$3.88 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$13.04 M
Interest earned	\$0.29 M

Refer to 4 - Cash Reserves

Lease Liability	
Principal repayments	(\$0.07 M)
Interest expense	(\$0.01 M)
Principal due	\$0.21 M

Refer to Note 12 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

2 KEY INFORMATION - GRAPHICAL



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Cheque	Cash and cash equivalents	3,199,661	0	3,199,661	0	Bendigo	0.00%	At call
Emergency Services Account	Cash and cash equivalents	5,000	0	5,000	0	Cash on hand	0.00%	At call
Cash on hand	Cash and cash equivalents	1,160	0	1,160	0	Cash on hand	0.00%	At call
Municipal Savings	Cash and cash equivalents	4,074,225	0	4,074,225	0	WATC	4.05%	At call
Term Deposit	Financial assets at amortised cost	0	1,588,047	1,588,047	0	NAB	5.10%	4/04/2024
Term Deposit	Financial assets at amortised cost	0	1,600,631	1,600,631	0	NAB	5.11%	13/06/2024
Term Deposit	Financial assets at amortised cost	0	1,058,132	1,058,132	0	NAB	5.10%	2/05/2024
Term Deposit	Financial assets at amortised cost	0	1,053,241	1,053,241	0	NAB	5.13%	20/06/2024
Term Deposit	Financial assets at amortised cost	0	2,098,531	2,098,531	0	NAB	5.13%	20/06/2024
Term Deposit	Financial assets at amortised cost	0	1,049,333	1,049,333	0	NAB	5.13%	20/06/2024
Term Deposit	Financial assets at amortised cost	0	2,132,392	2,132,392	0	NAB	4.88%	18/04/2024
Term Deposit	Financial assets at amortised cost	0	1,012,316	1,012,316	0	NAB	5.08%	6/06/2024
Term Deposit	Financial assets at amortised cost	0	1,012,316	1,012,316	0	NAB	5.08%	13/06/2024
Term Deposit	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Macquarie	4.81%	20/06/2024
Term Deposit	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Macquarie	4.81%	20/06/2024
Term Deposit	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Macquarie	4.75%	18/04/2024
Term Deposit	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Macquarie	4.80%	13/06/2024
Trust	Cash and cash equivalents	0	0	0	29,167	WATC	4.35%	31/4/2024
Trust	Cash and cash equivalents	0	0	0	843,381	WATC	4.05%	30/04/2024
Total		7,280,046	16,604,940	23,884,986	872,548			
Comprising								
Cash and cash equivalents		7,280,046	0	7,280,046	872,548			
Financial assets at amortised cost		0	16,604,940	16,604,940	0			
		7,280,046	16,604,940	23,884,986	872,548			

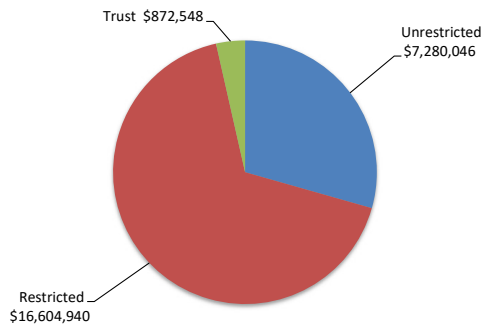
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfers	Transfers	Closing	Opening	Interest	Transfers	Transfers	Closing
	Balance	Earned	In (+)	Out (-)	Balance	Balance	Earned	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation										
Specified Area Rate Dalyellup R	757,535	0	894,758	(1,050,269)	602,024	904,904	23,967	0	0	928,871
Dalyellup Community Facilities R	1,177,087	0	0	0	1,177,087	1,177,087	0	0	0	1,177,087
Dalyellup Infrastructure (Milleniur	127,745	0	0	0	127,745	127,745	0	0	0	127,745
Capel Community Facilities Rese	120,146	0	0	0	120,146	120,146	0	0	0	120,146
Town Planning Scheme No 3 Re	188,756	0	1,000	(30,000)	159,756	187,756	0	0	0	187,756
Infrastructure Development Rese	1,052,397	0	100,648	0	1,153,045	991,897	26,271	0	0	1,018,168
Restricted by Council										
Leave Reserve	760,645	0	28,143	0	788,788	760,645	20,146	0	0	780,791
Waste Management Reserve	1,843,039	0	0	(655,220)	1,187,819	1,957,708	51,850	0	0	2,009,558
Plant Reserve	691,058	0	560,112	(1,070,887)	180,283	688,668	18,239	0	0	706,907
Infrastructure Asset Reserve	2,867,580	0	106,100	(281,449)	2,692,231	2,867,580	75,948	0	0	2,943,528
Building Reserve	839,277	0	31,053	(251,939)	618,391	839,277	22,229	0	0	861,506
Furniture and Equipment Reserv	499,022	0	18,463	(180,000)	337,485	517,355	13,701	0	0	531,056
Property Value Revaluations Res	274,894	0	110,171	(220,000)	165,065	274,894	7,281	0	0	282,175
Mosquito Management Reserve	42,338	0	1,566	0	43,904	50,167	1,328	0	0	51,495
Climate Change, Adaption and S	28,493	0	29,000	(4,000)	53,493	28,493	755	0	0	29,248
Carried Over Projects Reserve	1,232,198	0	0	(1,232,198)	0	1,232,198	0	0	(1,232,198)	0
Strategic Initiatives Reserve	887,200	0	182,826	(311,700)	758,326	940,258	24,904	0	0	965,162
Contaminated Sites Reserve	307,872	0	86,391	0	394,263	307,872	8,154	0	0	316,026
	13,697,282	0	2,150,231	(5,287,662)	10,559,851	13,974,650	294,773	0	(1,232,198)	13,037,225

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Capital acquisitions				
Buildings - non-specialised	3,093,351	2,320,013	1,612,827	(707,186)
Furniture and equipment	376,338	282,254	52,289	(229,965)
Plant and equipment	2,375,009	1,781,257	560,065	(1,221,191)
Acquisition of property, plant and equipment	5,844,698	4,383,524	2,225,182	(2,158,342)
Infrastructure - roads	4,448,274	3,336,206	1,217,727	(2,118,479)
Infrastructure - carparks	230,815	173,111	6,995	(166,116)
Infrastructure - footpaths	528,783	396,587	116,126	(280,461)
Infrastructure - drainage	534,000	400,500	27,023	(373,477)
Infrastructure - parks, ovals and other	1,077,130	807,848	72,575	(735,273)
Acquisition of infrastructure	6,819,002	5,114,252	1,440,446	(7,990,490)
Total capital acquisitions	12,663,700	9,497,775	3,665,627	(10,148,831)
Capital Acquisitions Funded By:				
Capital grants and contributions	5,534,997	4,151,248	762,169	(3,389,079)
Borrowings	1,223,930	0	0	0
Lease liabilities	0	60,022	60,022	0
Other (disposals & C/Fwd)	508,267	129,090	129,090	0
Reserve accounts				
Town Planning Scheme No 3 Reserve	30,000	22,500	0	(22,500)
Waste Management Reserve	655,220	491,415	0	(491,415)
Plant Reserve	1,070,887	803,165	0	(803,165)
Infrastructure Asset Reserve	281,449	211,087	0	(211,087)
Building Reserve	251,939	188,954	0	(188,954)
Furniture and Equipment Reserve	180,000	135,000	0	(135,000)
Property Value Revaluations Reserve	220,000	165,000	0	(165,000)
Climate Change, Adaption and Sustainability Reserve	4,000	3,000	0	(3,000)
Carried Over Projects Reserve	1,232,198	924,149	1,232,198	308,050
Strategic Initiatives Reserve	311,700	233,775	0	(233,775)
Contribution - operations	1,159,113	1,979,370	1,482,148	(497,222)
Capital funding total	12,663,700	9,497,775	3,665,627	(5,832,148)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

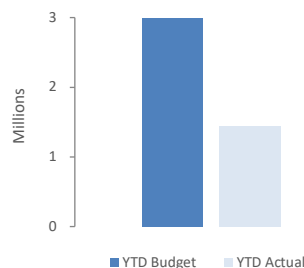
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

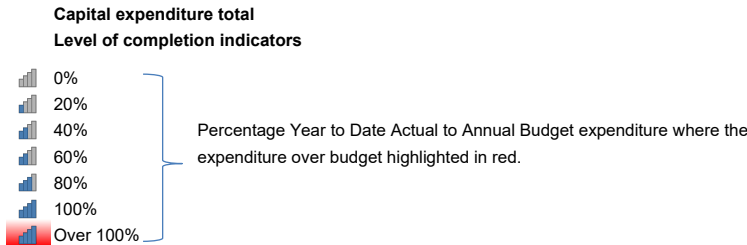
Payments for Capital Acquisitions



SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED



Account Description		Budget	YTD Actual	Variance
		\$	\$	(Under)/Over
				\$
Infrastructure - Roads				
RC107	Barlee Road Capel 0.28-0.44 Design and Rehabilitation (Asphalt)	149,603	2,000	(147,603)
RC094	Salter Road Boyanup 0.00-0.63 Design for: Rehabilitation (Bitumen)	16,470	0	(16,470)
RC493	Murtin Road Dalyellup 0.00-0.54 Reseal (Asphalt) & Kerb Repairs	327,750	0	(327,750)
RC104	Weld Road Capel 1.91-3.55 2nd Coat Seal (10mm)	80,000	799	(79,201)
RC137	Forrest Road Capel 0.06--013 Design for Rehabilitation (Bitumen)	5,873	0	(5,873)
RC000	Non-Cash Infrastructure	300,000	0	(300,000)
RC096	Gray Road Boyanup 0.00-2.19 Reseal (Bitumen)	53,550	0	(53,550)
RC127	Lakes Road Stratham 1.00-1.43 Design for: Rehabilitation (Bitumen)	12,690	0	(12,690)
RC006	Elgin Road Elgin 4.00-5.57 2nd Coat Seal (10mm)	87,000	77,011	(9,989)
RC008	Mallokup Road Capel 1.08-1.91 Design for Rehabilitation (Bitumen)	25,835	29,695	3,860
RC023	Cain Road The Plains 3.62-3.71 Rehabilitation (Asphalt)	52,500	0	(52,500)
R2R042	Austin Road Capel 0.00-0.62 Reseal (Bitumen) "Light Pruning Required"	55,848	0	(55,848)
R2R104	Weld Road Capel River 7.50-10.50 Gravel Re-sheeting	427,500	342,922	(84,578)
R2R104A	Weld Road Capel River 10.50-13.50 Gravel Re-sheeting (Inhouse)	480,000	493,370	13,370
R2R012	Queelup Road North Boyanup 1.45-3.08 Reseal (Bitumen)	74,250	0	(74,250)
R2R008	Mallokup Road Capel 1.08-1.91 Rehabilitation (Bitumen)	284,250	0	(284,250)
R2R280	Roberts Road Stirling Estate 0.00-1.13 Rehabilitation (Bitumen)	259,420	268,780	9,360
RRG003	Gavins Road Capel 0.00-11.08 Design for: Reconstruct & Widen Formation to 6.2m Bitu	556,538	0	(556,538)
RRG294	Boyanup Road West Boyanup 1.42-3.20 Reconstruction, drainage upgrade & linemarki	955,860	0	(955,860)
RRG104	Weld Road and Payne Street - Offset Planting	163,666	0	(163,666)
RRG294E	Boyanup Road West Boyanup Offset Planting	79,671	3,150	(76,521)
		4,448,274	1,217,727	(3,230,547)
Infrastructure - Carparks				
OC12411	Capel Infant Health Centre Carpark - pavement repairs, reseal, kerb repairs	9,825	0	(9,825)
OC12438	Access Road Capel Hard Courts off Spurr Street - unsealed pavement repairs, gravel ov	15,750	0	(15,750)
OC12408	Access Road Capel Hard Courts off Berkshire Street - unsealed pavement repairs, grave	18,600	0	(18,600)
OC12436	Rich Road Carpark - pavement repairs, reseal, kerb repairs	71,290	6,995	(64,295)
OC12413	Capel Cementry Carpark - unsealed pavement repairs, gravel overlay	88,350	0	(88,350)
OC12428	Hardey Road Carpark - drainage repairs, kerbing pavement repairs	27,000	0	(27,000)
		230,815	6,995	(223,820)
Infrastructure - Drainage				
DC065	Skippings Road Boyanup Replace existing culvert and headwalls	37,500	0	(37,500)
DC003	Gavins Road Elgin Replace existing culvert and headwalls	30,000	0	(30,000)
DC020	Goodwood Road Capel Upgrade open drain to pipe and pit system inc kerb and conc cr	27,000	0	(27,000)
DC466	Waddington Loop Drainage Reserve Capel Install sub soil bypass pipe around basin.	37,500	0	(37,500)
DC116	Capel Oval Reserve Replace subsoil outlet pipe and redirect to basin in north west corn	49,500	0	(49,500)
DC000	Design recommendations from Gelorup Flood Modelling Report (TPS3)	30,000	0	(30,000)
DC000	Capel Oval Reserve Remove typha and re-establish invert level of open drain/basins al	18,000	0	(18,000)
DC000	South Western Highway Boyanup Remove silt from blocked headwall H009/HW191 no	4,500	0	(4,500)
DC235	South Western Highway Boyanup Remove silt from blocked headwall H009/HW191 no	4,500	26,776	22,276
DC000	Non-Cash Infrastructure	295,500	0	(295,500)
		534,000	26,776	(507,224)

Infrastructure - Dual Use Paths				
FC073	South Western Highway Meadowbrook Reinstatement Boyanup.	5,400	0	(5,400)
FC013	South Western Hwy - Turner St to Bridge St Boyanup (Rail Crossing renewal of existing)	127,500	68,083	(59,417)
FC020	South Western Hwy - Turner St to Bridge St Boyanup (Rail Crossing renewal of existing)	60,000	0	(60,000)
FC003	Trigwell Road - Bridge Street to South West Highway Boyanup. Requires further discus	73,458	0	(73,458)
FC330	Norton Promenade - Dalyellup Beach Carpark South Dalyellup. Renewal of existing adj	33,750	0	(33,750)
FC212	Spurr Street - Tucker Street to Berkshire Street Capel (Design and pre-works).	30,000	0	(30,000)
FC167	Sealford Park Gelorup (Parking Path)	15,000	4,350	(10,650)
FC104	Weld Road - Capel Drive to Payne Road Capel (various sections)	58,670	42,993	(15,677)
FC170	Payne Street (Gwindinup) - Footpath Capital	0	700	700
FC000	Non-Cash Infrastructure - Paths	125,005	0	(125,005)
		528,783	116,126	(412,657)
Infrastructure - Parks, Ovals and Other				
PC11366	Replacement Fountain/Rehydration Station - Central Lakes Park	8,000	0	(8,000)
PC11322	Boyanup Memorial Park AFL Ground - LED floodlighting upgrade program	146,095	10,355	(135,740)
OC11377	Shade Sails Sleaford Park Gelorup	15,000	0	(15,000)
OC11343	Playground Shading Program - Lewana POS Dalyellup	66,250	0	(66,250)
OC11354	Playground Shading Program - Narroona POS Dalyellup	50,000	0	(50,000)
OC11338	Playground Shading Program - Daablone Vista POS Dalyellup	87,500	0	(87,500)
PC11357	Playground Shading Program - North Lake POS Dayellup	66,250	0	(66,250)
OC11355	Ferndale Park Dalyellup - Installation of Park and Pathway Lighting	100,000	0	(100,000)
OC11368	Playground Replacement Program-Wentworth POS Dalyellup	63,000	0	(63,000)
OC11371	Age Friendly Community Plan - Bus Shelter (Dalyellup Baptist College)	23,750	3,588	(20,162)
PC11377	Sleaford Park Gelorup Redevelopment	120,000	0	(120,000)
OC11389	Central irrigation control upgrades and improvements	50,000	22,440	(27,560)
OC11389	Irrigation probe, upgrade and repairs - Dalyellup Roundabout Lake	10,000	0	(10,000)
OC11389	Implementation of recommendations from reviewed Dalyellup Integrated Lake Water	50,000	0	(50,000)
OC11307	Trails Master Plan-Ironstone Gully Falls Trail	28,825	0	(28,825)
OC113419	Beach access Staircase (Northern) Norton Promenade Dalyellup-remediation works	35,820	0	(35,820)
OC113432	Beach access Staircase (Southern) Norton Promenade Dalyellup (Zedor Carpark)-remec	35,820	0	(35,820)
OC113402	Forrest Beach Staircase-remediation works	35,820	0	(35,820)
OC113445	Dalyellup Watering Systems -Redevelopment of Bore Field	0	0	0
OC11366	Dog Hydration Station Bibra Loop, Lakes Park	0	6	6
PC11330	Dalyellup Skatepark (Capital)	0	15,050	15,050
OC11372	Dalyellup Secondary College - Oval Lighting Upgrade	0	21,136	21,136
PC000	Water fountain implementation campaign	15,000	0	(15,000)
PC000	Whole of Shire POS - Parks Signage, Entry Statements	20,000	0	(20,000)
PC000	Subdivision Parks & Gardens Infrastructure	50,000	0	(50,000)
		1,077,130	72,575	(1,004,555)
	Total Acquisitions of Infrastructure	6,819,002	1,440,198	(5,378,804)
Land and Buildings				
BC5102	Capel Bush Fire Brigade	0	871	871
BC5104	Gelorup Bush Fire Brigade Facility (Construction and Design Fees)	1,564,600	1,437,935	(126,665)
BC8101	Capel Play Group - fascia replacement	5,000	0	(5,000)
BC11120	Dalyellup Community Centre - replace roof section	150,000	12,678	(137,323)
BC11121	Dalyellup Multipurpose Community and Youth Centre	73,160	17,798	(55,362)
BC113106	Dalyellup Sports Pavilion - Sewer connection	180,000	0	(180,000)
BC113106	Dalyellup Sports Pavilion - Render repairs	15,000	0	(15,000)
BC113110	Boyanup Lions Toilet - tiling	15,000	0	(15,000)
BC113116	Dalyellup Beach Toilets - tiling floors and walls	25,000	0	(25,000)
BC113116	Dalyellup Beach Toilets - rain water tank	50,000	0	(50,000)
BC113119	Gelorup Skatepark Toilet - tiling	15,000	0	(15,000)
BC113123	Capel Regional Equestrian Park (CREP) Clubhouse Redevelopment	970,591	143,545	(827,046)
BC14201	Cyclic Plant Replacement Program	30,000	0	(30,000)
		3,093,351	1,612,827	(1,480,524)

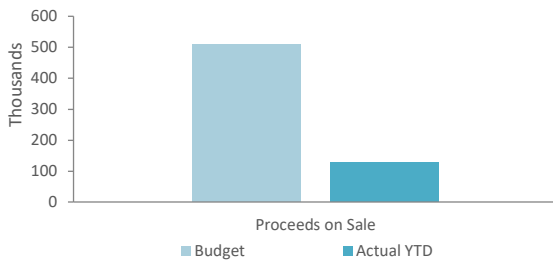
Plant and Equipment				
	New	Fire Truck Elgin Brigade Light Tanker (CP246)	235,855	0 (235,855)
	New	Fire Truck Stirling Bridgade 3.4 Urban Tanker Crew Cab (1CNS506)	560,000	0 (560,000)
	CP10438	5 Door SUV (Sport Utility Vehicle) - Manager Organisational Development	31,959	31,959 (0)
	70CP	5 Door SUV (Sport Utility Vehicle) - Manager Business and Technology Services	31,959	31,959 (0)
	41CP	5 Door SUV (Sport Utility Vehicle) - Building Approvals Team	31,959	31,959 (0)
	CP747	5 Door SUV (Sport Utility Vehicle) - Director Community & Corporate Services	54,891	0 (54,891)
	CP0	5 Door SUV (Sport Utility Vehicle) - Chief Executive Officer	56,784	58,239 1,455
	CP9081	Dual Cab 4x4 Utility - Engineering Technical Officer	51,000	0 (51,000)
	CP9378	Dual Cab 4x4 Utility - Coordinator Engineering Development	51,000	0 (51,000)
	CP9503	Dual Cab 4x4 Utility - Parks & Gardens Team	45,000	0 (45,000)
	CP5186	Dual Cab 4x2 Utility - Parks & Gardens Team	45,000	0 (45,000)
	CP655	Dual Cab 4x2 Utility - Parks & Gardens Team	45,000	0 (45,000)
	CP154	Dual Cab 4x2 Utility - Leading Hand Parks	45,953	0 (45,953)
	CP9132	Single Cab 4x4 Utility - Work Health and Safety Advisor	47,150	0 (47,150)
	46CP	Dual Cab 4x4 Utility - Supervisor Building Maintenance	47,150	47,150 (0)
	40CP	Dual Cab 4x4 including Ranger POD changeover - Community Ranger	58,063	0 (58,063)
	60CP	Dual Cab 4x4 Utility - Community Ranger	53,648	0 (53,648)
	80CP	Dual Cab 4x4 Utility with 3.5t towing capacity - Emergency Services Co-ordinator	44,569	0 (44,569)
	45CP	Dual Cab 4x4 Utility with 3.5t towing capacity - Supervisor Parks	51,000	0 (51,000)
	1HJZ 058	Dual Cab 4x4 Utility with 3.5t towing capacity - Community Ranger	44,569	0 (44,569)
	CP855	Isuzu Maintenance Truck - Works	102,000	0 (102,000)
	CP9112	Patching truck Isuzu NQR 450 - Works	120,500	0 (120,500)
	New	Compact Track Loader - Works	221,800	221,800 0
	New	Excavator - Works	137,000	137,000 0
	New	Trailer to transport Compact Track Loader and Excavator - Works	41,200	0 (41,200)
	New	Designing Charging Infrastructure for Electric Vehicles	20,000	0 (20,000)
	New	Trailer (Dual axle) - Parks	5,000	0 (5,000)
	1GYB428	Kubota Out Front Mower - Parks	35,000	0 (35,000)
	1GYB427	Kubota Out Front Mower - Parks	35,000	0 (35,000)
	CP10226	Zero Turn Mower - Parks	25,000	0 (25,000)
			2,375,009	560,065 (1,814,944)
Furniture and Equipment				
	4070420	Noise meter	16,338	14,792 (1,546)
	4110520	Book Stock Purchase	35,000	2,771 (32,229)
	New	Learning Management System - Staff Development.	10,000	0 (10,000)
	New	PC Replacement Program	10,000	3,787 (6,213)
	New	New Tablets for mobile teams	15,000	0 (15,000)
	New	Replace BF, Rangers, and Tech Services Tablets	30,000	17,021 (12,979)
	New	Switch Replacement	60,000	0 (60,000)
	New	NAS replacement	5,000	4,660 (340)
	New	Audio Visual for Chambers	100,000	0 (100,000)
	New	Monitor Replacements	5,000	3,828 (1,172)
	New	UPS Replacement	10,000	0 (10,000)
	New	SAN Replacement	80,000	0 (80,000)
	New	Linkrunner G2 Smart Network Tester Extended Test Kit	0	5,428 5,428
			376,338	52,289 (324,049)
Total Acquisitions of Property, Plant and Equipment			5,844,698	2,225,182 (3,619,516)
Total Capital Acquisitions			12,663,700	3,665,380 (8,998,320)

**SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual			
						Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
P0140	5 Door SUV (Sport Utility Vehicle)	16,261	24,545	8,284	0	12,052	24,545	12,493	0
P0146	5 Door SUV (Sport Utility Vehicle)	27,000	22,727	0	(4,273)	27,000	22,727	0	(4,273)
P0145	5 Door SUV (Sport Utility Vehicle)	10,000	13,636	3,636	0	10,000	13,636	3,636	0
P0151	5 Door SUV (Sport Utility Vehicle)	22,367	25,455	3,088	0	0	0	0	0
P0185	5 Door SUV (Sport Utility Vehicle)	47,100	45,455	0	(1,645)	39,372	45,455	6,083	0
P0148	Dual Cab 4x4 Utility - Engineering	13,423	25,000	11,577	0	0	0	0	0
P0167	Dual Cab 4x4 Utility - Coordinator	7,710	20,000	12,290	0	0	0	0	0
P0141	Dual Cab 4x4 Utility - Parks & Gar	40,394	15,000	0	(25,394)	0	0	0	0
P0126	Dual Cab 4x2 Utility - Parks & Gar	16,000	15,000	0	(1,000)	0	0	0	0
P0155	Dual Cab 4x2 Utility - Parks & Gar	11,165	15,000	3,835	0	0	0	0	0
P0088	Dual Cab 4x2 Utility - Leading Har	0	10,909	10,909	0	0	0	0	0
P0154	Single Cab 4x4 Utility - Work Hea	23,000	22,727	0	(273)	0	0	0	0
P0153	Dual Cab 4x4 Utility - Supervisor I	22,000	22,727	727	0	22,000	22,727	727	0
P0161	Dual Cab 4x4 including Ranger P	40,697	31,818	0	(8,879)	0	0	0	0
P0158	Dual Cab 4x4 Utility - Community	31,707	31,818	111	0	0	0	0	0
P0142	Dual Cab 4x4 Utility with 3.5t towi	23,000	30,000	7,000	0	0	0	0	0
P0169	Dual Cab 4x4 Utility with 3.5t towi	39,103	30,000	0	(9,103)	0	0	0	0
P0177	Dual Cab 4x4 Utility with 3.5t towi	44,434	30,000	0	(14,434)	0	0	0	0
P0089	Isuzu Maintenance Truck - Works	65,820	30,000	0	(35,820)	0	0	0	0
P0091	Patching truck Isuzu NQR 450 - V	55,480	30,000	0	(25,480)	0	0	0	0
P0156	Kubota Out Front Mower - Parks	0	8,225	8,225	0	0	0	0	0
P0157	Kubota Out Front Mower - Parks	0	8,225	8,225	0	0	0	0	0
P0162	Zero Turn Mower	21,519	0	0	(21,519)	0	0	0	0
P0048	Fire Truck Elgin Brigade Light Tar	15,000	0	0	(15,000)	0	0	0	0
P0051	Fire Truck Stirling Bridgade 3.4 U	50,000	0	0	(50,000)	0	0	0	0
		643,180	508,267	77,907	(212,820)	110,424	129,090	22,939	(4,273)



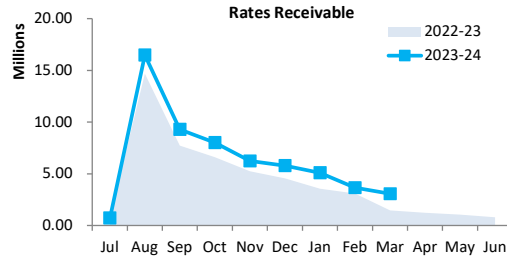
**SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2023	31 Mar 2024
	\$	\$
Opening arrears previous years	781,964	788,196
Levied this year	15,202,393	15,974,560
Less - collections to date	(15,196,161)	(13,696,465)
Gross rates collectable	788,196	3,066,291
Net rates collectable	788,196	3,066,291
% Collected	95.1%	81.7%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,848)	58,822	21,665	0	21,664	99,303
Percentage	(2.9%)	59.2%	21.8%	0.0%	21.8%	
Balance per trial balance						
Trade receivables						99,303
GST receivable						80,195
Total receivables general outstanding						179,498

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

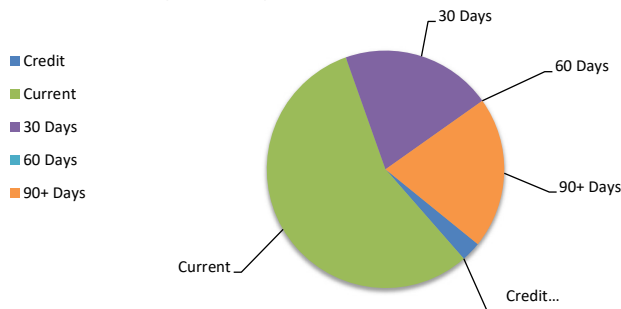
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Accounts Receivable (non-rates)



**SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 March 2024
	\$	\$	\$	\$
Inventory				
Fuel, oil and materials on hand	23,729	152,644	(152,764)	23,609
Other assets				
Prepayments	81,247	193,931	(148,717)	126,461
Accrued income	64,397	0	(64,397)	0
Total other current assets	169,373	346,575	(365,878)	150,070

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

OPERATING ACTIVITIES

9 PAYABLES

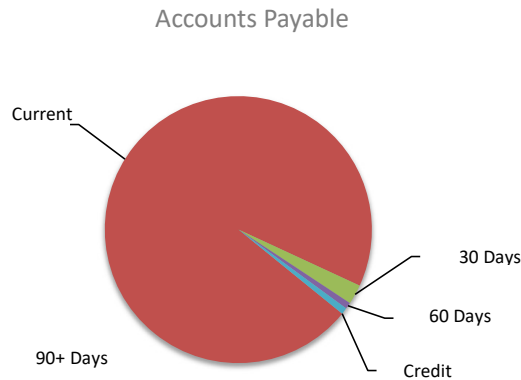
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	101,186	2,514	830	825	105,356
Percentage	0.0%	96.0%	2.4%	0.8%	0.8%	
Balance per trial balance						
Sundry creditors						105,356
Payroll creditors						59,850
ATO payable						329,668
Prepaid rates						474,429
ESL payable						116,487
Subdivision bonds						569,589
Performance bonds						540,535
Extractive industry deposits						352,742
Other deposits & bonds						74,760
Total payables general outstanding						2,623,416

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

- Credit
- Current
- 30 Days
- 60 Days
- 90+ Days



SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Budget Rate Revenue \$	Budget Interim Rate Revenue \$	Budget Total Revenue \$	YTD Actual Rate Revenue \$	YTD Actual Interim Rate Revenue \$	YTD Actual Total Revenue \$
Gross rental value									
1 Residential	0.101009	1,688	29,371,676	2,962,051	71,500	3,033,551	2,966,803	7,609	2,974,412
2 Residential Vacant	0.101009	24	544,180	54,967	0	54,967	54,967	5,720	60,687
3 Urban Development	0.101009	3,132	53,988,064	5,424,577	0	5,424,577	5,453,281	7,792	5,461,073
4 Urban Development Vacant	0.101009	46	353,500	42,878	0	42,878	35,707	29,155	64,861
5 Town Centre	0.094080	24	992,940	93,416	0	93,416	93,416	(584)	92,832
6 Town Centre/Special Use/Light Industria	0.094080	8	153,250	14,418	0	14,418	14,418	9,124	23,542
7 Light Industry	0.094080	34	1,112,600	104,673	0	104,673	104,673	1,101	105,774
8 Commercial Use Urban Development	0.094080	40	5,311,300	493,007	0	493,007	500,179	25,433	525,612
9 Special Use	0.094080	7	1,451,040	136,514	0	136,514	136,514	1,756	138,270
12 Special Rural	0.092910	447	8,423,260	780,600	0	780,600	782,605	5,849	788,454
Unimproved value									
10 Rural Commercial Use	0.005589	10	5,918,000	33,076	0	33,076	33,076	397	33,473
11 Rural	0.005589	537	328,741,000	1,841,318	0	1,841,318	1,837,334	(4,457)	1,832,877
Sub-Total		5,997	436,360,810	11,981,495	71,500	12,052,995	12,012,973	88,894	12,101,867
Minimum payment									
Minimum Payment \$									
Gross rental value									
1 Residential	1,430	737	9,543,240	1,028,170	28,600	1,056,770	1,053,910	0	1,053,910
2 Residential Vacant	1,430	206	1,573,470	323,180	0	323,180	294,580	0	294,580
3 Urban Development	1,430	534	6,823,350	662,090	0	662,090	763,620	0	763,620
4 Urban Development Vacant	1,430	243	1,283,430	473,330	0	473,330	347,490	0	347,490
5 Town Centre	1,430	9	101,608	12,870	0	12,870	12,870	0	12,870
6 Town Centre/Special Use/Light Industria	1,430	7	214,900	11,440	0	11,440	10,010	0	10,010
7 Light Industry	1,430	7	108,110	10,010	0	10,010	10,010	0	10,010
8 Commercial Use Urban Development	1,430	1	166,380	0	0	0	1,430	0	1,430
9 Special Use	1,430	2	19,300	2,860	0	2,860	2,860	0	2,860
12 Special Rural	1,430	45	675,110	64,350	0	64,350	64,350	0	64,350
Unimproved value									
10 Rural Commercial Use	1,430	5	624,000	5,720	0	5,720	7,150	0	7,150
11 Rural	1,430	306	37,061,752	439,010	0	439,010	437,580	0	437,580
Sub-total		2,102	58,194,650	3,033,030	28,600	3,061,630	3,005,860	0	3,005,860
Discount							(1,000)		0
Concession							(595)		0
Total general rates						15,113,030			15,107,727
Specified area rates									
Rate in \$ (cents)									
Maintenance of Dalyellup Parks, Gardens, Structures and Toilets	0.056000		107,976,128	855,803	10,927	866,730	860,997	5,836	866,833
Total specified area rates			107,976,128	855,803	10,927	866,730	860,997	5,836	866,833
Total						15,979,760			15,974,560

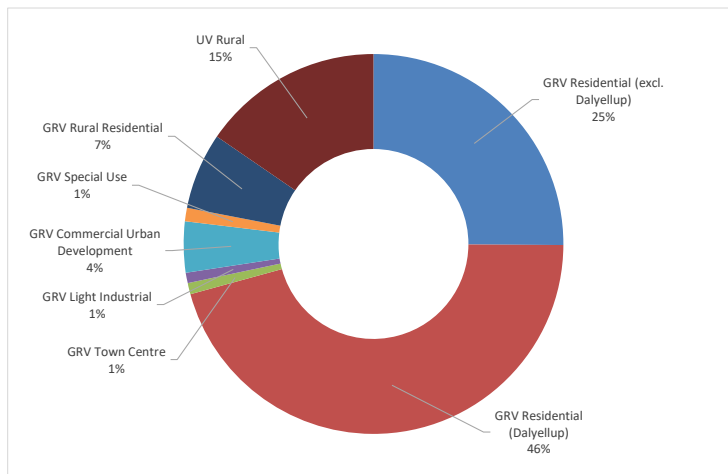
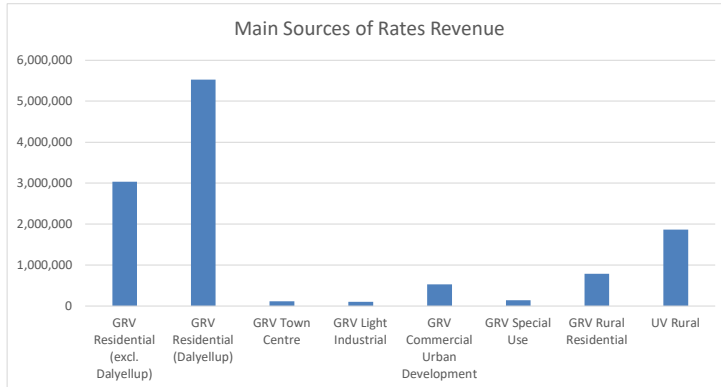
SHIRE OF CAPEL
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES

10 RATE REVENUE

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Council Administration Office Upgra	76	1,589,755	0	0	(52,289)	(105,621)	1,537,466	1,484,134	(29,116)	(62,215)
PGB Community Centre	63	35,923	0	0	(5,530)	(11,236)	30,393	24,687	(829)	(2,007)
Capel Community Centre	64	188,562	0	0	(20,992)	(42,673)	167,570	145,889	(5,083)	(11,445)
Capel Community Centre	65	137,395	0	0	(23,753)	(23,753)	113,642	113,642	(6,329)	(8,897)
Capel Recreation Ground Hard Cou	75	672,897	0	0	(14,845)	(30,090)	658,052	642,807	(17,870)	(35,931)
Capel Civic Precinct - Stages 1 & 2	89	1,464,735	0	0	(88,778)	(88,778)	1,375,957	1,375,957	(28,211)	(53,911)
Gelorup BFB Shed	TBA	0	0	1,223,930	0	0	0	1,223,930	0	0
Total		4,089,267	0	1,223,930	(206,187)	(302,151)	3,883,080	5,011,046	(87,438)	(174,406)
Current borrowings		302,151					312,004			
Non-current borrowings		3,787,116					3,571,076			
		4,089,267					3,883,080			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

FINANCING ACTIVITIES

12 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Dalyellup Library Lease	120,594	0	0	(44,576)	(59,609)	76,018	60,985	(1,731)	(2,134)
Wide Format Printer	947	0	0	(945)	(947)	2	0	(11)	(11)
Toro Groundmaster 3300 Mower	27,833	0	0	(7,829)	(10,500)	20,004	38,333	(837)	(4,443)
Toro Groundmaster 4000D Mower	76,126	0	0	(17,094)	(22,994)	59,032	99,120	(3,484)	(4,443)
Photocopier - Administration Main Office (0	13,357	0	(776)	0	12,581	0	(223)	0
Photocopier - Administration Main Office (0	13,357	0	(776)	0	12,581	0	(223)	0
Photocopier - Planning	0	7,403	0	(431)	0	6,972	0	(124)	0
Photocopier - Capel Library	0	3,913	0	(229)	0	3,684	0	(65)	0
Photocopier - Dalyellup Library	0	3,913	0	(227)	0	3,686	0	(65)	0
Photocopier - Boyanup Library	0	3,913	0	(227)	0	3,686	0	(65)	0
Photocopier - Customer service	0	3,828	0	(222)	0	3,606	0	(64)	0
Photocopier - Works Depot	0	7,573	0	(440)	0	7,133	0	(127)	0
Wide Format 36" Multifunctional Printer/S	0	2,765	0	(161)	0	2,604	0	(46)	0
Total	225,500	60,022	0	(73,934)	(94,050)	211,588	198,438	(7,066)	(11,031)
Current lease liabilities	94,362					119,212			
Non-current lease liabilities	131,138					92,376			
	225,500					211,588			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability				Grants, subsidies and contributions revenue	
	Liability	Increase in Liability	Decrease in Liability	Liability	Adopted Budget	YTD Revenue
	1 July 2023		(As revenue)	31 Mar 2024	Revenue	Actual
	\$	\$	\$	\$	\$	\$
Grants and subsidies						
FAG - Equalisation Funding	0	0	0	0	0	57,557
FAG - Local Roads Grant	0	0	0	0	0	29,071
ESL Operating Grant 23/24	0	73,439	(73,439)	0	108,000	73,439
Bushfire Risk Mitigation Co-ordinator	0	0	0	0	72,345	0
Bushfire Risk Mitigation Co-ordinator	0	0	0	0	46,508	46,508
Bushfire Mitigation Activity Fund (MAF) Grant	0	0	0	0	450,000	415,850
State Graffiti Community Fund	0	0	0	0	5,000	0
Grants for implementation of CSCP Strategies	0	0	0	0	2,500	0
Youth Strategic Plan Implementation Grants	0	0	0	0	5,000	5,500
Capel Youth Leadership Development Program	10,000	0	(10,000)	0	10,000	10,000
Active Ageing Projects/Activities for Seniors Grants	0	0	0	0	2,500	0
Sports Lighting - Ferndale Park	0	0	0	0	21,667	0
Childrens Book Week	0	0	0	0	1,000	0
State Library of WA - Operating Contributions	0	0	0	0	35,000	0
Various Grants for Community Events	0	25,000	(25,000)	0	24,000	31,364
Club Connection Grant - Sporting Club Development	13,100	0	(13,100)	0	19,700	13,100
Grants for Volunteer's Workshop/Recognition	0	0	0	0	1,000	0
Grants for Australia Day Functions	0	0	0	0	10,000	8,000
Captivate Capel Art Prize	0	0	0	0	0	1,000
Main Roads Direct Grant - Operating	0	0	0	0	164,028	194,130
Main Roads Bridge Grant State Funds	0	0	0	0	123,000	0
Various Roadwork Contributions	0	0	0	0	102	291
Bendigo Bank Community Bus Reimbursement	0	0	0	0	500	0
Extractive Industry Road Deterioration Charge-Pav	0	0	0	0	61,710	238
Traineeship Subsidy	0	0	0	0	17,625	11,645
Animal Welfare in Emergencies Grant	0	0	0	0	0	7,885
AWARE 2324-020 Critical Communication Project f	0	34,600	0	34,600	0	0
	23,100	133,039	(121,539)	34,600	1,181,185	905,577

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue	
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Mar 2024	Adopted Budget Revenue	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$
Capital grants and subsidies						
Gelorup Bushfire Brigade Shed	340,670	0	(340,670)	0	340,670	340,670
Replacement of BFB appliances (Elgin)	0	0	0	0	235,855	0
Replacement of BFB appliances (Stirling)	0	0	0	0	560,000	0
Club Night Light Grant - Boyanup Memorial AFL Ground - L	0	369,315	(10,355)	358,960	48,698	10,355
Sleaford Park Gelorup Redevelopment	0	0	0	0	120,000	0
Capel Regional Equestrian Park (CREP) Clubhouse Redevel	0	0	0	0	235,980	0
LRCIP Phase 3 - Capel Regional Equestrian Park (CREP) Clu	0	0	0	0	305,217	0
LRCIP Phase 4 - Capel Regional Equestrian Park (CREP) Clu	0	0	0	0	429,394	0
Dalyellup Multipurpose Community and Youth Centre	48,220	0	(48,220)	0	48,220	48,220
Roads to Recovery (Mallolup Road R2R008)	0	0	0	0	189,500	0
Roads to Recovery (Qeelup Road R2R012)	0	0	0	0	45,500	0
Roads to Recovery (Austin Road R2R042)	0	0	0	0	22,577	0
Roads to Recovery (Weld Road R2R104)	0	0	0	0	135,000	0
Roads to Recovery (Weld Road R2R104A)	0	0	0	0	154,577	0
Roads to Recovery (Roberts Road R2R280)	0	0	0	0	238,000	0
Bicycle Network Grant	30,000	0	0	30,000	60,000	0
Main Roads Sleaford Park Gelorup (FC167)	0	0	0	0	15,000	0
Main Roads RRG (Gavins Road RRG003)	0	0	0	0	371,025	98,940
Main Roads RRG (Boyanup Road West RRG294)	0	0	0	0	637,240	194,560
Main Roads RRG (Weld Road and Payne Street RRG 104)	0	0	0	0	109,110	0
Bus Shelter (Dalyellup Baptist College OC11371)	0	0	0	0	7,000	0
Bus Shelter Maintenance Assistance Scheme	0	0	0	0	1,733	0
MAIN ROADS WA HASTIES ROAD PATH PROJECT	0	85,000	0	85,000	0	0
Department of Transport RBN 2021-22 SW Hwy Rail Crossi	0	15,000	0	15,000	0	0
LRCIP Phase 2 (Ramsay Road-Final 10%)	0	0	0	0	76,366	69,424
LRCIP Phase 3 (Hasties Road DC024) (Balance of claim)	0	0	0	0	60,930	0
LRCIP Phase 3 (PGB School Bus Turnaround LRC249) (Balar	0	0	0	0	64,716	0
LRCIP - Phase 4 (Roads TBD)	0	0	0	0	247,684	0
	418,890	469,315	(399,245)	488,960	4,759,992	762,169
Capital contributions						
Developer Non-Cash contribution - Roads	0	0	0	0	300,000	0
Developer Non-Cash Contribution - Parks & Gardens	0	0	0	0	50,000	0
Developer Non-Cash Contributions - Footpaths	0	0	0	0	125,005	0
Developer Non-Cash Contributions - Drainage	0	0	0	0	300,000	0
	0	0	0	0	775,005	0
TOTALS	418,890	469,315	(399,245)	488,960	5,534,997	762,169

**SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MARCH 2024**

15 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2023	Interest Earnings	Amount Received	Amount Paid	Closing Balance 31 Mar 2024
	\$	\$	\$	\$	\$
Cash In Lieu of Public Open Space - Capel	415,863	13,652	29,167	0	458,682
Cash In Lieu of Public Open Space - Boyanup	39,950	1,272	0	0	41,222
Cash In Lieu of Public Open Space - Gelorup	361,148	11,497	0	0	372,644
	816,961	26,420	29,167	0	872,548



15.3. Financial reports 30 April 2024

Author	Accountant, Jonathan Kosareff
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Legislative
Attachments	1. 2024-04-30 Monthly Financial Report V 1 [15.3.1 - 26 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Provide the Financial Report for the month ended 30 April 2024.

Officer's Recommendation

That Council receives the Financial Report for the month ended 30 April 2024.

Background

Local Government (Financial Management) Regulations 1996 section 34(4)(a) require a statement of financial activity to be presented at an ordinary meeting of the council within 2 months after the end of the relevant month.

Previous Council Decisions

The Financial Report for the month ended 29 February 2024 (24 April 2024 Ordinary Council Meeting).

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance, and decision-making:

4.1 Effective and compliant governance.

4.2 Informed and transparent decision making.

Direction 6 - Effective communication, engagement, and relationship development:

6.1 Greater trust and the development of positive relationships within the Shire and with the community.

Corporate Business Plan 2023-2027

FIN 9 - **Annual and Monthly Financial Reporting** - Statutory reporting of income and expenditures to the Council and regulatory authorities.



Statutory Framework

Local Framework

There are no local frameworks relevant to this item.

State Framework

Local Government (Financial Management) Regulations 1996 r34.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Budget Management - Capital Acquisitions and Works.
- Financial Reports.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Medium	Unlikely	Moderate	Report financials monthly.
Risk Description: Monetary loss that may or may not be managed within existing budget or may not impact a program or service.			

Financial Implications

Budget

There are no financial implications relevant to this proposal.

Long Term

As no assets/infrastructure are being created, there are no long-term financial implications relevant to this proposal.



Officer's Comment

The Financial Report for the month ended 30 April 2024 has been completed. The report includes the statements and disclosures required by the *Local Government (Financial Management) Regulations 1996*. The report contains the following:

1. Statement of Financial Activity.
2. Statement of Financial Position.
3. Basis of Preparation Note.
4. Statement of Financial Activity Information Note.
5. Explanation of Material Variances Note.

The Statement of Financial Activity compares the year-to-date actual figures with the year-to-date budget estimates. Explanations for variances greater than, or less than, 10% are provided in the Explanation of Material Variances note.

The Statement of Financial Activity is segmented based on Operating Activities, Investing Activities and Financing Activities. Any amounts which have been excluded from the calculation of budgeted deficiency are disclosed in the Statement of Financial Activity Information note.

In addition to the required disclosures above, the report contains supplementary information which is not required by legislation. The supplementary information is provided as an aid to further understand the above statements, and to analyse financial trends in more detail.

The supplementary information contains the following:

1. Key Information.
2. Key Information – Graphical.
3. Cash and Financial Assets.
4. Reserve Accounts.
5. Capital Acquisitions.
6. Disposal of Assets.
7. Receivables.
8. Other Current Assets.
9. Payables.
10. Rate Revenue.
11. Borrowings.
12. Lease Liabilities.
13. Grants and Contributions.
14. Capital Grants and Contributions.
15. Trust Fund.

April 2024 Financial Analysis Summary

The issuing of rates for 2023/24 was completed in the month of August 2023. The first rates instalment and due date for a single full payment occurred on 15 September 2023. The second rates instalment due date occurred on 15 November 2023, with the third instalment due date occurring on 15 February 2024. The final and fourth instalment due date was 15 April 2024.

At the end of April 2024, the Shire's surplus was \$8,351,905 which was 335% higher than the year-to-date budget estimate of \$1,919,722.

This was largely due to payments for capital acquisitions, which totalled \$3,919,288 at the end of April 2024, being 63% below the year-to-date budget estimate of \$10,553,083.



AGENDA - Ordinary Council Meeting - 29 May 2024

A review of Note 5 of the Financial Report identified the following significant variances in capital acquisitions compared to budget, with explanations provided below:

Infrastructure - Roads		
Job No.	Description	Status
RC107	Barlee Road Capel	Purchase orders raised
RC094	Salter Road Boyanup	Deferred to 24/25
RC493	Murtin Road Dalyellup	Deferred to 24/25
RC104	Weld Road Capel	Significant work completed subsequent to 30 April 2024
RC137	Forrest Road Capel	Deferred to 24/25
RC000	Non-Cash Infrastructure	Infrastructure built by subdivision developers to be handed over to the Shire
RC096	Gray Road Boyanup	Deferred to 24/25
RC127	Lakes Road Stratham	Deferred to 24/25
RC023	Cain Road The Plains	Deferred to 24/25
R2R042	Austin Road Capel	Work commenced
R2R012	Queelup Road North Boyanup	Deferred to 24/25
R2R008	Mallokup Road Capel	Possible carryover to 24/25
RRG003	Gavins Road Capel	Purchase orders raised
RRG294	Boyanup Road West Boyanup	Deferred to 24/25
RRG104	Weld Road and Payne Street - Offset Planting	Purchase orders raised
RRG294E	Boyanup Road West Boyanup Offset Planting	Work commenced

Infrastructure - Carparks		
Job No.	Description	Status
OC12411	Capel Infant Health Centre Carpark	Deferred to 24/25
OC12438	Access Road Capel Hard Courts off Spurr Street	Deferred to 24/25
OC12408	Access Road Capel Hard Courts off Berkshire Street	Deferred to 24/25
OC12436	Rich Road Carpark	Work commenced
OC12413	Capel Cemetery Carpark	Seeking clarification with Cemetery group
OC12428	Hardey Road Carpark	Currently being priced for

Infrastructure - Drainage		
Job No.	Description	Status
DC065	Skippings Road Boyanup	RFQ in progress
DC003	Gavins Road Elgin	Deferred to 24/25
DC020	Goodwood Road Capel	Possible carryover to 24/25
DC466	Waddington Loop Drainage Reserve Capel	Possible carryover to 24/25
DC116	Capel Oval Reserve	Deferred to 24/25
DC000	Gelorup Flood Modelling Report	RFT document being developed
DC000	Capel Oval Reserve	Deferred to 24/25
DC000	Non-Cash Infrastructure	Infrastructure built by subdivision developers to be handed over to the Shire



AGENDA - Ordinary Council Meeting - 29 May 2024

Infrastructure - Dual Use Paths		
Job No.	Description	Status
FC073	South Western Highway Meadowbrook	Deferred to 24/25
FC013	South Western Hwy - Turner St to Bridge St Boyanup	Work commenced
FC020	South Western Hwy - Turner St to Bridge St Boyanup	Completed works for new path, acquittal and final invoicing being concluded.
FC003	Trigwell Road - Bridge Street to South Western Highway Boyanup	Under investigation
FC330	Norton Promenade - Dalyellup Beach Carpark South Dalyellup	Possible carryover to 24/25
FC212	Spurr Street - Tucker Street to Berkshire Street Capel	To be put out design consultancy
FC167	Sleaford Park Gelorup	Deferred to 24/25
FC000	Non-Cash Infrastructure - Paths	Infrastructure built by subdivision developers to be handed over to the Shire

Infrastructure - Parks, Ovals and Other		
Job No.	Description	Status
PC11366	Replacement Fountain/Rehydration Station - Central Lakes Park	On track. Higher forecast due to insufficient budget project funds
PC11322	Boyanup Memorial Park AFL Ground - LED floodlighting	Work commenced
OC11377	Shade Sails Sleaford Park Gelorup	Purchase orders raised
OC11343	Playground Shading Program - Lewana POS Dalyellup	Purchase orders raised
OC11354	Playground Shading Program - Naroon POS Dalyellup	Purchase orders raised
OC11338	Playground Shading Program - Daablone Vista POS Dalyellup	Purchase orders raised
PC11357	Playground Shading Program - North Lake POS Dalyellup	Purchase orders raised
OC11355	Ferndale Park Dalyellup - Lighting	RFQ in progress
OC11368	Playground Replacement Program-Wentworth POS Dalyellup	Currently out for design
OC11371	Age Friendly Community Plan - Bus Shelter (Dalyellup Baptist College)	Work commenced
PC11377	Sleaford Park Gelorup Redevelopment	Purchase orders raised
OC11389	Central irrigation control upgrades and improvements	Work commenced
OC11389	Irrigation probe, upgrade, and repairs - Dalyellup Roundabout Lake	Work commenced
OC11389	Dalyellup Integrated Lake Water Management Strategy (Stage 1)	Work commenced
OC11307	Trails Master Plan-Ironstone Gully Falls Trail	Purchase orders raised
OC113419	Beach access Staircase (Northern) Norton Promenade Dalyellup	Investigation underway
OC113432	Beach access Staircase (Southern) Norton Promenade Dalyellup	Works awarded 13/09/2023
OC113402	Forrest Beach Staircase-remediation works	Purchase orders raised
PC000	Water fountain implementation campaign	Deferred to 24/25
PC000	Whole of Shire POS - Parks Signage, Entry Statements	To be moved to maintenance
PC000	Subdivision Parks & Gardens Infrastructure	Infrastructure built by subdivision developers to be handed over to the Shire



AGENDA - Ordinary Council Meeting - 29 May 2024

Land and Buildings		
Job No.	Description	Status
BC11120	Dalyellup Community Centre - replace roof section	Work commenced
BC11121	Dalyellup Multipurpose Community and Youth Centre	Work commenced
BC113106	Dalyellup Sports Pavilion - Sewer connection	RFT due to be developed with anticipated delivery March -Jun 2024
BC113106	Dalyellup Sports Pavilion - Render repairs	Due for completion Jan- April 2024
BC113110	Boyanup Lions Toilet - tiling	Works awarded to AE Hoskins 05/01/2024
BC113116	Dalyellup Beach Toilets - tiling floors and walls	Purchase orders raised
BC113116	Dalyellup Beach Toilets - rainwater tank	Purchase orders raised
BC113119	Gelorup Skatepark Toilet - tiling	Purchase orders raised
BC113123	Capel Regional Equestrian Park (CREP) Clubhouse	Significant work completed subsequent to 30 April 2024
BC14201	Cyclic Plant Replacement Program	Investigation underway

Historically, capital expenditure has been higher in the second half of the year, and the 2023/24 forecasted year-end surplus, based on the mid-year budget review, is \$649,595 compared to the budgeted position of \$0.00. This is mainly due to forecast underspends in capital works and salaries.

The current projected surplus is intended to be used for future capital works design and construction and reallocated in the 2024/25 Draft Annual Budget to fund the 2024/25 Program of Works Schedules and other future capital priorities.

Furthermore, through the drafting of the 2024/25 Annual Budget, there will be an emphasis on responsible financial planning for:

- Investment in financial reserves.
- Continued development and valuation of the Shire's entire asset portfolio.
- Reallocation of funds to secure 2024/25 and beyond capital priorities.

The Shire's forecasts for revenue and expenditure balances will be adjusted for changes and reported as part of the monthly financial reporting as we continue through the remainder of the financial year.

The continued adjustments to forecasts across all accounts will reflect changes in operations and will be used as a benchmark to support the 2024/25 Draft Annual Budget process.

Summary

The Financial Report for the month ended 30 April 2024 includes the statements and disclosures required by the *Local Government (Financial Management) Regulations 1996*, with additional supplementary disclosures, for the purpose of monitoring the Shire's financial position and progress toward achieving the budget estimates set at the start of the 2023/24 financial year.

Variation to the year-end projected balance was reported to Council through the mid-year budget review in March 2024. The forecasted year-end 2023/24 surplus is \$649,595. This is greater than the budgeted surplus of \$0.00 and is mainly derived from forecast underspends in capital works and salaries.

The current end of year forecasts surplus of \$649,595 will be re-allocated to fund carry forward capital projects in FY2024/25.



Variations to the year-end projected balance will be presented through subsequent monthly analysis reporting to the Council.

Voting Requirements

Simple Majority.

Officer's Recommendation – 15.3.

That Council receive the Financial Report for the month ended on 30 April 2024.

SHIRE OF CAPEL
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 April 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF CAPEL
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* % ((c) - (b))/(b) %	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
Rates	10	15,979,760	15,979,760	15,975,310	(0.03%)	
Grants, subsidies and contributions	13	1,181,185	894,611	907,577	1.45%	
Fees and charges		4,372,296	4,249,415	4,124,480	(2.94%)	
Interest revenue		702,812	598,378	656,647	9.74%	
Other revenue		306,670	268,195	116,298	(56.64%)	▼
Profit on asset disposals	6	77,907	64,920	22,939	(64.67%)	▼
Fair value adjustments to financial assets at fair value through profit or loss		0	0	1,261	0.00%	
		22,620,630	22,055,279	21,804,512	(1.14%)	
Expenditure from operating activities						
Employee costs		(11,717,885)	(9,540,274)	(8,400,155)	11.95%	▲
Materials and contracts		(10,875,634)	(8,769,491)	(6,148,649)	29.89%	▲
Utility charges		(708,180)	(580,514)	(495,359)	14.67%	▲
Depreciation		(5,036,184)	(4,196,770)	(5,168,191)	(23.15%)	▼
Finance costs		(209,831)	(153,632)	(94,883)	38.24%	▲
Insurance		(305,211)	(305,190)	(280,548)	8.07%	
Other expenditure		(521,893)	(413,238)	(358,999)	13.13%	▲
Loss on asset disposals	6	(212,820)	(177,340)	(4,273)	97.59%	▲
		(29,587,638)	(24,136,449)	(20,951,057)	13.20%	
Non-cash amounts excluded from operating activities	Note 2(b)	5,171,097	4,309,190	5,530,711	28.35%	▲
Amount attributable to operating activities		(1,795,911)	2,228,020	6,384,166	186.54%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	14	5,534,997	4,612,498	763,729	(83.44%)	▼
Proceeds from disposal of assets	6	508,267	129,090	129,090	0.00%	
		6,043,264	4,741,588	892,819	(81.17%)	
Outflows from investing activities						
Payments for property, plant and equipment	5	(5,844,698)	(4,870,582)	(2,478,842)	49.11%	▲
Payments for construction of infrastructure	5	(6,819,002)	(5,682,502)	(1,440,446)	74.65%	▲
		(12,663,700)	(10,553,083)	(3,919,288)	62.86%	
Amount attributable to investing activities		(6,620,436)	(5,811,495)	(3,026,469)	47.92%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new debentures	11	1,223,930	0	0	0.00%	
Transfer from reserves	4	5,287,662	1,232,198	1,232,198	0.00%	
		6,511,592	1,232,198	1,232,198	0.00%	
Outflows from financing activities						
Repayment of borrowings	11	(411,109)	(206,187)	(206,187)	0.00%	
Payments for principal portion of lease liabilities	12	(94,050)	(82,959)	(82,959)	0.00%	
Transfer to reserves	4	(2,150,231)	0	(360,002)	0.00%	
		(2,655,390)	(289,146)	(649,148)	(124.51%)	
Amount attributable to financing activities		3,856,202	943,052	583,050	(38.17%)	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year		4,560,145	4,560,145	4,411,158	(3.27%)	
Amount attributable to operating activities		(1,795,911)	2,228,020	6,384,166	186.54%	▲
Amount attributable to investing activities		(6,620,436)	(5,811,495)	(3,026,469)	47.92%	▲
Amount attributable to financing activities		3,856,202	943,052	583,050	(38.17%)	▼
Surplus or deficit after imposition of general rates		0	1,919,722	8,351,905	335.06%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF CAPEL
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2024**

	Supplementary Information	30 June 2023 \$	30 April 2024 \$
CURRENT ASSETS			
Cash and cash equivalents	3	23,377,889	24,267,594
Trade and other receivables		1,050,351	1,685,212
Inventories	8	23,729	26,251
Other assets	8	145,644	109,476
TOTAL CURRENT ASSETS		24,597,613	26,088,533
NON-CURRENT ASSETS			
Trade and other receivables		20,211	20,211
Other financial assets		86,117	87,378
Inventories		268,611	0
Property, plant and equipment		31,873,260	33,182,705
Infrastructure		200,382,141	197,808,753
Right-of-use assets		201,463	167,543
TOTAL NON-CURRENT ASSETS		232,831,803	231,266,590
TOTAL ASSETS		257,429,416	257,355,123
CURRENT LIABILITIES			
Trade and other payables	9	4,511,615	2,730,029
Other liabilities		441,990	590,260
Lease liabilities	12	94,362	121,203
Borrowings	11	302,151	312,004
Employee related provisions		1,256,484	1,313,610
TOTAL CURRENT LIABILITIES		6,606,602	5,067,106
NON-CURRENT LIABILITIES			
Other liabilities		2,318,988	2,433,696
Lease liabilities	12	131,138	81,360
Borrowings	11	3,787,116	3,571,076
Employee related provisions		168,160	167,288
TOTAL NON-CURRENT LIABILITIES		6,405,402	6,253,420
TOTAL LIABILITIES		13,012,004	11,320,526
NET ASSETS		244,417,412	246,034,597
EQUITY			
Retained surplus		97,644,371	100,133,752
Reserve accounts	4	13,974,650	13,102,454
Revaluation surplus		132,798,391	132,798,391
TOTAL EQUITY		244,417,412	246,034,597

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF CAPEL
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 to these financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 April 2024

SHIRE OF CAPEL
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
		\$	\$	\$
Current assets				
Cash and cash equivalents	3	22,112,062	23,377,889	24,267,594
Trade and other receivables		1,058,068	1,050,351	1,685,212
Inventories	8	23,731	23,729	26,251
Contract assets	8	1,000	0	0
Other assets	8	103,321	145,644	109,476
		<u>23,298,182</u>	<u>24,597,613</u>	<u>26,088,533</u>
Less: current liabilities				
Trade and other payables	9	(3,246,897)	(4,511,615)	(2,730,029)
Other liabilities		(519,285)	(441,990)	(590,260)
Lease liabilities	12	(94,362)	(94,362)	(121,203)
Borrowings	11	(302,151)	(302,151)	(312,004)
Employee related provisions		(1,274,573)	(1,256,484)	(1,313,610)
		<u>(5,437,268)</u>	<u>(6,606,602)</u>	<u>(5,067,106)</u>
Net current assets		17,860,914	17,991,011	21,021,427
Less: Total adjustments to net current assets	Note 2(c)	(13,300,769)	(13,579,853)	(12,669,522)
Closing funding surplus / (deficit)		4,560,145	4,411,158	8,351,905

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	6	(77,907)	(64,920)
Less: Fair value adjustments to financial assets at amortised cost		0	0
Add: Loss on asset disposals	6	212,820	177,340
Add: Depreciation		5,036,184	4,196,770
Movement in contract liabilities (non-current)		0	0
Non-cash movements in non-current assets and liabilities:			
- Inventory (land held for resale)		0	0
- Employee provisions		0	0
Total non-cash amounts excluded from operating activities		5,171,097	4,309,190

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
	\$	\$	\$
Less: Reserve accounts	4	(13,697,282)	(13,974,650)
Less: Current assets not expected to be received at end of year:			
- Other liabilities		0	(1,716)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	11	302,151	302,151
- Current portion of lease liabilities	12	94,362	94,362
Total adjustments to net current assets	Note 2(a)	(13,300,769)	(13,579,853)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

**SHIRE OF CAPEL
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2023-24 year is +/- 10.00%.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Other revenue	(151,897)	(56.64%)	▼
Gelorup BFB loan interest will not be received as budgeted.		Permanent	
Profit on asset disposals	(41,981)	(64.67%)	▼
Timing of asset disposals.		Timing	
Expenditure from operating activities			
Employee costs	1,140,119	11.95%	▲
Timing of recruitment and staff vacancies.		Permanent	
Materials and contracts	2,620,842	29.89%	▲
Timing of contract expenditure.		Timing	
Utility charges	85,155	14.67%	▲
Street lighting electricity lower than budgeted.		Timing	
Depreciation	(971,421)	(23.15%)	▼
Revaluation of infrastructure in 2022/23 higher than anticipated.		Permanent	
Finance costs	58,749	38.24%	▲
Timing of loan repayments.		Timing	
Other expenditure	54,239	13.13%	▲
Timing of expenditure for multiple accounts.		Timing	
Loss on asset disposals	173,067	97.59%	▲
Timing of asset disposals.		Timing	
Non-cash amounts excluded from operating activities	1,221,521	28.35%	▲
Primarily due to the increase in depreciation expense and disposal of land held for resale.		Permanent	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(3,848,769)	(83.44%)	▼
Regional Road Group funding linked to deferred infrastructure projects.		Permanent	
Outflows from investing activities			
Payments for property, plant and equipment	2,391,739	49.11%	▲
Timing of acquisitions.		Timing	
Payments for construction of infrastructure	4,242,056	74.65%	▲
Deferment of infrastructure projects.		Permanent	
Surplus or deficit after imposition of general rates	6,432,183	335.06%	▲
Due to variances described above			

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
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SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$4.56 M	\$4.56 M	\$4.41 M	(\$0.15 M)
Closing	\$0.00 M	\$1.92 M	\$8.35 M	\$6.43 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$24.27 M	% of total
Unrestricted Cash	\$7.62 M	31.4%
Restricted Cash	\$16.65 M	68.6%

Refer to 3 - Cash and Financial Assets

Payables		
	\$2.73 M	% Outstanding
Trade Payables	\$0.17 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0.0%

Refer to 9 - Payables

Receivables		
	\$0.16 M	% Collected
Rates Receivable	\$1.52 M	90.9%
Trade Receivable	\$0.16 M	% Outstanding
Over 30 Days		39.2%
Over 90 Days		18.7%

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.80 M)	\$2.23 M	\$6.38 M	\$4.16 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$15.98 M	% Variance
YTD Actual	\$15.98 M	
YTD Budget	\$15.98 M	(0.0%)

Refer to 10 - Rate Revenue

Grants and Contributions		
	\$0.91 M	% Variance
YTD Actual	\$0.91 M	
YTD Budget	\$0.00 M	0.0%

Refer to 13 - Grants and Contributions

Fees and Charges		
	\$4.12 M	% Variance
YTD Actual	\$4.12 M	
YTD Budget	\$4.25 M	(2.9%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$6.62 M)	(\$5.81 M)	(\$3.03 M)	\$2.79 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$0.13 M	%
YTD Actual	\$0.13 M	
Adopted Budget	\$0.51 M	(74.6%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$3.92 M	% Spent
YTD Actual	\$3.92 M	
Adopted Budget	\$12.66 M	(69.1%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$0.76 M	% Received
YTD Actual	\$0.76 M	
Adopted Budget	\$5.53 M	(86.2%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$3.86 M	\$0.94 M	\$0.58 M	(\$0.36 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.21 M)
Interest expense	(\$0.09 M)
Principal due	\$3.88 M

Refer to 11 - Borrowings

Reserves	
Reserves balance	\$13.10 M
Interest earned	\$0.36 M

Refer to 4 - Cash Reserves

Lease Liability	
Principal repayments	(\$0.08 M)
Interest expense	(\$0.01 M)
Principal due	\$0.20 M

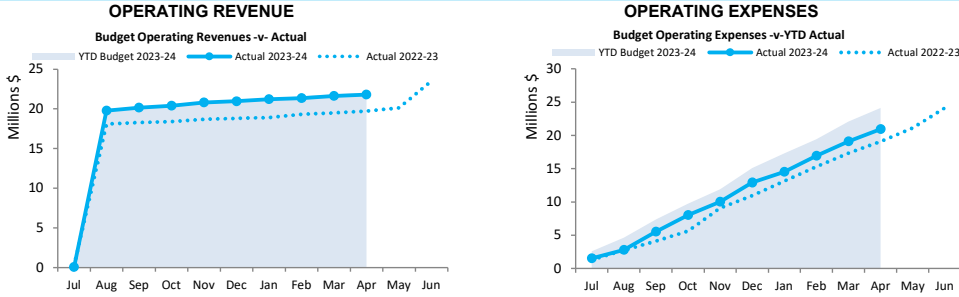
Refer to Note 12 - Lease Liabilities

This information is to be read in conjunction with the accompanying Financial Statements and notes.

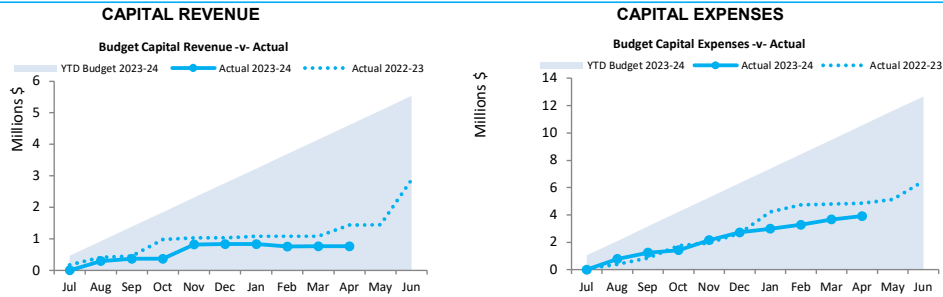
SHIRE OF CAPEL
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 30 APRIL 2024

2 KEY INFORMATION - GRAPHICAL

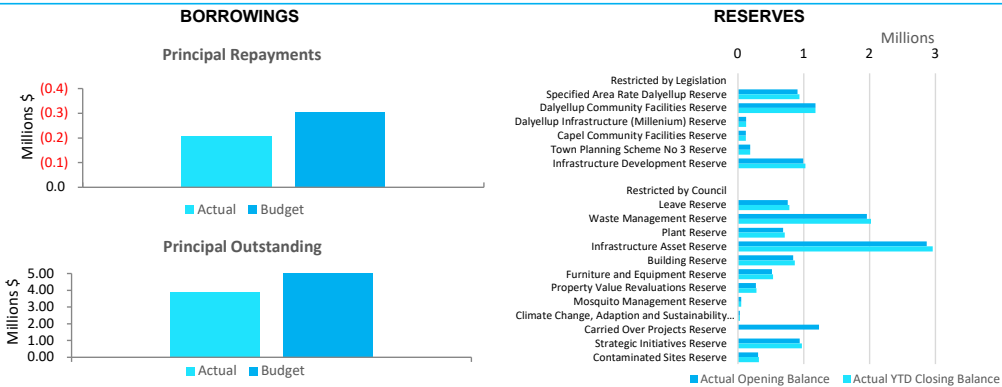
OPERATING ACTIVITIES



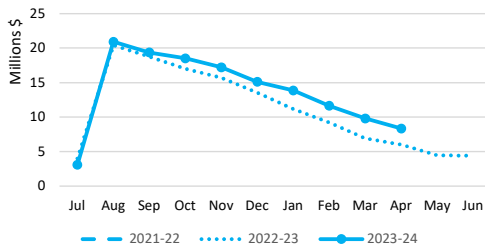
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Cheque	Cash and cash equivalents	3,487,552	0	3,487,552	0	Bendigo	0.00%	At call
Emergency Services Account	Cash and cash equivalents	5,000	0	5,000	0	Cash on hand	0.00%	At call
Cash on hand	Cash and cash equivalents	1,160	0	1,160	0	Cash on hand	0.00%	At call
Municipal Savings	Cash and cash equivalents	4,095,605	0	4,095,605	0	WATC	4.05%	At call
Term Deposit	Financial assets at amortised cost	0	1,634,644	1,634,644	0	NAB	5.00%	4/04/2024
Term Deposit	Financial assets at amortised cost	0	1,600,631	1,600,631	0	NAB	5.11%	13/06/2024
Term Deposit	Financial assets at amortised cost	0	1,058,132	1,058,132	0	NAB	5.10%	2/05/2024
Term Deposit	Financial assets at amortised cost	0	1,053,241	1,053,241	0	NAB	5.13%	20/06/2024
Term Deposit	Financial assets at amortised cost	0	2,098,531	2,098,531	0	NAB	5.13%	20/06/2024
Term Deposit	Financial assets at amortised cost	0	1,049,333	1,049,333	0	NAB	5.13%	20/06/2024
Term Deposit	Financial assets at amortised cost	26,741	2,132,392	2,159,133	0	NAB	4.98%	18/07/2024
Term Deposit	Financial assets at amortised cost	0	1,012,316	1,012,316	0	NAB	5.08%	6/06/2024
Term Deposit	Financial assets at amortised cost	0	1,012,316	1,012,316	0	NAB	5.08%	13/06/2024
Term Deposit	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Macquarie	4.81%	20/06/2024
Term Deposit	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Macquarie	4.81%	20/06/2024
Term Deposit	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Macquarie	4.75%	18/07/2024
Term Deposit	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Macquarie	4.80%	13/06/2024
Trust	Financial assets at amortised cost	0	0	0	29,167	WATC	4.34%	30/04/2024
Trust	Financial assets at amortised cost	0	0	0	846,803	WATC	4.34%	30/04/2024
Total		7,616,057	16,651,537	24,267,594	875,970			
Comprising								
Cash and cash equivalents		7,589,316	0	7,589,316	0			
Financial assets at amortised cost		26,741	16,651,537	16,678,278	875,970			
		7,616,057	16,651,537	24,267,594	875,970			

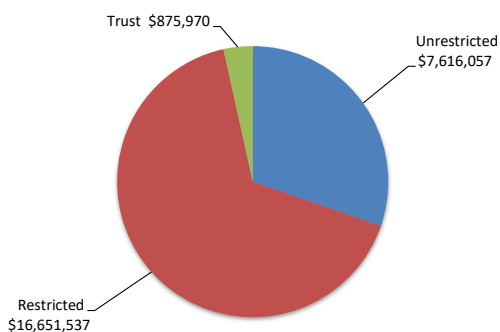
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

4 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual
	Opening	Interest	Transfers	Transfers	Closing	Opening	Interest	Transfers	Transfers	YTD
	Balance	Earned	In (+)	Out (-)	Balance	Balance	Earned	In (+)	Out (-)	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Legislation										
Specified Area Rate Dalyellup Re	757,535	0	894,758	(1,050,269)	602,024	904,904	29,271	0	0	934,175
Dalyellup Community Facilities R	1,177,087	0	0	0	1,177,087	1,177,087	0	0	0	1,177,087
Dalyellup Infrastructure (Milleniur	127,745	0	0	0	127,745	127,745	0	0	0	127,745
Capel Community Facilities Rese	120,146	0	0	0	120,146	120,146	0	0	0	120,146
Town Planning Scheme No 3 Re	188,756	0	1,000	(30,000)	159,756	187,756	0	0	0	187,756
Infrastructure Development Rese	1,052,397	0	100,648	0	1,153,045	991,897	32,084	0	0	1,023,981
Restricted by Council										
Leave Reserve	760,645	0	28,143	0	788,788	760,645	24,604	0	0	785,249
Waste Management Reserve	1,843,039	0	0	(655,220)	1,187,819	1,957,708	63,324	0	0	2,021,032
Plant Reserve	691,058	0	560,112	(1,070,887)	180,283	688,668	22,275	0	0	710,943
Infrastructure Asset Reserve	2,867,580	0	106,100	(281,449)	2,692,231	2,867,580	92,754	0	0	2,960,334
Building Reserve	839,277	0	31,053	(251,939)	618,391	839,277	27,148	0	0	866,425
Furniture and Equipment Reserv	499,022	0	18,463	(180,000)	337,485	517,355	16,733	0	0	534,088
Property Value Revaluations Res	274,894	0	110,171	(220,000)	165,065	274,894	8,892	0	0	283,786
Mosquito Management Reserve	42,338	0	1,566	0	43,904	50,167	1,622	0	0	51,789
Climate Change, Adaption and S	28,493	0	29,000	(4,000)	53,493	28,493	922	0	0	29,415
Carried Over Projects Reserve	1,232,198	0	0	(1,232,198)	0	1,232,198	0	0	(1,232,198)	0
Strategic Initiatives Reserve	887,200	0	182,826	(311,700)	758,326	940,258	30,415	0	0	970,673
Contaminated Sites Reserve	307,872	0	86,391	0	394,263	307,872	9,958	0	0	317,830
	13,697,282	0	2,150,231	(5,287,662)	10,559,851	13,974,650	360,002	0	(1,232,198)	13,102,454

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	3,093,351	2,577,793	1,811,849	(765,943)
Furniture and equipment	376,338	313,615	48,671	(264,944)
Plant and equipment	2,375,009	1,979,174	618,322	(1,360,852)
Acquisition of property, plant and equipment	5,844,698	4,870,582	2,478,842	(2,391,739)
Infrastructure - roads	4,448,274	3,706,895	1,217,727	(2,489,168)
Infrastructure - carparks	230,815	192,346	6,995	(185,351)
Infrastructure - footpaths	528,783	440,653	116,126	(324,526)
Infrastructure - drainage	534,000	445,000	27,023	(417,977)
Infrastructure - parks, ovals and other	1,077,130	897,608	72,575	(825,034)
Acquisition of infrastructure	6,819,002	5,682,502	1,440,446	(9,025,535)
Total capital acquisitions	12,663,700	10,553,083	3,919,288	(11,417,274)
Capital Acquisitions Funded By:				
Capital grants and contributions	5,534,997	4,612,498	763,729	(3,848,769)
Borrowings	1,223,930	0	0	0
Lease liabilities	0	60,022	60,022	0
Other (disposals & C/Fwd)	508,267	129,090	129,090	0
Reserve accounts				
Town Planning Scheme No 3 Reserve	30,000	25,000	0	(25,000)
Waste Management Reserve	655,220	546,017	0	(546,017)
Plant Reserve	1,070,887	892,406	0	(892,406)
Infrastructure Asset Reserve	281,449	234,541	0	(234,541)
Building Reserve	251,939	209,949	0	(209,949)
Furniture and Equipment Reserve	180,000	150,000	0	(150,000)
Property Value Revaluations Reserve	220,000	183,333	0	(183,333)
Climate Change, Adaption and Sustainability Reserve	4,000	3,333	0	(3,333)
Carried Over Projects Reserve	1,232,198	1,026,832	1,232,198	205,366
Strategic Initiatives Reserve	311,700	259,750	0	(259,750)
Contribution - operations	1,159,113	2,220,312	1,734,249	(486,063)
Capital funding total	12,663,700	10,553,083	3,919,288	(6,633,795)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

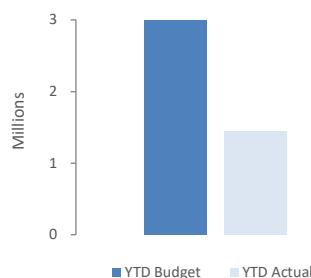
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

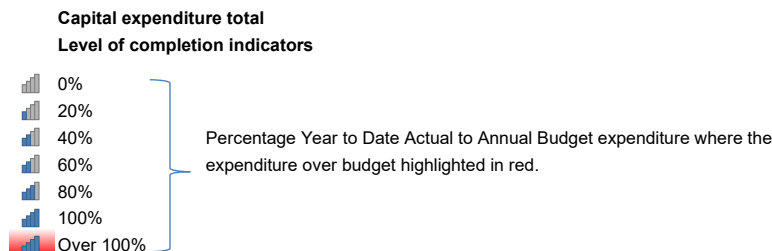
Payments for Capital Acquisitions



SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED



		Budget	YTD Actual	Variance	
		\$	\$	(Under)/Over	
				\$	
Infrastructure - Roads					
	RC107	Barlee Road Capel 0.28-0.44 Design and Rehabilitation (Asphalt)	149,603	2,000	(147,603)
	RC094	Salter Road Boyanup 0.00-0.63 Design for: Rehabilitation (Bitumen)	16,470	0	(16,470)
	RC493	Murtin Road Dalyellup 0.00-0.54 Reseal (Asphalt) & Kerb Repairs	327,750	0	(327,750)
	RC104	Weld Road Capel 1.91-3.55 2nd Coat Seal (10mm)	80,000	799	(79,201)
	RC137	Forrest Road Capel 0.06--013 Design for Rehabilitation (Bitumen)	5,873	0	(5,873)
	RC000	Non-Cash Infrastructure	300,000	0	(300,000)
	RC096	Gray Road Boyanup 0.00-2.19 Reseal (Bitumen)	53,550	0	(53,550)
	RC127	Lakes Road Stratham 1.00-1.43 Design for: Rehabilitation (Bitumen)	12,690	0	(12,690)
	RC006	Elgin Road Elgin 4.00-5.57 2nd Coat Seal (10mm)	87,000	77,011	(9,989)
	RC008	Mallokup Road Capel 1.08-1.91 Design for Rehabilitation (Bitumen)	25,835	29,695	3,860
	RC023	Cain Road The Plains 3.62-3.71 Rehabilitation (Asphalt)	52,500	0	(52,500)
	R2R042	Austin Road Capel 0.00-0.62 Reseal (Bitumen) "Light Pruning Required"	55,848	0	(55,848)
	R2R104	Weld Road Capel River 7.50-10.50 Gravel Re-sheeting	427,500	342,922	(84,578)
	R2R104A	Weld Road Capel River 10.50-13.50 Gravel Re-sheeting (Inhouse)	480,000	493,370	13,370
	R2R012	Queelup Road North Boyanup 1.45-3.08 Reseal (Bitumen)	74,250	0	(74,250)
	R2R008	Mallokup Road Capel 1.08-1.91 Rehabilitation (Bitumen)	284,250	0	(284,250)
	R2R280	Roberts Road Stirling Estate 0.00-1.13 Rehabilitation (Bitumen)	259,420	268,780	9,360
	RRG003	Gavins Road Capel 0.00-11.08 Design for: Reconstruct & Widen Formation to 6.2m Bitu	556,538	0	(556,538)
	RRG294	Boyanup Road West Boyanup 1.42-3.20 Reconstruction, drainage upgrade & linemarki	955,860	0	(955,860)
	RRG104	Weld Road and Payne Street - Offset Planting	163,666	0	(163,666)
	RRG294E	Boyanup Road West Boyanup Offset Planting	79,671	3,150	(76,521)
		4,448,274	1,217,727	(3,230,547)	
Infrastructure - Carparks					
	OC12411	Capel Infant Health Centre Carpark - pavement repairs, reseal, kerb repairs	9,825	0	(9,825)
	OC12438	Access Road Capel Hard Courts off Spurr Street - unsealed pavement repairs, gravel ov	15,750	0	(15,750)
	OC12408	Access Road Capel Hard Courts off Berkshire Street - unsealed pavement repairs, grave	18,600	0	(18,600)
	OC12436	Rich Road Carpark - pavement repairs, reseal, kerb repairs	71,290	6,995	(64,295)
	OC12413	Capel Cementry Carpark - unsealed pavement repairs, gravel overlay	88,350	0	(88,350)
	OC12428	Hardey Road Carpark - drainage repairs, kerbing pavement repairs	27,000	0	(27,000)
		230,815	6,995	(223,820)	
Infrastructure - Drainage					
	DC065	Skippings Road Boyanup Replace existing culvert and headwalls	37,500	0	(37,500)
	DC003	Gavins Road Elgin Replace existing culvert and headwalls	30,000	0	(30,000)
	DC020	Goodwood Road Capel Upgrade open drain to pipe and pit system inc kerb and concr	27,000	0	(27,000)
	DC466	Waddington Loop Drainage Reserve Capel Install sub soil bypass pipe around basin.	37,500	0	(37,500)
	DC116	Capel Oval Reserve Replace subsoil outlet pipe and redirect to basin in north west corn	49,500	0	(49,500)
	DC000	Design recommendations from Gelorup Flood Modelling Report (TPS3)	30,000	0	(30,000)
	DC000	Capel Oval Reserve Remove typha and re-establish invert level of open drain/basins alc	18,000	0	(18,000)
	DC000	South Western Highway Boyanup Remove silt from blocked headwall H009/HW191 no	4,500	0	(4,500)
	DC235	South Western Highway Boyanup Remove silt from blocked headwall H009/HW191 no	4,500	26,776	22,276
	DC000	Non-Cash Infrastructure	295,500	0	(295,500)
		534,000	26,776	(507,224)	

Infrastructure - Dual Use Paths					
FC073	South Western Highway Meadowbrook Reinstatement Boyanup.	5,400	0	(5,400)	
FC013	South Western Hwy - Turner St to Bridge St Boyanup (Rail Crossing renewal of existing)	127,500	68,083	(59,417)	
FC020	South Western Hwy - Turner St to Bridge St Boyanup (Rail Crossing renewal of existing)	60,000	0	(60,000)	
FC003	Trigwell Road - Bridge Street to South West Highway Boyanup. Requires further discus:	73,458	0	(73,458)	
FC330	Norton Promenade - Dalyellup Beach Carpark South Dalyellup. Renewal of existing adj:	33,750	0	(33,750)	
FC212	Spurr Street - Tucker Street to Berkshire Street Capel (Design and pre-works).	30,000	0	(30,000)	
FC167	Sealford Park Gelorup (Parking Path)	15,000	4,350	(10,650)	
FC104	Weld Road - Capel Drive to Payne Road Capel (various sections)	58,670	42,993	(15,677)	
FC170	Payne Street (Gwindinup) - Footpath Capital	0	700	700	
FC000	Non-Cash Infrastructure - Paths	125,005	0	(125,005)	
		528,783	116,126	(412,657)	
Infrastructure - Parks, Ovals and Other					
PC11366	Replacement Fountain/Rehydration Station - Central Lakes Park	8,000	0	(8,000)	
PC11322	Boyanup Memorial Park AFL Ground - LED floodlighting upgrade program	146,095	10,355	(135,740)	
OC11377	Shade Sails Sleaford Park Gelorup	15,000	0	(15,000)	
OC11343	Playground Shading Program - Lewana POS Dalyellup	66,250	0	(66,250)	
OC11354	Playground Shading Program - Naroona POS Dalyellup	50,000	0	(50,000)	
OC11338	Playground Shading Program - Daablone Vista POS Dalyellup	87,500	0	(87,500)	
PC11357	Playground Shading Program - North Lake POS Dayellup	66,250	0	(66,250)	
OC11355	Ferndale Park Dalyellup - Installation of Park and Pathway Lighting	100,000	0	(100,000)	
OC11368	Playground Replacement Program-Wentworth POS Dalyellup	63,000	0	(63,000)	
OC11371	Age Friendly Community Plan - Bus Shelter (Dalyellup Baptist College)	23,750	3,588	(20,162)	
PC11377	Sleaford Park Gelorup Redevelopment	120,000	0	(120,000)	
OC11389	Central irrigation control upgrades and improvements	50,000	22,440	(27,560)	
OC11389	Irrigation probe, upgrade and repairs - Dalyellup Roundabout Lake	10,000	0	(10,000)	
OC11389	Implementation of recommendations from reviewed Dalyellup Integrated Lake Water	50,000	0	(50,000)	
OC11307	Trails Master Plan-Ironstone Gully Falls Trail	28,825	0	(28,825)	
OC113419	Beach access Staircase (Northern) Norton Promenade Dalyellup-remediation works	35,820	0	(35,820)	
OC113432	Beach access Staircase (Southern) Norton Promenade Dalyellup (Zedor Carpark)-remec	35,820	0	(35,820)	
OC113402	Forrest Beach Staircase-remediation works	35,820	0	(35,820)	
OC113445	Dalyellup Watering Systems -Redevelopment of Bore Field	0	0	0	
OC11366	Dog Hydration Station Bibra Loop, Lakes Park	0	6	6	
PC11330	Dalyellup Skatepark (Capital)	0	15,050	15,050	
OC11372	Dalyellup Secondary College - Oval Lighting Upgrade	0	21,136	21,136	
PC000	Water fountain implementation campaign	15,000	0	(15,000)	
PC000	Whole of Shire POS - Parks Signage, Entry Statements	20,000	0	(20,000)	
PC000	Subdivision Parks & Gardens Infrastructure	50,000	0	(50,000)	
		1,077,130	72,575	(1,004,555)	
Total Acquisitions of Infrastructure		6,819,002	1,440,198	(5,378,804)	
Land and Buildings					
BC5102	Capel Bush Fire Brigade	0	871	871	
BC5104	Gelorup Bush Fire Brigade Facility (Construction and Design Fees)	1,564,600	1,441,409	(123,192)	
BC8101	Capel Play Group - fascia replacement	5,000	0	(5,000)	
BC11120	Dalyellup Community Centre - replace roof section	150,000	12,678	(137,323)	
BC11121	Dalyellup Multipurpose Community and Youth Centre	73,160	17,798	(55,362)	
BC113106	Dalyellup Sports Pavilion - Sewer connection	180,000	0	(180,000)	
BC113106	Dalyellup Sports Pavilion - Render repairs	15,000	0	(15,000)	
BC113110	Boyanup Lions Toilet - tiling	15,000	0	(15,000)	
BC113116	Dalyellup Beach Toilets - tiling floors and walls	25,000	0	(25,000)	
BC113116	Dalyellup Beach Toilets - rain water tank	50,000	0	(50,000)	
BC113119	Gelorup Skatepark Toilet - tiling	15,000	0	(15,000)	
BC113123	Capel Regional Equestrian Park (CREP) Clubhouse Redevelopment	970,591	339,093	(631,498)	
BC14201	Cyclic Plant Replacement Program	30,000	0	(30,000)	
		3,093,351	1,811,849	(1,281,502)	

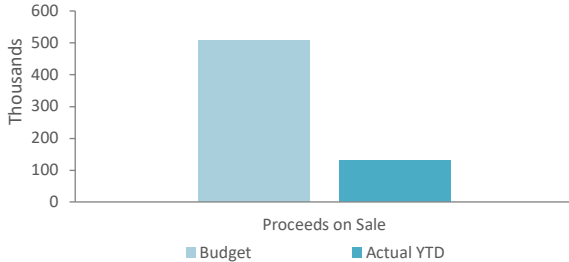
Plant and Equipment					
	New	Fire Truck Elgin Brigade Light Tanker (CP246)	235,855	0	(235,855)
	New	Fire Truck Stirling Bridgade 3.4 Urban Tanker Crew Cab (1CNS506)	560,000	0	(560,000)
	CP10438	5 Door SUV (Sport Utility Vehicle) - Manager Organisational Development	31,959	31,959	(0)
	70CP	5 Door SUV (Sport Utility Vehicle) - Manager Business and Technology Services	31,959	31,959	(0)
	41CP	5 Door SUV (Sport Utility Vehicle) - Building Approvals Team	31,959	31,959	(0)
	CP747	5 Door SUV (Sport Utility Vehicle) - Director Community & Corporate Services	54,891	0	(54,891)
	CP0	5 Door SUV (Sport Utility Vehicle) - Chief Executive Officer	56,784	58,239	1,455
	CP9081	Dual Cab 4x4 Utility - Engineering Technical Officer	51,000	0	(51,000)
	CP9378	Dual Cab 4x4 Utility - Coordinator Engineering Development	51,000	0	(51,000)
	CP9503	Dual Cab 4x4 Utility - Parks & Gardens Team	45,000	0	(45,000)
	CP5186	Dual Cab 4x2 Utility - Parks & Gardens Team	45,000	0	(45,000)
	CP655	Dual Cab 4x2 Utility - Parks & Gardens Team	45,000	0	(45,000)
	CP154	Dual Cab 4x2 Utility - Leading Hand Parks	45,953	0	(45,953)
	CP9132	Single Cab 4x4 Utility - Work Health and Safety Advisor	47,150	0	(47,150)
	46CP	Dual Cab 4x4 Utility - Supervisor Building Maintenance	47,150	47,150	(0)
	40CP	Dual Cab 4x4 including Ranger POD changeover - Community Ranger	58,063	0	(58,063)
	60CP	Dual Cab 4x4 Utility - Community Ranger	53,648	0	(53,648)
	80CP	Dual Cab 4x4 Utility with 3.5t towing capacity - Emergency Services Co-ordinator	44,569	0	(44,569)
	45CP	Dual Cab 4x4 Utility with 3.5t towing capacity - Supervisor Parks	51,000	0	(51,000)
	1HJZ 058	Dual Cab 4x4 Utility with 3.5t towing capacity - Community Ranger	44,569	0	(44,569)
	CP855	Isuzu Maintenance Truck - Works	102,000	0	(102,000)
	CP9112	Patching truck Isuzu NQR 450 - Works	120,500	0	(120,500)
	New	Compact Track Loader - Works	221,800	221,800	0
	New	Excavator - Works	137,000	137,000	0
	New	Trailer to transport Compact Track Loader and Excavator - Works	41,200	49,000	7,800
	New	Designing Charging Infrastructure for Electric Vehicles	20,000	0	(20,000)
	New	Trailer (Dual axle) - Parks	5,000	9,256	4,256
	1GYB428	Kubota Out Front Mower - Parks	35,000	0	(35,000)
	1GYB427	Kubota Out Front Mower - Parks	35,000	0	(35,000)
	CP10226	Zero Turn Mower - Parks	25,000	0	(25,000)
			2,375,009	618,322	(1,756,687)
Furniture and Equipment					
	4070420	Noise meter	16,338	14,792	(1,546)
	4110520	Book Stock Purchase	35,000	3,814	(31,186)
	New	Learning Management System - Staff Development.	10,000	0	(10,000)
	New	PC Replacement Program	10,000	3,787	(6,213)
	New	New Tablets for mobile teams	15,000	0	(15,000)
	New	Replace BF, Rangers, and Tech Services Tablets	30,000	17,021	(12,979)
	New	Switch Replacement	60,000	0	(60,000)
	New	NAS replacement	5,000	0	(5,000)
	New	Audio Visual for Chambers	100,000	0	(100,000)
	New	Monitor Replacements	5,000	3,828	(1,172)
	New	UPS Replacement	10,000	0	(10,000)
	New	SAN Replacement	80,000	0	(80,000)
	New	Linkrunner G2 Smart Network Tester Extended Test Kit	0	5,428	5,428
			376,338	48,671	(327,667)
Total Acquisitions of Property, Plant and Equipment			5,844,698	2,478,842	(3,365,856)
Total Capital Acquisitions			12,663,700	3,919,041	(8,744,659)

**SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget Net Book Value	Budget Proceeds	Budget Profit	Budget (Loss)	YTD Actual			
						Net Book Value	Proceeds	Profit	(Loss)
						\$	\$	\$	\$
Plant and equipment									
P0140	5 Door SUV (Sport Utility Vehicle)	16,261	24,545	8,284	0	12,052	24,545	12,493	0
P0146	5 Door SUV (Sport Utility Vehicle)	27,000	22,727	0	(4,273)	27,000	22,727	0	(4,273)
P0145	5 Door SUV (Sport Utility Vehicle)	10,000	13,636	3,636	0	10,000	13,636	3,636	0
P0151	5 Door SUV (Sport Utility Vehicle)	22,367	25,455	3,088	0	0	0	0	0
P0185	5 Door SUV (Sport Utility Vehicle)	47,100	45,455	0	(1,645)	39,372	45,455	6,083	0
P0148	Dual Cab 4x4 Utility - Engineering	13,423	25,000	11,577	0	0	0	0	0
P0167	Dual Cab 4x4 Utility - Coordinator	7,710	20,000	12,290	0	0	0	0	0
P0141	Dual Cab 4x4 Utility - Parks & Gar	40,394	15,000	0	(25,394)	0	0	0	0
P0126	Dual Cab 4x2 Utility - Parks & Gar	16,000	15,000	0	(1,000)	0	0	0	0
P0155	Dual Cab 4x2 Utility - Parks & Gar	11,165	15,000	3,835	0	0	0	0	0
P0088	Dual Cab 4x2 Utility - Leading Ha	0	10,909	10,909	0	0	0	0	0
P0154	Single Cab 4x4 Utility - Work Hea	23,000	22,727	0	(273)	0	0	0	0
P0153	Dual Cab 4x4 Utility - Supervisor I	22,000	22,727	727	0	22,000	22,727	727	0
P0161	Dual Cab 4x4 including Ranger P	40,697	31,818	0	(8,879)	0	0	0	0
P0158	Dual Cab 4x4 Utility - Community	31,707	31,818	111	0	0	0	0	0
P0142	Dual Cab 4x4 Utility with 3.5t towi	23,000	30,000	7,000	0	0	0	0	0
P0169	Dual Cab 4x4 Utility with 3.5t towi	39,103	30,000	0	(9,103)	0	0	0	0
P0177	Dual Cab 4x4 Utility with 3.5t towi	44,434	30,000	0	(14,434)	0	0	0	0
P0089	Isuzu Maintenance Truck - Works	65,820	30,000	0	(35,820)	0	0	0	0
P0091	Patching truck Isuzu NQR 450 - V	55,480	30,000	0	(25,480)	0	0	0	0
P0156	Kubota Out Front Mower - Parks	0	8,225	8,225	0	0	0	0	0
P0157	Kubota Out Front Mower - Parks	0	8,225	8,225	0	0	0	0	0
P0162	Zero Turn Mower	21,519	0	0	(21,519)	0	0	0	0
P0048	Fire Truck Elgin Brigade Light Tar	15,000	0	0	(15,000)	0	0	0	0
P0051	Fire Truck Stirling Bridgade 3.4 U	50,000	0	0	(50,000)	0	0	0	0
		643,180	508,267	77,907	(212,820)	110,424	129,090	22,939	(4,273)



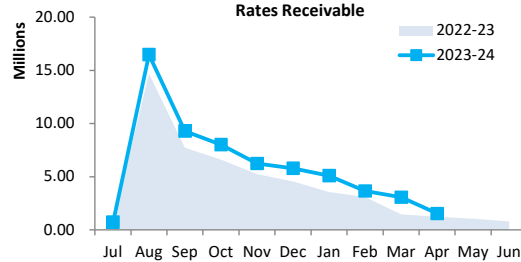
**SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2023	30 Apr 2024
	\$	\$
Opening arrears previous years	781,964	788,196
Levied this year	15,202,393	15,975,310
Less - collections to date	(15,196,161)	(15,239,779)
Gross rates collectable	788,196	1,523,727
Net rates collectable	788,196	1,523,727
% Collected	95.1%	90.9%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,812)	54,468	10,162	7,297	15,946	85,062
Percentage	(3.3%)	64.0%	11.9%	8.6%	18.7%	
Balance per trial balance						
Trade receivables						85,062
GST receivable						76,423
Total receivables general outstanding						161,485

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

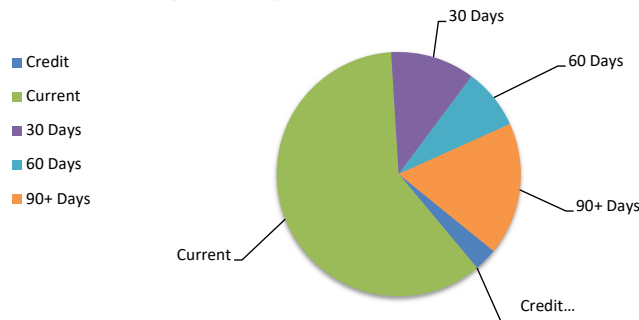
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Accounts Receivable (non-rates)



SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 April 2024
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel, oil and materials on hand	23,729	166,170	(163,648)	26,251
Other assets				
Prepayments	81,247	193,931	(165,702)	109,476
Accrued income	64,397	0	(64,397)	0
Total other current assets	169,373	360,101	(393,747)	135,727
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

OPERATING ACTIVITIES

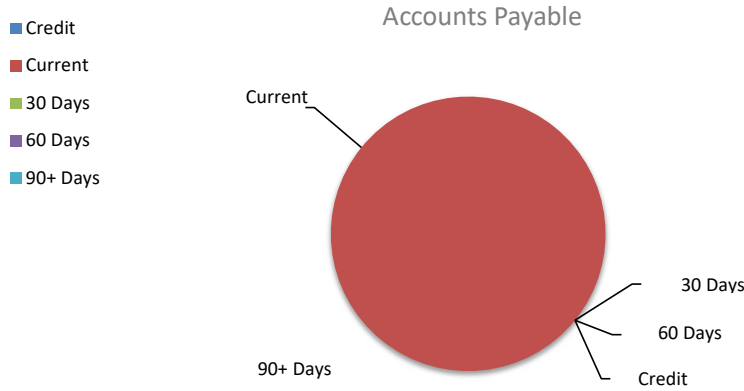
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	167,549	0	0	0	167,549
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						167,549
Payroll creditors						(33,962)
ATO payable						340,754
Prepaid rates						568,672
ESL payable						116,487
Subdivision bonds						569,589
Performance bonds						579,274
Extractive industry deposits						352,742
Other deposits & bonds						68,924
Total payables general outstanding						2,730,029

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

OPERATING ACTIVITIES

10 RATE REVENUE

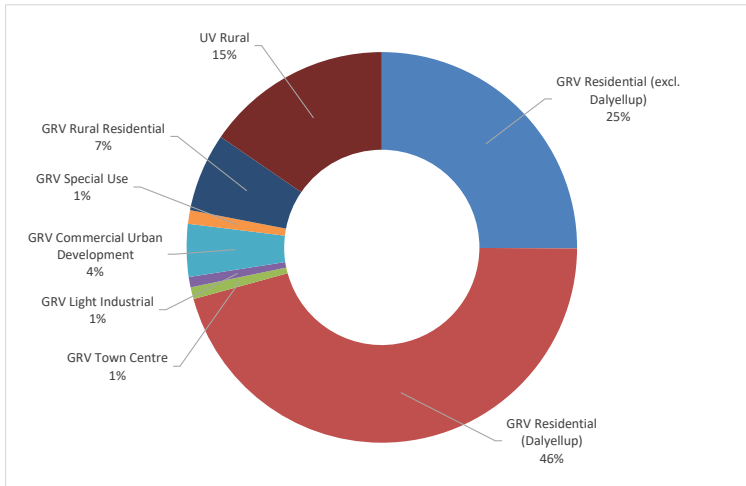
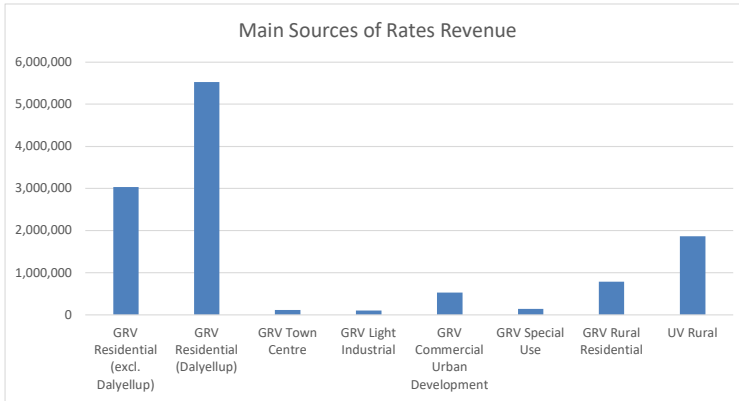
General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Budget	Budget	Budget	YTD Actual	YTD Actual	YTD Actual
	\$ (cents)			Value	Rate	Interim	Total	Rate	Interim
		Properties		Revenue	Rate Revenue	Revenue	Revenue	Rate Revenue	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
1 Residential	0.101009	1,688	29,371,676	2,962,051	71,500	3,033,551	2,966,804	8,057	2,974,861
2 Residential Vacant	0.101009	24	544,180	54,967	0	54,967	54,967	5,720	60,687
3 Urban Development	0.101009	3,132	53,988,064	5,424,577	0	5,424,577	5,453,281	6,891	5,460,172
4 Urban Development Vacant	0.101009	46	353,500	42,878	0	42,878	35,707	29,155	64,861
5 Town Centre	0.094080	24	992,940	93,416	0	93,416	93,416	(584)	92,832
6 Town Centre/Special Use/Light Industria	0.094080	12	153,250	14,418	0	14,418	14,418	11,026	25,444
7 Light Industry	0.094080	34	1,112,600	104,673	0	104,673	104,673	1,101	105,774
8 Commercial Use Urban Development	0.094080	40	5,311,300	493,007	0	493,007	500,179	25,433	525,612
9 Special Use	0.094080	7	1,451,040	136,514	0	136,514	136,514	1,756	138,270
12 Special Rural	0.092910	447	8,423,260	780,600	0	780,600	782,605	5,849	788,454
Unimproved value									
10 Rural Commercial Use	0.005589	10	5,918,000	33,076	0	33,076	33,076	397	33,473
11 Rural	0.005589	537	328,741,000	1,841,318	0	1,841,318	1,837,334	(5,207)	1,832,126
Sub-Total		6,001	436,360,810	11,981,495	71,500	12,052,995	12,012,974	89,592	12,102,566
Minimum payment									
Minimum Payment \$									
Gross rental value									
1 Residential	1,430	740	9,543,240	1,028,170	28,600	1,056,770	1,058,200	0	1,058,200
2 Residential Vacant	1,430	203	1,573,470	323,180	0	323,180	290,290	0	290,290
3 Urban Development	1,430	549	6,823,350	662,090	0	662,090	785,070	0	785,070
4 Urban Development Vacant	1,430	228	1,283,430	473,330	0	473,330	326,040	0	326,040
5 Town Centre	1,430	9	101,608	12,870	0	12,870	12,870	0	12,870
6 Town Centre/Special Use/Light Industria	1,430	7	214,900	11,440	0	11,440	10,010	0	10,010
7 Light Industry	1,430	7	108,110	10,010	0	10,010	10,010	0	10,010
8 Commercial Use Urban Development	1,430	1	166,380	0	0	0	1,430	0	1,430
9 Special Use	1,430	2	19,300	2,860	0	2,860	2,860	0	2,860
12 Special Rural	1,430	45	675,110	64,350	0	64,350	64,350	0	64,350
Unimproved value									
10 Rural Commercial Use	1,430	5	624,000	5,720	0	5,720	7,150	0	7,150
11 Rural	1,430	306	37,061,752	439,010	0	439,010	437,580	0	437,580
Sub-total		2,102	58,194,650	3,033,030	28,600	3,061,630	3,005,860	0	3,005,860
Discount						(1,000)			0
Concession						(595)			0
Total general rates						15,113,030			15,108,426
Specified area rates									
Rate in \$ (cents)									
Maintenance of Dalyellup Parks, Gardens, Structures and Toilets	0.056000		107,976,128	855,803	10,927	866,730	860,997	5,887	866,884
Total specified area rates			107,976,128	855,803	10,927	866,730	860,997	5,887	866,884
Total						15,979,760			15,975,310

10 RATE REVENUE

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	
Council Administration Office Upgra	76	1,589,755	0	0	(52,289)	(105,621)	1,537,466	1,484,134	(29,116)	(62,215)
PGB Community Centre	63	35,923	0	0	(5,530)	(11,236)	30,393	24,687	(829)	(2,007)
Capel Community Centre	64	188,562	0	0	(20,992)	(42,673)	167,570	145,889	(5,083)	(11,445)
Capel Community Centre	65	137,395	0	0	(23,753)	(23,753)	113,642	113,642	(6,329)	(8,897)
Capel Recreation Ground Hard Cou	75	672,897	0	0	(14,845)	(30,090)	658,052	642,807	(17,870)	(35,931)
Capel Civic Precinct - Stages 1 & 2	89	1,464,735	0	0	(88,778)	(88,778)	1,375,957	1,375,957	(28,211)	(53,911)
Gelorup BFB Shed	TBA	0	0	1,223,930	0	0	0	1,223,930	0	0
Total		4,089,267	0	1,223,930	(206,187)	(302,151)	3,883,080	5,011,046	(87,438)	(174,406)
Current borrowings		302,151					312,004			
Non-current borrowings		3,787,116					3,571,076			
		4,089,267					3,883,080			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

FINANCING ACTIVITIES

12 LEASE LIABILITIES

Movement in carrying amounts

Information on leases Particulars	1 July 2023	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
		\$	\$	\$	\$	\$	\$	\$	\$
Dalyellup Library Lease	120,594	0	0	(49,579)	(59,609)	71,015	60,985	(1,873)	(2,134)
Wide Format Printer	947	0	0	(948)	(947)	-0	0	(11)	(11)
Toro Groundmaster 3300 Mower	27,833	0	0	(8,717)	(10,500)	19,116	38,333	(912)	(4,443)
Toro Groundmaster 4000D Mower	76,126	0	0	(19,053)	(22,994)	57,073	99,120	(3,811)	(4,443)
Photocopier - Administration Main Office (0	13,357	0	(1,038)	0	12,319	0	(275)	0
Photocopier - Administration Main Office (0	13,357	0	(1,038)	0	12,319	0	(275)	0
Photocopier - Planning	0	7,403	0	(575)	0	6,828	0	(154)	0
Photocopier - Capel Library	0	3,913	0	(304)	0	3,609	0	(81)	0
Photocopier - Dalyellup Library	0	3,913	0	(304)	0	3,609	0	(81)	0
Photocopier - Boyanup Library	0	3,913	0	(304)	0	3,609	0	(81)	0
Photocopier - Customer service	0	3,828	0	(297)	0	3,531	0	(79)	0
Photocopier - Works Depot	0	7,573	0	(588)	0	6,985	0	(157)	0
Wide Format 36" Multifunctional Printer/S	0	2,765	0	(215)	0	2,550	0	(57)	0
Total	225,500	60,022	0	(82,959)	(94,050)	202,563	198,438	(7,846)	(11,031)
Current lease liabilities	94,362					121,203			
Non-current lease liabilities	131,138					81,360			
	225,500					202,563			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability				Grants, subsidies and contributions revenue	
	Liability	Increase in Liability	Decrease in Liability	Liability	Adopted Budget Revenue	YTD Revenue
	1 July 2023		(As revenue)	30 Apr 2024	Revenue	Actual
	\$	\$	\$	\$	\$	\$
Grants and subsidies						
FAG - Equalisation Funding	0	0	0	0	0	57,557
FAG - Local Roads Grant	0	0	0	0	0	29,071
ESL Operating Grant 23/24	0	100,439	(73,439)	27,000	108,000	73,439
Bushfire Risk Mitigation Co-ordinator	0	0	0	0	72,345	0
Bushfire Risk Mitigation Co-ordinator	0	0	0	0	46,508	46,508
Bushfire Mitigation Activity Fund (MAF) Grant	0	0	0	0	450,000	415,850
State Graffiti Community Fund	0	0	0	0	5,000	0
Grants for implementation of CSCP Strategies	0	0	0	0	2,500	0
Youth Strategic Plan Implementation Grants	0	0	0	0	5,000	5,500
Capel Youth Leadership Development Program	10,000	0	(10,000)	0	10,000	10,000
Active Ageing Projects/Activities for Seniors Grants	0	0	0	0	2,500	0
Sports Lighting - Ferndale Park	0	0	0	0	21,667	0
Childrens Book Week	0	0	0	0	1,000	0
State Library of WA - Operating Contributions	0	0	0	0	35,000	0
Various Grants for Community Events	0	45,000	(25,000)	20,000	24,000	31,364
Club Connection Grant - Sporting Club Development	13,100	19,700	(13,100)	19,700	19,700	13,100
Grants for Volunteer's Workshop/Recognition	0	0	0	0	1,000	0
Grants for Australia Day Functions	0	0	0	0	10,000	10,000
Captivate Capel Art Prize	0	0	0	0	0	1,000
Main Roads Direct Grant - Operating	0	0	0	0	164,028	194,130
Main Roads Bridge Grant State Funds	0	0	0	0	123,000	0
Various Roadwork Contributions	0	0	0	0	102	291
Bendigo Bank Community Bus Reimbursement	0	0	0	0	500	0
Extractive Industry Road Deterioration Charge-Pav	0	0	0	0	61,710	238
Traineeship Subsidy	0	0	0	0	17,625	11,645
Animal Welfare in Emergencies Grant	0	0	0	0	0	7,885
AWARE 2324-020 Critical Communication Project f	0	34,600	0	34,600	0	0
	23,100	199,739	(121,539)	101,300	1,181,185	907,577

SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue	
	Liability	Increase in	Decrease in	Liability	Adopted	YTD
	1 July 2023	Liability	Liability	30 Apr 2024	Budget	Revenue
	\$	\$	(As revenue)	\$	Revenue	Actual
	\$	\$	\$	\$	\$	\$
Capital grants and subsidies						
Gelorup Bushfire Brigade Shed	340,670	0	(340,670)	0	340,670	340,670
Replacement of BFB appliances (Elgin)	0	0	0	0	235,855	0
Replacement of BFB appliances (Stirling)	0	0	0	0	560,000	0
Club Night Light Grant - Boyanup Memorial AFL Ground - L	0	369,315	(10,355)	358,960	48,698	10,355
Sleaford Park Gelorup Redevelopment	0	0	0	0	120,000	0
Capel Regional Equestrian Park (CREP) Clubhouse Redevel	0	0	0	0	235,980	0
LRCIP Phase 3 - Capel Regional Equestrian Park (CREP) Clu	0	0	0	0	305,217	0
LRCIP Phase 4 - Capel Regional Equestrian Park (CREP) Clu	0	0	0	0	429,394	0
Dalyellup Multipurpose Community and Youth Centre	48,220	0	(48,220)	0	48,220	48,220
Roads to Recovery (Mallolup Road R2R008)	0	0	0	0	189,500	0
Roads to Recovery (Qeelup Road R2R012)	0	0	0	0	45,500	0
Roads to Recovery (Austin Road R2R042)	0	0	0	0	22,577	0
Roads to Recovery (Weld Road R2R104)	0	0	0	0	135,000	0
Roads to Recovery (Weld Road R2R104A)	0	0	0	0	154,577	0
Roads to Recovery (Roberts Road R2R280)	0	0	0	0	238,000	0
Bicycle Network Grant	30,000	0	0	30,000	60,000	0
Main Roads Sleaford Park Gelorup (FC167)	0	0	0	0	15,000	0
Main Roads RRG (Gavins Road RRG003)	0	0	0	0	371,025	98,940
Main Roads RRG (Boyanup Road West RRG294)	0	0	0	0	637,240	194,560
Main Roads RRG (Weld Road and Payne Street RRG 104)	0	0	0	0	109,110	0
Bus Shelter (Dalyellup Baptist College OC11371)	0	0	0	0	7,000	0
Bus Shelter Maintenance Assistance Scheme	0	0	0	0	1,733	1,560
MAIN ROADS WA HASTIES ROAD PATH PROJECT	0	85,000	0	85,000	0	0
Department of Transport RBN 2021-22 SW Hwy Rail Crossi	0	15,000	0	15,000	0	0
LRCIP Phase 2 (Ramsay Road-Final 10%)	0	0	0	0	76,366	69,424
LRCIP Phase 3 (Hasties Road DC024) (Balance of claim)	0	0	0	0	60,930	0
LRCIP Phase 3 (PGB School Bus Turnaround LRC249) (Balar	0	0	0	0	64,716	0
LRCIP - Phase 4 (Roads TBD)	0	0	0	0	247,684	0
	418,890	469,315	(399,244)	488,960	4,759,992	763,729
Capital contributions						
Developer Non-Cash contribution - Roads	0	0	0	0	300,000	0
Developer Non-Cash Contribution - Parks & Gardens	0	0	0	0	50,000	0
Developer Non-Cash Contributions - Footpaths	0	0	0	0	125,005	0
Developer Non-Cash Contributions - Drainage	0	0	0	0	300,000	0
	0	0	0	0	775,005	0
TOTALS	418,890	469,315	(399,244)	488,960	5,534,997	763,729

**SHIRE OF CAPEL
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2024**

15 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening	Interest	Amount	Amount	Closing
	Balance				Earnings
	1 July 2023				30 Apr 2024
	\$	\$	\$	\$	\$
Cash In Lieu of Public Open Space - Capel	415,863	15,451	29,167	0	460,481
Cash In Lieu of Public Open Space - Boyanup	39,950	1,433	0	0	41,384
Cash In Lieu of Public Open Space - Gelorup	361,148	12,958	0	0	374,106
	816,961	29,842	29,167	0	875,970



15.4. Policy Review - Fleet and Plant Procurement

Author	Strategic Governance and Risk Coordinator, Tahlia Shipley
Authorising Officer	Director Community and Corporate Services, Samantha Chamberlain
Nature of the Decision	Executive/Strategic Review
Attachments	Nil
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Review and consider the Fleet and Plant Procurement Policy with consideration of the Shire's future procurement and sustainability requirements.

Officer's Recommendation

That Council adopts the reviewed Fleet and Plant – Procurement Policy as follows:

'Introduction

The primary use of Council vehicles and plant ~~is~~ **are used** for operational purposes and for providing services and facilities to the community.

Purpose

To guide the purchase, disposal and sustainable management of Council's fleet vehicles and plant.

Policy statement

Council will procure vehicles and plant that are fit for purpose.

Vehicles and plant may be purchased, operated and disposed of ensuring best value for Council as an overarching outcome, however **consideration is given to** compliance with specifications, contemporary standards and safety requirements ~~are also important~~.

Vehicles may be selected and purchased in accordance with **Management Procedure E7.4 (Fleet and Plant – Acquisition and Replacement Criteria)** and other associated Council policies.

Selection criteria include:

- Staff position level and vehicle value;
- Safety – **5* star Australasian New Car Assessment Program (ANCAP)** rating or highest safety rating available;
- Functional **requirements** needs;
- **Fleet** life cycle cost is over **5 3** years or **80-90 100,000km** (depending on industry trends);
- **Plant life cycle cost may vary depending on requirements;**
- Environmental issues **Sustainability considerations** (fuel-economy, efficiency, emissions); and



- Valuation and availability.

Vehicle costs may not exceed the relevant level value limit (as indicated in **Management** Procedure Fleet and Plant E7.4) or the budget and should meet functional requirements unless CEO approved. ~~CPI rates or vehicle industry increases may be taken into account if the purchase value cost exceeds the budget.~~

~~Vehicle Accessories will be considered for vehicles based on specification needs for requirements of positions. (electric brakes, bull bar, spotlights, tow hooks etc) are not included in the base value cost and should be task specific.~~

The Shire shall seek to implement its commitment to a reduction in fleet emissions through a considered approach to the optimisation of current fleet needs in accordance with the Shire's Sustainability Framework.

Application

This policy applies to the purchase, disposal and operational requirements of Council's vehicles, plant and fleet.'

Background

Council policies are reviewed according to the Shire's Policy Framework. The Fleet and Plant Procurement Policy is identified as a low-risk policy, being reviewed on a four-yearly cycle.

Previous Council Decisions

27 January 2016 (OC0113) - The Fleet and Plant Procurement Policy was reviewed.

27 November 2019 (OC199/2019) - The Fleet and Plant Policy was taken to Council for review and no changes were made.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 4 - Deliver good leadership, governance and decision-making:

4.1 Effective and compliant governance.

4.2 Informed and transparent decision making.

Corporate Business Plan 2023-2027

GOV 18 - **Procurement and Contracting support** - Tender support, shire advertising, renewals/registers.

OPS 2 - **Fleet Specification Review** - Conduct review of Fleet including feasibility analysis and design of electric infrastructure required for EVs.

OPS 12 - **Plant replacement Shire of Capel** - Purchasing and procurement of plant for the Shire of Capel fleet. Managing and delivering the 10-year Plant Management Program.



Statutory Framework

Local Framework

- Sustainability Framework 2023 – 2027.
- Sustainability Action Plan 2023 – 2027.

State Framework

Local Government Act 1995

Section 2.7 Role of Council

(2)(b) Determine the local government’s policies.

Federal Framework

There are no federal frameworks relevant to this item.

Policy Framework

The following Shire Policies apply:

- Purchasing.
- Fleet and Plant – Procurement.

Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Risk 1 Financial Rating: Low	Unlikely	Minor	The inclusion of reasonable life cycles for the Shire’s Fleet and plant.
Risk Description: Failure to provide suitable guidance for the ongoing procurement management of the Shire’s fleet.			
Risk 2 Reputation Rating: Low	Possible	Minor	A policy that outlines the minimum standard for vehicles to show the ongoing commitment to safety and sustainability.
Risk Description: Failure to have a policy that meets the requirements of safety and sustainability.			
Risk 3 Service Delivery Rating: Medium	Unlikely	Moderate	Provide guidance and flexibility to the CEO through the policy to allow for fit for purpose fleet and plant to be purchased to allow continued service delivery.
Risk Description: Failure to provide reasonable criteria and ability for the Shire to procure vehicles fit for purpose.			
Opportunity: A reasonable and guiding policy to allow the continued management of the Shire’s fleet and plant.			

Financial Implications



Budget

Policy review process – no financial implication relevant to this exercise.

Long Term

Policy review process – no financial implication relevant to this exercise.

Sustainability Implications

Climate Change and Environmental

The new addition of the commitment to low emission reduction has been made to reflect the Shire's commitment to climate change and sustainability through the Shire's Sustainability Framework.

However, the policy only provides a high-level commitment, as the actions will be informed through a review and ongoing scheduling of fleet and plant replacement.

Social

The criteria outlined within the policy present a commitment to safety and cost effectiveness for the procurement of fleet and plant.

Economic

Consideration of economic implications has been given in relation to fleet trade in and future low emission commitment.

Asset

The proposed change in policy in relation to the life of the fleet (100,000km or 5 years) indicates a responsible and sustainable methodology to fleet turnover which considers trade in value, warranty, safety, and insurance requirements. This change in fleet turnover was determined through the review of industry trends and will be reviewed annually.

The Shire's plant life cycle has been considered differently due to the variety of plant that the Shire owns. These will be calculated more appropriately based on the type of plant which will be outlined in the Shire's Management Procedure.

Consultation/Engagement

External Consultation

No external consultation was undertaken.

Internal Consultation

Consultation between the Executive, Operations, Governance and Finance teams was undertaken.



Officer's Comment

The Fleet and Plant Procurement Policy has been updated for clarity and conciseness.

An amendment has been made to extend the life of fleet vehicles to 100,000km or 5 years. This is consistent with surrounding local governments and accounts for the Shire's demographic servicing challenges being regional, recognising employees travel greater distances to various locations throughout the Shire in performing their roles and responsibilities, accruing greater kilometres than their counterparts undertaking similar duties in a more urban local government environment.

Additionally, trade in values have increased due to the higher demand for available vehicles since the last review of the policy.

A new addition for a commitment to a reduction in emissions has been included for consistency with the Shire of Capel Sustainability Framework.

Through the review of the 2024 –2028 Corporate Business Plan (CBP), the inclusion to perform a comprehensive review of the Shire's Fleet and Plant has been included for Council to consider. This review will look at the sustainability and vehicle use requirements to determine the most appropriate way forward with the Shire's Fleet scheduling.

The following inclusion was made within the Shire's Sustainability Action Plan 2023-2027:

Transport and Vehicles

Action	Timeframe
Install 3 x EV Charging Systems across the Shire with grant funding.	2024/25
Embed sustainability into the Fleet Management Strategy to convert Shire Fleet to hydrogen or electric power. Ensure Shire Fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles.	2023 - ongoing
Implement an Action Plan for reducing fuel use and CO ² emissions in Shire vehicles.	2024/25

In consideration to the above points, Officers have identified it advantageous to review the Shire's options prior to transitioning to alternative fleet such as EV and Hydrogen.

Since the adoption of the Shire's Sustainability Action Plan, challenges related to the procuring, managing and turnover of alternative fleet vehicles have become apparent with risks identified such as low trade in values, limited car dealerships willing to accept EV trade-ins due to battery deficiencies, insurance implications, rising maintenance costs of EV vehicles and additional infrastructure required for home charging points.

The Shire had applied for an EV Charging Grant in 2023, however the intention of the Grant was to transition a portion of the Shire's fleet to Electric. A decision to withdraw from the Grant to allow further consideration to be given into the direction of the Shire's fleet was made, which will allow for further data to be collated before a commitment is made.



The intention is to still consider a more environmentally sustainable and economical fleet, however understanding additional information will give the staff guidance to consider:

- Which vehicles (fuel-type) and how many should be transitioned.
- What type of low emission vehicles we should consider.
- How the staging should occur.
- Better opportunity for pool vehicles.
- How the cars are being utilised currently (i.e. towing, distance, fuel economy etc.).

The Shire will however continue to consider grant opportunities that only offer funding for EV charging stations until the review is finalised.

A further policy inclusion to the commitment of a reduction of emissions has been included to ensure that the intentions of the Shire's sustainability framework is still an important part of the Shire's fleet and plant procurement.

Following the review of the Shire's fleet, the staff hope to provide more informative data into the Sustainability Action Plan on the best direction for a low emission fleet, whilst taking into consideration some of the criteria vehicles require for fit for purpose.

The review will also provide useful data for the Shire's 10-year Plant Replacement Program, particularly with the growth that is required and supported within the Shire's Workforce Plan for new positions and subsequent fleet requirements.

Following the adoption of the updated Fleet and Plant Procurement Policy, Shire staff will review the Shire's Management Procedure to align with the decisions of Council.

Summary

The minor changes to the policy still allow operations to continue with a more contemporary approach. Procurement of the Shire vehicles following the policy's adoption are included in the Shire's 10-year Plant replacement and budget.

Voting Requirements

Simple Majority.

Officer's Recommendation – 15.4.

That Council adopts the reviewed Fleet and Plant – Procurement Policy as follows:

'Introduction

Council vehicles and plant are used for operational purposes and for providing services and facilities to the community.



Purpose

To guide the purchase, disposal and sustainable management of Council's fleet vehicles and plant.

Policy statement

Council will procure vehicles and plant that are fit for purpose.

Vehicles and plant may be purchased, operated and disposed of ensuring best value for Council as an overarching outcome, however consideration is given to compliance with specifications, contemporary standards and safety requirements.

Vehicles may be selected and purchased in accordance with Management Procedure Fleet and Plant – Acquisition and Replacement and other associated Council policies.

Selection criteria include:

- **Staff position level and vehicle value;**
- **Safety – 5-star Australasian New Car Assessment Program (ANCAP) rating or highest safety rating available;**
- **Functional requirements;**
- **Fleet life is over 5 years or 100,000km (depending on industry trends);**
- **Plant life cycle cost may vary depending on requirements;**
- **Sustainability considerations (economy, efficiency, emissions); and**
- **Valuation and availability.**

Vehicle costs may not exceed the relevant level value limit (as indicated in Management Procedure Fleet and Plant) or the budget and should meet functional requirements unless CEO approved.

Accessories will be considered for vehicles based on specification needs for requirements of positions.

The Shire shall seek to implement its commitment to a reduction in fleet emissions through a considered approach to the optimisation of current fleet needs in accordance with the Shire's Sustainability Framework.

Application

This policy applies to the purchase, disposal and operational requirements of Council's vehicles, plant and fleet.'



15.5. **Dalyellup Multipurpose Community and Youth Centre - Operation and Management Plan**

Author	Director Community and Corporate Services, Samantha Chamberlain
Authorising Officer	Chief Executive Officer, Gordon MacMile
Nature of the Decision	Executive/Strategic
Attachments	1. DMCYC Operations and Management Plan [15.5.1 - 90 pages]
Confidential Status	<i>This item is not a confidential matter.</i>

Proposal

Review and endorse the attached Operational and Management Plan for the Dalyellup Multipurpose Community and Youth Centre (DMCYC), noting the probable costs detailed in the Plan's annual operating budget and supporting the issuance of the Construction Request for Tender.

Officer's Recommendation

That Council:

1. Endorses the Operational and Management Plan (the Plan) for the Dalyellup Multipurpose Community and Youth Centre (DMCYC) and notes:
 - a. The Plan's 'Recommendations' detailed on pages 88 - 90 (in Attachment 15.3.1).
 - b. The annual operating budget detailed within the Plan for inclusion in future budget provisions.
2. Supports the issuance of the Request for Tender for the Construction of the Dalyellup Multipurpose Community and Youth Centre.

Background

The Shire received a \$8,000,000 COVID Relief Grant from the WA State Government in 2019 to fund the development of a multipurpose community and youth centre in Dalyellup.

The need for this community facility in Dalyellup was identified through the current Dalyellup Developer Contribution Plan (DCP), which was gazetted in 2009 and now under review to account for the district's population growth, facilities that have now been provided or under development and to consider contemporary demographic trends.

Since receiving the initial \$8m grant, the Shire engaged Site Architects to commence the design of the facility, supported by Emerge Consultants to conduct stakeholder and community engagement sessions on the desired purpose and functionality of the facility. The feedback received from these sessions was included in the design brief, with a significant emphasis on creating a sophisticated digital hub space within the facility to primarily service the youth demographic within the district.



The outcomes of this community engagement were also included in the update of the (then) Shire’s Strategic Community Plan (SCP) 2021 – 2031.

During this process and post COVID, cost escalations across the construction industry were significant, resulting in a \$3.5m funding deficit on the facility design, which had already seen the facility footprint reduced by 100m2 as part of the detailed design process.

Throughout 2020 onwards, alternative State (including Lotterywest) and Federal funding was sought to close the funding gap, seeing the required grant funding reached in early 2024. Official confirmation of final funding was received in Ministerial correspondence date 19 January 2024.

The DMCYC will include a digital innovation hub and youth space, library service, flexible community facilities and events spaces (internal and external). Located directly adjacent the Dalyellup skate park, pump track and nature play area, and near the Dalyellup Shopping Centre, the DMCYC will be an important hub for the community; the first of its kind for the Shire of Capel.

With funding secured, the Shire engaged Complete Community Solution (CCS) to develop an Operations and Management Plan (OMP) for the Dalyellup Multipurpose Community and Youth Centre (DMCYC).

The DMCYC Operations and Management Plan provides specific detail in relation to envisaged program and service delivery, management model, business plan, financial plan, and asset management plan. Each of these aspects of the OMP have been informed by strategic and technical review and analysis.

The objective of the Plan is to provide the Council, Officers, and the community with a detailed insight into the key drivers, operational and financial implications of the DMCYC development and the ongoing operations. This process ensures that Council and the community understanding of the construction, operations and management is fully informed prior to commencement, and that the Shire Administration has planned well to deliver on these expectations.

The Plan has been developed through a series of sequential tasks, guided by the Project Scope.

The project methodology used in the collation of the Plan is outlined below.

Table 1.

Project Initiation	Stakeholder Engagement	Investigation and Analysis	Operating and Management Plan
Commissioning Process	Project Team/CVT workshop	Strategic Context and Literature Review	Program and Service Delivery
Project Commencement Meeting	Review of previous stakeholder engagement	Demographic and Community Profile Analysis	Management Model Options Analysis
Project Charter	DMCYC Workshop	Community Attitudes	Operating Plan
Document and Data collation	Workshop data collation and analysis	Environmental Scan	Operating budget
		Economic and Social Benefits	Business Planning
			Asset Management Plan
January 2024	February 2024	March 2024	April 2024



Subject to endorsement of the Plan by Council, the Request for Tender process will be confirmed, and documentation finalised; with the Shire Administration proposing to publicly advertise the tender by Wednesday, 26 June 2024 for eight weeks.

Following a successful tender process, the Request to Award Tender Report is scheduled to be presented to the Council at the October Ordinary Council Meeting, with the construction schedule commencing shortly after.

The Tender Award Report will present the site possession and construction timeline in more detail.

Previous Council Decisions

- August 2023 – Council endorsed (OC/2023/155) a Shire of Capel capital contribution of \$500,000.00 towards the development of the Dalyellup Multipurpose Community and Youth Centre (DMCYC) and noted that contribution funding will be drawn from the Dalyellup Community Facilities Reserve.'
- November 2022 – Council granted Development Approval for a Multipurpose Community Centre, Library & Digital Hub at Lot 6059 (No. 101) Tiffany Centre, Dalyellup.
- October 2020 – Council accepted (OC194/2020) the offer from the Department of Local Government, Sport and Cultural Industries for \$500,000 for the planning, consultation and design of the Dalyellup Multipurpose Community and Youth Centre; and delegate authority to the Acting CEO to sign the Financial Assistance Agreement on behalf of Council.
- October 2020 – Council established (195/202) Project Working Group for the Dalyellup Multipurpose Community and Youth Centre and the Dalyellup Skate Park, to integrate and guide project scope, including concept planning, community and stakeholder consultation and draft design.

Decision Framework

Shire of Capel Strategic Community Plan 2023-2033

Direction 1 - Strengthen and enhance the well-being of our community:

- 1.1 A more engaged community.
- 1.2 A capable community that drives community activation and participation.
- 1.3 An inclusive community.
- 1.4 A safe and prepared community.
- 1.5 A healthy and active community.

Direction 2 - Manage and protect our environment:

- 2.1 Improved management of our natural environment assets and attractions.
- 2.3 A Shire committed to sustainable practices.

Direction 3 - Foster a dynamic, diverse, and strong local economy:

- 3.1 Increased support and advocacy to stimulate greater local business success, investment, and diversity.
- 3.2 Effective promotion of the Shire and its towns.
- 3.4 Continued improvement in town centre vibrancy.

Direction 4 - Deliver good leadership, governance, and decision-making:



- 4.1 Effective and compliant governance.
- 4.2 Informed and transparent decision making.
- 4.4 Increased attraction and retention of high-quality staff to deliver optimal services to the community:
- 4.5 Improved customer engagement.

Direction 5 - Provide and maintain suitable infrastructure and facilities:

- 5.1 Appropriate community facilities that meet the communities' needs.

Direction 6 - Effective communication, engagement, and relationship development:

- 6.1 Greater trust and the development of positive relationships within the Shire and with the community.
- 6.2 Improved cross-sector relationships and collaboration.

Corporate Business Plan 2023-2027

- **AST 1 - Develop Building Asset Management Plans - Facilities Portfolio** - Develop AMP plans for all relevant assets to inform the strategies and works plans.
- **CDVS 9 - Sponsor Major Facilities and Projects** - Act as Sponsor in the planning and delivery of major community projects. Provide the key community interface for internal and external operational guidance, support, and solutions in these projects.
- **CDVS 26 - Event Services** - Create capacity for local community groups to undertake localised initiatives, projects, and programs within each of their localities.
- **CDVS 27 - Event Services** - Provide a well-balanced events portfolio, including facilitating large and small activation events across the Shire, and providing external support to other organisations via financial or in-kind support.
- **CRL 4 - Library Community Based Services and Programs** - Increase accessibility and of library services.
- **CRL 5 - Library Infrastructure** - Ensure physical and technological infrastructure is up to date and fit for purpose.
- **CRL 7 - Customer Experience Strategy** - Develop a Customer Experience Strategy to guide the Shire in the implementation of customer centric systems and processes.
- **CRL 9 - Youth, Community and Library Services** - Adequately staff the new Dalyellup Multipurpose Community and Youth Centre.
- **CRL 11 - Public Management** - Provide a positive first point of contact for customers communicating through multiple avenues.
- **CRL 13 - Facility Booking Management** - Ensure that the community has the ability to access Shire Facilities, including total management of booking, damage, general information and customer requests. Maximise utilisation of community venues.
- **CRL 19 - Library Services** - Provide a contemporary Tier 1 library service in Capel, Dalyellup and Boyanup.
- **FAC 1 - Capital Works (Renewals) Program** - Annual Capital works from LTFP and Council Decisions.
- **ORGD 14 - Organisational Development** - Review and maintain Workforce Plan 2023 to 2027.



Statutory Framework

State Framework

Local Government Act 1995

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.
[Section 5.56 inserted: No. 49 of 2004 s.42(6).]

Section 3.57 of the *Local Government Act 1995* applies.

3.57. Tenders for providing goods or services.

- (1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.
- (2) Regulations may make provision about tenders.

Regulation 11(1) of the *Local Government (Functions and General) Regulations 1996* applies.

11A. Purchasing policies for local governments

(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less or worth \$150,000 or less

Policy Framework

The following Shire Policies apply:

- Arts, culture, and heritage.
 - Community Engagement.
 - Disability Access and Inclusion.
 - Acceptable Use of Business Systems.
 - Asset Management.
 - Budget Management - Capital Acquisitions and Works.
 - Council Facility Hire and Usage.
 - Customer Service.
 - Information Technology.
 - Preparation of Integrated Plan and Budget.
 - Purchasing.
-



Implications

Risk Implications

Risk	Likelihood	Consequence	Mitigation
Financial Rating: Medium Health and Safety Rating: Medium Infrastructure / Systems / Utilities Rating: Medium Reputation Rating: Medium Service Delivery Rating: Medium	Possible	Moderate	To formulate a realistic financial plan supporting the service delivery requirements of the facility and effectively reporting the financial performance of operations to the Council. Ensuring the design and scope of the facility caters for the accessibility needs of the community and conforms to work, health and safety requirements. The facility's infrastructure, systems and utility requirements are designed to specification. Ensure the community understands the facility's KPI in catering for the needs of patrons accessing onsite services. The service delivery requirements of the facility successfully align to community needs and expectations and deliver these expectations to a high standard.
Risk Description: Failure to provide adequate services in the above areas of risk.			

Financial Implications

Budget

The cost associated to the development of the DMCYC Operational and Management Plan totalled \$55,929.00 and funded from the preliminary grant funds associated to the DMCYC planning, design, and other professional service fees.

Long Term

The need to understand the annual running and ongoing maintenance costs of the DMCYC, is critical to ensure long term financial planning captures actual cost considerations against revenue generating activities, that complement the centre's core functions and service delivery to the community.



The Plan assumes a cautious, gearing-up and conservative approach to income generation, receiving fees for the hire of facilities, equipment, and programs. Facility hire charges are costed on a per meter squared basis, whereas equipment hire is charged on hourly rates and fees for programs / classes charged individually or as a block booking. The attached Plan references this information in more detail.

Income and expenditure figures are based on a range of assumptions with respect to program and service delivery, activity levels and cost escalations. As such they provide a guide to the Shire, with the focus on optimising use while striking an appropriate balance between maximising utilisation, revenue generation and meeting the needs of the community through accessibility to free programs and services.

Revenue generated from programmes offered have been based on a gearing-up, expanding participation basis.

As such, the Plan has identified the DMCYC will generate a net operating loss of \$760,000 in the first year of operation (2025/26). CPI and fee increase together with growth in both participation rates and the number of programs offered will see the loss decrease to \$712,000 in year five (2029/30) but rise to \$766,000 in year eight (2032/33), largely due to cost escalation and the gradual increase in maintenance requirements.

An individual cost centre code will be created in the Shire's annual budget to analyse the income and expenditure performance of the facility, which will be reported to the Council through the monthly financial statements.

Future Fees and Charges Schedules will need to include the proposed fees and charges for all revenue generating activities operational in the DMCYC.

Sustainability Implications

Social

Analysis of the Shire's population has shown that while there has been an increase in typical family cohorts, there has been a much larger increase in retired or close to retirement age groups.

Therefore, the facility will need to be able to cater for programs and services which meet the needs of these cohorts, in addition to the youth and family focus of the facility.

In terms of the Shire's community profile, the analysis has shown that the Shire, in particular, Dalyellup have a high percentage of First Nations people and people born overseas within its community.

High levels of household mortgages, families with children and single parent families within Dalyellup, will need to be key considerations in the programming of the DMCYC ensuring there is a balance between services / programs delivered for free and other activities which attracts a participation or user fee.

Economic

The provision of a Digital Innovation Hub within the DMCYC strongly aligns to the vision of the Shire's Economic Development Framework and provides an opportunity to promote innovation benefiting the district's youth population in education and training leading to employment opportunities.



In addition to the above factors, the following table clearly articulates clear sustainability drivers deliverable through the planned operations of the DMCYC:

Table 2.

Economic	
Increase in economic growth	<ul style="list-style-type: none"> • A benefit cost ratio of 2.59 at the 7% discount rate. • Generation of \$30.67million in long term benefits.
Increase in job opportunities	<ul style="list-style-type: none"> • The total number of FTE jobs created during and post construction of the facility. • Creation of 7.5FTE new staff positions at the DMCYC upon construction completion.
Increased small business support and business development opportunities	<ul style="list-style-type: none"> • The percentage of meeting rooms booked within 12 months of completion. • The number of business workshops and career expos occurring within 12 months of completion.
Social and Cultural	
Improved social connectivity	<ul style="list-style-type: none"> • The number of new events held at the DMCYC within 12 months of project completion.
Increased community satisfaction	<ul style="list-style-type: none"> • The percentage change in the satisfaction rate of Dalzellup residents within 12 months of completion.
Improved youth participation in the community	<ul style="list-style-type: none"> • The number of youths attending school holiday program activities hosted at the DMCYC in the Youth Hub using indoor and outdoor spaces.
Preservation and celebration of local aboriginal heritage and culture through aesthetic design	<ul style="list-style-type: none"> • Through aesthetic design, artwork installation and storytelling into the Functions & Amenities space and its theme of 'The Past.'



Education and Learning	
Increase in STEM learning opportunities	<ul style="list-style-type: none"> • Number of users of the digital/tech hub within 12 months of completion. • Number of participants in the regional robotics competition amongst schools.
Increased participation in literacy activities	<ul style="list-style-type: none"> • The percentage increase in the number of books borrowed from the library within 12 months of completion. • The percentage increase in books purchased during Book Week at the Library. • The percentage of local schools attend the library for author talks within 12 months of completion.
Activation of arts, drama, performance, and music	<ul style="list-style-type: none"> • Number of times the Studio is hired within the first 12 months of completion. • Installation of external murals and art installations designed by local Wadandi people. • Installation of a plaque at the main entrance acknowledging the Traditional Custodians on the land where the DMCYC was built.

Asset

Asset management costs have been included within the annual operating budget, as per the table detailed on page 82 of the attached report. The specific line items included within the budget address the following asset management areas:

- Corrective Maintenance.
- Preventive Maintenance.
- Rehabilitation.
- Replacements.
- Enhancement.
- Defects Liability.
- Operational.
- Cleaning.

Over the life of the Plan, the average annual capital expense is \$97,588.50, which will be factored into capital facility renewal costs.

Consultation/Engagement

External Consultation (Stakeholder Engagement)

In addition to the earlier (2020) community engagement workshops hosted by Emerge, and in support of the Plan's development, an open community workshop was held at the Dalyellup Community Centre on Thursday, 29 February 2024.

A total of 39 participants attended the workshop and included members of the local community, Shire Officers, elected members, representatives from the local parliamentary member's office, and digital specialists from the Edith Cowan University - Creative Tech Village (CTV), who jointly hosted the workshop with CCS.



Information gathered from this session centered around local digital engagement opportunities leading to youth activation of the digital hub, which informed the data presented in the attached Plan.

Internal Consultation

During the Plan's preparations, the consultants (CCS) were supported by an internal Management Team consisting of:

- Manager Community Development & Safety.
- Manager Customer Relations and Libraries.
- Manager Business Systems and Technology.
- Director Community and Corporate, and
- Chief Executive Officer.

Officer's Comment

The Dalyellup Multipurpose Community and Youth Centre (DMCYC) Operations and Management Plan (the Plan) builds on the previous work undertaken by the Shire and the project stakeholders.

The Plan provides specific analysis and recommendations relating to the envisaged management model, organisational structure, program and service delivery and the resultant operating cost.

The scope of the Plan encompasses the following key areas:

1. Strategic context and literature overview.
2. Establishing an innovation ecosystem.
3. Demographic and community profile analysis.
4. Community attitudes.
5. Environmental scan.
6. Economic and social benefits.
7. Stakeholder engagement.
8. DMCYC program and service delivery.
9. Management model – organisational structure.
10. Business planning and facility key performance indicators (KPI).
11. Benchmarking data.
12. Financial forecasting – income and expenses / fees and charges.
13. Asset management planning considerations.
14. Conclusion / recommendations.

The DMCYC Operational and Management Plan clearly articulates the Shire's vision for the future, which focuses on strengthening the well-being of the community, developing the youth through access to digital innovations, building a diverse and strong local economy, providing places and connection for the community, and enabling effective communication, engagement, and relationships within the community.

Within the broader region, local governments have a specific focus on development of community hubs and enhancing the region's digital capacity. The DMCYC is a critical facility in the delivery of this regional need and will be the largest community infrastructure project ever undertaken in the Shire.



To provide an overview of key points from the Plan:

1. Establishing an Innovation Ecosystem

It is intended that the facility will capitalise on the presence of the Creative Tech Village, based at the {B} Lab in Bunbury and a driver of digital innovation and collaborative working / education spaces within the Southwest and across the state. This digital offering aligns with the KPI set within the original \$8m grant received, seeing the development of a contemporary digital hub space within the facility primarily servicing the youth in the Shire's community, whilst catering for broader community use where demand is identified.

2. DMCYC Program and Service Delivery

Fundamental to achieving the Centre's vision is ensuring the DMCYC remains a community space. This is reflected within the program and service delivery approach taken in the Plan, which seeks to:

- Implement standard staffed hours of operation which reflect the respective program and service delivery needs.
- Implement an accessible in-person and on-line program and facility booking process.
- Implement a safe and secure afterhours facility access process, protecting the facility and users.
- Encourage the café (external lease arrangement) to focus service delivery on those times where utilisation of the facility is at its peak, including later into the evening to service facility bookings and programs.

A guiding principle in the management approach is to present the DMCYC as an integrated facility, however, it does consist of multiple discrete spaces which present different programming and service opportunities and will be required to cater for a wide range of users.

Consequently, the service delivery profile of the facility is quite broad, encompassing:

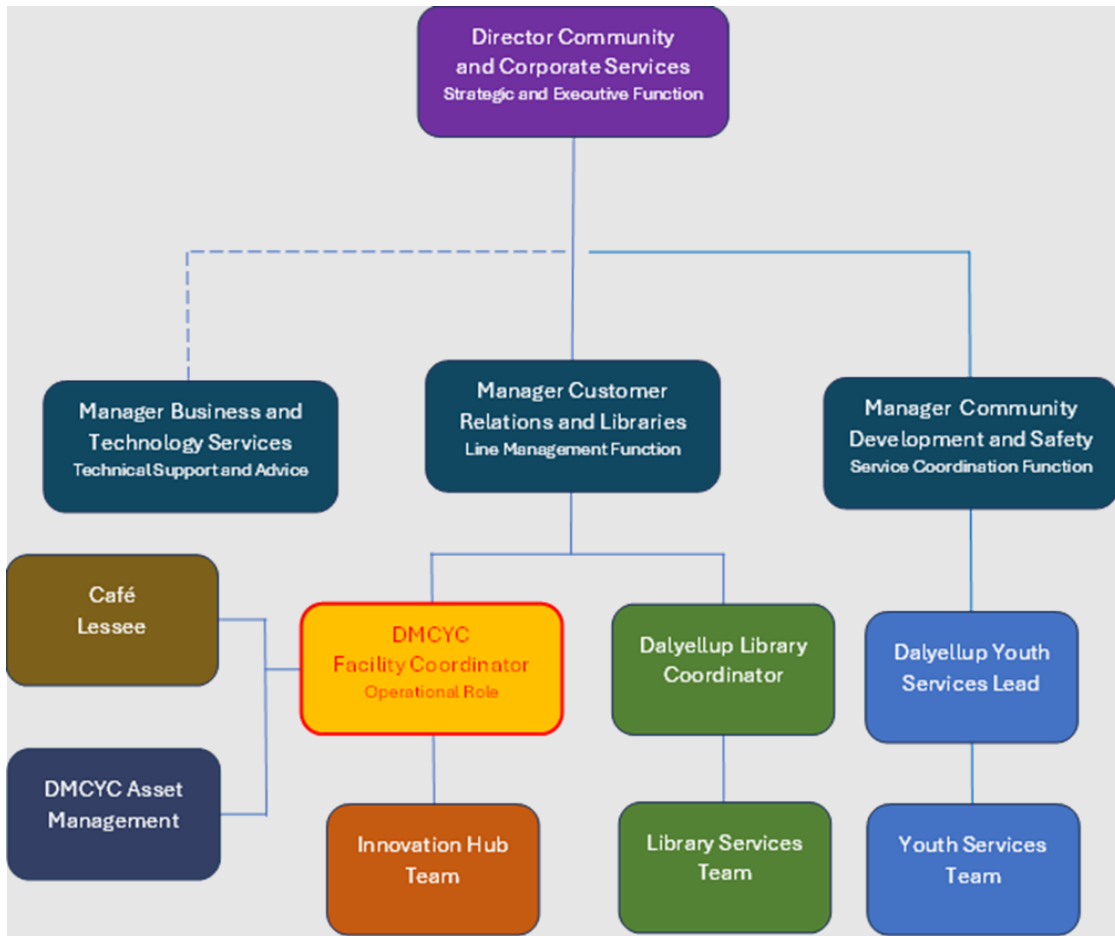
- Provision of literacy resources, programs and opportunities, and technology access to enable residents to undertake day to day tasks and activities.
- Opportunities for digital innovation, collaboration and learning inspired by modern technologies, artificial intelligence, and machine learning.
- Youth programs and services for the general youth population of the Shire; and in the future, for those young people at risk and who require a higher level of engagement and support.
- Arts and craft programs and studio space for local artists to work and to collaborate.
- Music programs and space for local musicians (of all ages) to meet and collaborate.
- Opportunities for fun activities taking advantage of gaming, augmented and virtual reality applications.
- Outdoor event spaces and opportunities capitalising on the adjoining skate park, pump track, nature play space and outdoor theatre area.
- General facility hires on a community or commercial basis for exhibitions, functions or events, small group meetings, seminars, presentations, and training courses.

The Centre was designed to be flexible, responding to the evolving community needs through the service delivery model.

3. Management Model – Proposed Organisational Structure

To enable the effective management of the DMCYC, the Plan recommends that a dedicated Facility Coordinator or programming specialist be employed as part of the Shire’s on-site team. This position would report to the Manager Customer Relations and Libraries, who has the overall responsibility for the DMCYC. This ensures that the use of the DMCYC and its strategic program and service delivery is focused on the managerial level within the organisation, providing an appropriate level of strategic foresight.

Diagram 2.



The above diagram assumes the appointed staff who manage the current Dalyellup Library facility will transition with the library provision when the new facility opens.

The costs attributable to running the current Dalyellup Library facility have been included in the Financial Plan, reducing the overall operating expenditure by \$150,000.00. A similar rationale will be considered in the digital and youth programming space seeing Officers already employed in these areas providing a dual site service delivery, complimenting the proposed activities / programs as detailed in the Plan.

The Shire’s endorsed 2024-2028 Workforce Plan does identify the additional FTE required to competently manage the breadth of services and programs proposed, with the appointment of a



Centre Coordinator being the first of 5 new positions to recruit for this facility in financial year 2025/26 and a further two positions in 2026/27.

4. Financial forecasting – Income and Expense Rationale

The annual financial forecasts reflect the operational philosophy, the operating hours, service delivery profile, the management model and the proposed fees and charges schedule.

The forecast income and expenditure figures are escalated at 3.5% annually. Equipment hire, events and program participation rates are adjusted in line with the changes in activity levels and are detailed in the financial forecast data.

In summary, the Plan has identified that the DMCYC will generate a net operating loss of \$760,000 in its first year of operation (2025/26). CPI and fee increase together with growth in both participation rates and the number of programs offered will see the loss decrease to \$712,000 in year five (2029/30) but rise to \$766,000 in year eight (2032/33), largely due to cost escalation.

These figures are based on a range of assumptions with respect to program and service delivery, activity levels and cost escalations. As such they provide a guide to the Shire, with the focus on optimising use while striking an appropriate balance between maximising utilisation, revenue generation and meeting the needs of the community supporting patrons with financial hardship constraints.

5. Conclusion

The development of the DMCYC has a high degree of alignment with the future direction of the Shire and can play a vital role in achieving the community's vision, particularly within the Dalyellup district and the youth cohort.

For a facility such as the DMCYC to be successful it must meet the needs of the community, whether they be digital creatives, visual and performing artists, businesses, school groups, community groups, program providers and participants or simply those who wish to connect with others within the community.

To give the DMCYC the best possible chance of success, the Plan has been based on the following vision statement which aligns to the Shire's Library Service Mission Statement.

***'To be the HEART of the community
where all are welcome
to learn, create and connect.'***

Summary

The Dalyellup Multipurpose Community and Youth Centre (DMCYC) Operational and Management Plan (as attached) is commended to the Council for full review and endorsement.

Voting Requirements

Absolute Majority.



Officer's Recommendation – 15.5.

That Council:

- 1. Endorses the Operational and Management Plan (the Plan) for the Dalyellup Multipurpose Community and Youth Centre (DMCYC) and notes:**
 - a. The Plan's 'Recommendations' detailed on pages 88 - 90 (in Attachment 15.3.1).**
 - b. The annual operating budget detailed within the Plan for inclusion in future budget provisions.**
- 2. Supports the issuance of the Request for Tender for the Construction of the Dalyellup Multipurpose Community and Youth Centre.**



REPORT

DALYELLUP MULTIPURPOSE COMMUNITY
AND YOUTH CENTRE

OPERATIONS AND MANAGEMENT PLAN

for



May 2024





DOCUMENT CONTROL

Version	Description	Prepared By	Approved By	Date Approved
V1.0	Draft report issued to Client	Shane Spinks	Mark Casserly	10/04/2024
V2.0	Client comments on draft report		Received	
V3.0	Revised Final report – inclusive of client feedback	Shane Spinks	Mark Casserly	

GLOSSARY AND ABBREVIATIONS

ABC	Activity Based Costing
ABS	Australian Bureau of Statistics
AMTECH	Advanced Manufacturing and Technology Hub
BCR	Benefit Cost Ratio
CBA	Cost Benefit Analysis
CVT	Creative Village Team
DMCYC	Dalyellup Multipurpose Community and Youth Centre
FTE	Full Time Equivalent
IPRF	Integrated Planning and Reporting Framework
KPI	Key Performance Indicator
LTFP	Long Term Financial Plan
PESTEL	Political, Economic, Social, Technological, Environmental, and Legal factor analysis
PLA WA	Parks and Leisure Australia – Western Australia
SCP	Strategic Community Plan
SWITCH	South West Innovation and Technology Creative Hub
SWP	Strategic Workforce Plan





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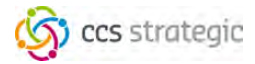
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EXECUTIVE SUMMARY

The Dalyellup Multipurpose Community and Youth Centre (DMCYC) Operations and Management Plan (the Plan) builds on the previous work undertaken by the Shire of Capel and the project stakeholders. The Plan provides specific analysis and recommendations relating to the envisaged management model, organisational structure, program and service delivery and the resultant operating cost.

The Shire of Capel has a very clear vision for the future, which focuses on strengthening the well-being of the community, building a diverse and strong local economy, providing places and connection for the community and enabling effective communication, engagement and relationships with the community and within the community.

Within the broader region, local governments have a specific focus on development of community hubs, business development and enhancing the region’s digital capacity. The DMCYC will be the largest community infrastructure project ever undertaken for the Shire of Capel. Its development will capitalise on the presence of the Creative Tech Village, based at the {B} Lab in Bunbury and a driver of digital innovation and collaborative working spaces within the South West and across the state.

The direction of the Operations and Management Plan has been informed by the Shire of Capel, the Creative Tech Village and, most importantly, the community within the Shire of Capel and Dalyellup. For a facility such as the DMCYC to be successful it must meet the needs of the community, whether they be digital creatives, visual and performing artists, businesses, school groups, community groups, program providers and participants or simply those who wish to connect with others within the community.

To give the DMCYC the best possible chance of success, the Plan has been based on the following vision statement which has been derived from feedback gathered during an open community workshop held at the Dalyellup Community Centre in February 2024.

Our Vision is for the DMCYC to be:

*To be the HEART of the community
where all are welcome
to learn, create and connect*





Fundamental to achieving this vision is ensuring that the DMCYC remains a community space. This is reflected within the program and service delivery approach taken in the Plan, which seeks to:

- Implement standard staffed hours of operation which reflect the respective program and service delivery needs.
- Implement an accessible in-person and on-line program and facility booking process.
- Implement a safe and secure afterhours facility access process, protecting the facility and users.
- Encourage the café to focus their service delivery on those times where utilisation of the facility is at its peak, including later into the evening to service facility bookings and programs.

A guiding principle in the management approach is to present the DMCYC as an integrated facility, however, it does consist of multiple discrete spaces which present different programming and service opportunities and will be required to cater for a wide range of users.

Consequently the service delivery profile of the facility is quite broad, encompassing:

- Provision of literacy resources, programs and opportunities, and technology access to enable residents to undertake day to day tasks and activities.
- Opportunities for digital innovation, collaboration and learning inspired by new technologies, artificial intelligence and machine learning.
- Youth, FAC programs and services for the general youth population of the Shire; and in the future, for those young people at risk and who require a higher level of engagement and support.
- Arts and craft programs and studio space for local artists to work and to collaborate.
- Music programs and space for local musicians (of all ages) to meet and collaborate.
- Opportunities for fun activities taking advantage of gaming, augmented and virtual reality applications.
- Outdoor event spaces and opportunities.
- General facility hire on a community or commercial basis for exhibitions, functions or events, small group meetings, seminars, presentations and training courses.

To enable the effective management of the DMCYC, the Plan recommends that a dedicated Facility Coordinator or programming specialist be employed as part of the Shire's on-site team. This position would report to the Manager Customer Relations and Libraries, who has the overall responsibility for the DMCYC. This ensures that the use of the DMCYC and its strategic program and service delivery is focused on the managerial level within the organisation, providing an appropriate level of strategic foresight.

The Plan has identified that the DMCYC will generate a net operating loss of \$760,000 in its first year of operation (2025/26). CPI and fee increases together with growth in both participation rates and the number of programs offered will see the loss decrease to \$712,000 in year five (2029/30) but rise to \$766,000 in year eight (2032/33), largely due to cost escalation.

These figures are based on a range of assumptions with respect to program and service delivery, activity levels and cost escalations. As such they provide a guide to the Shire, with the focus on optimising use while striking an appropriate balance between maximising utilisation, revenue generation and meeting the needs of the community.





1.0 INTRODUCTION

The Shire of Capel has engaged CCS Strategic (CCS) to develop an Operations and Management Plan for the Dalyellup Multipurpose Community and Youth Centre (DMCYC).

The DMCYC will include digital innovation hub, youth centre, library, community and events spaces (internal and external). Located directly adjacent the Dalyellup skate park, pump track and nature play area, and in close proximity to the Dalyellup Shopping Centre, the DMCYC will be an important hub for the community; the first of its kind for the Shire of Capel.

The DMCYC Operations and Management Plan (the Plan) provides specific detail in relation to envisaged program and service delivery, management model, business plan, financial plan and asset management plan. Each of these aspects of the OMP have been informed by strategic and technical review and analysis.

The objective of the Plan is to provide the Shire of Capel Council with a detailed insight into the key drivers, operational and financial implications of the DMCYC development and its ongoing operations.

2.0 METHODOLOGY

The Plan has been developed through a series of sequential tasks, guided by the Project Scope. The project methodology used in the collation of the Plan is outlined below.

Project Initiation	Stakeholder Engagement	Investigation and Analysis	Operating and Management Plan
Commissioning Process	Project Team/CVT workshop	Strategic Context and Literature Review	Program and Service Delivery
Project Commencement Meeting	Review of previous stakeholder engagement	Demographic and Community Profile Analysis	Management Model Options Analysis
Project Charter	DMCYC Workshop	Community Attitudes	Operating Plan
Document and Data collation	Workshop data collation and analysis	Environmental Scan	Operating budget
		Economic and Social Benefits	Business Planning
			Asset Management Plan
January 2024	February 2024	March 2024	April 2024



3.0 STRATEGIC CONTEXT AND LITERATURE REVIEW

The purpose of this task is to ensure a thorough understanding of the strategic environment in which the Shire and subsequently the DMCYC will operate. This includes the identification of potential strategy and policy opportunities and obstacles that may arise in the development and operation of the OMP, and identification of key strategic influences affecting the Shire and therefore the framing of the Plan’s development process.

The Shire encompasses a total area of 558km² and is located in the South West region, 200km from Perth.

The Shire is bordered by the City of Bunbury to the north, the Shires of Dardanup and Donnybrook-Balingup to the east and the Shire of Busselton to the south.

The current population of almost 18,500 people includes 10,500 in Dalyellup. The Dalyellup population is forecast to grow to around 13,250 by 2031 and to over 17,000 by 2041.



Figure 1: Shire of Capel Location Plan

Capel is known for its extensive biodiversity and Tuart forests, and has a prominent settler heritage, demonstrated through its historic agricultural and settlement links.

The community is dynamic as it continues to change and diversify, as people come to the area to seek the coastal or rural lifestyle, which is close to amenities, services and employment options.

The Shire recognises growth and change within the community presents challenges in maintaining service delivery, preserving the unique characteristics of the area, while enabling a growing and regionally connected community¹.

3.1 Strategic Documents

3.1.1 Integrated Planning and Reporting Framework

The review and analysis of the Shire’s strategic documents has been undertaken in the context of the Shire’s Integrated Planning and Reporting Framework (IPRF). The implementation of the IPRF is a requirement of the Local Government Act 1995 and provides local government with the mechanism to ensure that the aspirations of the community are captured and identified within the operational objectives and actions of the organisation, and that the tracking and reporting of progress occurs on a regular and transparent basis.

¹ https://www.capel.wa.gov.au/Profiles/capel/Assets/ClientData/Document-Centre/Public_Comment-Planning/Plan_for_the_Future_2023.pdf

There are three levels within the IPRF, strategic planning (10-year horizon), corporate business planning (4-year horizon) and annual operational planning (one year horizon). Each of these are informed by Strategic Enablers, as shown in the figure below².



Figure 2: Shire of Capel Integrated Planning and Reporting Framework

3.1.2 Plan for the Future 2023³

The Shire’s Plan for the Future 2023 (the Plan) incorporates the Strategic Community Plan (2023 - 2033) and the Corporate Business Plan - Strategic Initiatives (2023 - 2027). The Plan is a key document reflecting the aspirations and priorities of the community. In this regard, it is important that infrastructure investment made by the Shire should align to the plan, and therefore the community’s aspirations.

The Shire’s Vision, which has been informed by a Sense of Place statement is: -

“A Lifestyle of Choice; Connecting Community, Culture and Country.”

The Plan identifies four Place Themes and Principles, as outlined in the below table:

Theme	Description
Supporting Local	Recognition of the tight-knit, supportive communities, hard-working producers and active sporting and social groups that provide the foundation to our localities.

² <https://www.capel.wa.gov.au/council/strategic-corporate-planning>

³ <https://www.capel.wa.gov.au/council/strategic-corporate-planning>



Sustainable Growth	Retain the inherent values of each locality while adapting to the increasing population attracted to life within easy reach of regional amenities and natural environments.
Protect our Diversity	Preserve our rich natural, cultural and social diversity through the nurturing of people and places.
Discover Capel	Entice visitors to discover our hidden treasures – the scenic forests, coastal shores and rich history.

Table 1: Shire of Capel Place Themes and Principles

The Plan identifies six Future Directions being:

1. **People:** Strengthen and enhance the well-being of our community.
2. **Planet:** Manage and protect our environment.
3. **Prosperity:** Foster a dynamic, diverse and strong local economy.
4. **Performance:** Deliver good leadership, governance and decision making.
5. **Places:** Provide and maintain suitable infrastructure and facilities.
6. **Relationships:** Effective communication, engagement and relationship development.

Within each of these Future Directions the Plan provides an overview of the current situation, related services and facilities and recent highlights. The Plan details specific outcomes, strategies and performance measures for the specific Future Direction, with identification of the Shire’s role, implementation roles and responsibilities and timeframes.

The development of the DMCYC aligns with the following Future Directions and related outcomes and strategies.

Future Direction	Outcome and Strategies
1. People	1.1 A more engaged community <ul style="list-style-type: none"> • <i>Prioritise projects that bring people together and strengthen community connections and social engagement within and across towns and communities in the Shire.</i> • <i>Develop and facilitate events, services and programs that reflect local community preferences and respond to changing community needs and priorities.</i> • <i>Facilitate and create opportunities for social and cultural activity.</i>
	1.2 An inclusive community <ul style="list-style-type: none"> • <i>Ensure access and inclusion to spaces and places throughout the Shire including community members with disabilities, youth, seniors, Indigenous people and culturally and linguistically diverse people.</i> • <i>Integrate accessibility, diversity and inclusion into Shire operations and service delivery to meet the needs of everyone in our community.</i> • <i>Offer young people more opportunities to engage in recreation, sport and culture and participation in their community.</i>
	1.5 A healthy and active community



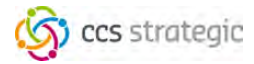


	<ul style="list-style-type: none"> • <i>Support and promote active and passive engagement in physical activity, sport and recreation for all ages and abilities.</i>
2. Planet	<p>2.3 A Shire committed to sustainable practices</p> <ul style="list-style-type: none"> • <i>Shire to provide sustainable infrastructure, services, utilities and renewable energy in new Shire facilities.</i> • <i>Invest in alternative energy and water efficiency initiatives, including consideration of emerging technologies</i>
3. Prosperity	<p>3.1 Increased support and advocacy to stimulate greater local business success, investment and diversity.</p> <ul style="list-style-type: none"> • <i>Prioritise and advocate for Shire and State infrastructure projects that generate local employment and support a circular economy.</i> • <i>Encourage and support local start-ups and entrepreneurship.</i>
4. Performance	<p>4.2 Informed and transparent decision making</p> <ul style="list-style-type: none"> • <i>Embed a balanced approach to consideration of risk including considering opportunity costs of not taking action.</i> • <i>Ensure stakeholder and community engagement processes are implemented in major strategic projects to inform decisions.</i>
	<p>4.5 Improved customer engagement</p> <ul style="list-style-type: none"> • <i>Streamline systems and policies to reduce red tape and barriers for business and community.</i> • <i>Improve communication regarding where community members can receive services, advice and provide feedback.</i> • <i>Foster an environment of innovation, where people are encouraged to contribute.</i>
5. Places	<p>5.1 Appropriate community facilities that meet the communities' needs.</p> <ul style="list-style-type: none"> • <i>Plan for multi-use recreation facilities that meet a variety of community needs and aspirations without replication of facilities.</i> • <i>Partner with stakeholders and community groups to increase community use of recreational facilities and services.</i>
6. Relationships	<p>6.1 Greater trust and the development of positive relationships within the Shire and with the community.</p> <ul style="list-style-type: none"> • <i>Use a variety of mediums and forums to engage the community that are informed by best practice.</i> • <i>Provide opportunities to listen and involve our community in decisions that affect them.</i> • <i>Establish initiatives for increasing the voice of young people within the Shire.</i> • <i>Promote community involvement in decision making so it is more collaborative and transparent.</i>

Table 2: DMCYC alignment with Plan for the Future

From this analysis it is evident that the development of the DMCYC has a high degree of alignment with the future direction of the Shire and can play an important role in achieving the community's vision, particularly within the Dalyellup community.





3.1.3 Long Term Financial Plan (2021 – 2031)

The Shire’s Long Term Financial Plan (LTFP) provides detailed information on the Shire’s planned projects and initiatives over the ten-year period from 2021 to 2031. The LTFP provides the mechanism for the implementation of the Strategic Community Plan and the Corporate Business Plan, which in the Shire’s case, have been combined to form the Plan for the Future.

An important consideration is the organisation’s capacity to deliver proposed infrastructure projects and the extent to which the project may be subject to municipal funding, grant funding or other external funding.

The LTFP identifies a total of \$808,745 for *Recreation and Culture – Land & Buildings* over the period of 2021/22 to 2023/24. Over the 10 years of the LTFP, total expenditure of \$32,897,934 has been identified.

The review of the Forecast Ratio Analysis shows that:

- Operating Surplus Ratio - improves over the term of the LTFP, providing the Shire with a greater capacity to renew assets into the future.
- Own Source Revenue Coverage Ratio – is above the identified target range and stable over the duration of the LTFP.
- Debt Service Cover Ratio – improves over the duration of the LTFP, indicating that the Shire has improved capacity to borrow over the duration of the plan.

While there will be new projects identified over the period of the LTFP and the strategic environment in which the Shire operates will evolve, the review of the LTFP suggests there is organisational capacity (resourcing and funding) to deliver the DMCYC.

What will need to be detailed in the LTFP is the actual cost of the DMCYC, which is now fully funded. A proposed budget summary is shown below⁴:

NOTE:
Removed in
advance of
Tender



Table 3: DMCYC Budget Summary

⁴ DMCYC Business Case prepared by Grants Empire, December 2023



3.1.4 Strategic Workforce Plan

The Shire's endorsed Workforce Plan (WFP) is designated as a Strategic Enabler within the Shire's Integrated Planning and Reporting Framework (IPRF). The key objectives of the WFP are as follows⁵:

- *Strengthen the organisation's capacity to achieve the Directions outlined in the Strategic Community Plan and objectives detailed in the Corporate Business Plan.*
- *Continue to understand the organisations workforce profile so that existing workforce capacity can be maximised, and future requirements identified.*
- *Review, assess and update the established strategies to address the gaps and mitigate risk; and*
- *Assess costs that directly link to workforce expenditure to inform future planning.*

As at May 2023, the Shire's current workforce comprises of 91.73 FTE with 76 FTE being full time. In addition to this the Shire had 9.55 fixed term FTE and 12 casual employees.

In terms of length of service, 44% of the Shire's staff have been with the organisation for 2 years or less.

The key challenges identified within the WFP include:

Attraction and Retention

- High Turnover – the cost of the Shire's turnover over the last two years was over \$1 million and resulted in a significant loss of corporate knowledge.
- Leave liability – high staff turnover means that existing staff are required to provide additional cover, reducing opportunities to take accrued leave. This has a financial impact on the Shire and a service impact when staff are on leave for extended periods of time.
- Labour Market – a tight labour market has resulted in the Shire experiencing difficulties in filling key technical and professional positions. This impacts on service delivery and other staff (i.e. leave liability).

Remuneration and Economic Pressures

- Local Government Banding – the Shire is positioned between two band one local governments, which can offer higher remuneration packages for the same types of positions. This impacts on the Shire's ability to recruit and retain staff.
- Industrial Environment – the cost of transitioning from the existing Federal system of employee terms and conditions of employment to a State system, which will be wholly met by the Shire.
- Economic Pressures – increased cost of living and the flow-on impact of the COVID 19 pandemic, places cost pressures on local government contracts and increased requests from staff for review of remuneration levels.

⁵ <https://www.capel.wa.gov.au/council/strategic-corporate-planning/strategic-community-plan.aspx>



Legislative Environment

- Local Government Reform – resulting in increased governance process and reporting requirements, impacting on the Shire’s existing resources.
- Legislative changes – impacting on the regulatory role of local government and leading to additional requirements of the Shire.

The development of the DMCYC has been identified as an opportunity to decentralise existing forward-facing service delivery. However, it is anticipated that the DMCYC will also require an additional level of FTE resourcing in respect to facility management, program and service delivery.

3.1.5 Other Shire of Caple Strategic Documents

A summary of other Shire of Caple strategic documents and plans has been provided below.

Communications Strategy 2022 ⁶	
Overview	<ul style="list-style-type: none"> • Provides a framework to enable the Shire to project a positive and professional image and the Shire as a future focused and responsive organisation. • The strategy aligns with the six key themes included in the Plan for the Future document. • Effective communication is important for the Shire, as it provides the following benefits: <ul style="list-style-type: none"> ▪ Builds trust and goodwill ▪ Builds brand awareness ▪ Encourages community feedback ▪ Improves community and stakeholder understanding and strengthens advocacy. ▪ Improves relationships. • Identifies nine key messages that represent the core communication themes. • The DMCYC is identified as one of ten key projects and initiatives.
DMCYC Consideration	<ul style="list-style-type: none"> • Promotes the facility to external stakeholders (including government and funding agencies), noting the benefits the facility will have in relation to community health, connectedness, provision of community space (indoor and outdoor) and local employment opportunities.
Age - Friendly Communities Strategy (2023) ⁷	
Overview	<ul style="list-style-type: none"> • Identifies an age-friendly community as one that: <ul style="list-style-type: none"> ▪ Recognises the great diversity among older people; ▪ Promotes their inclusion and contribution in all areas of community life; ▪ Respects their decisions and lifestyle choices; and

⁶https://www.capel.wa.gov.au/Profiles/capel/Assets/ClientData/Document/Centre/Community/SoC_Communication_Strategy_2022.pdf

⁷https://www.capel.wa.gov.au/Profiles/capel/Assets/ClientData/Document/Centre/Community/Age_friendly_communities_strategy.pdf





	<ul style="list-style-type: none"> ▪ Anticipates and responds to ageing-related needs and preferences • Identifies eight key aspects of an age-friendly community: <ol style="list-style-type: none"> 1. Outdoor spaces and buildings; 2. Transport; 3. Housing; 4. Social participation; 5. Respect and social inclusion; 6. Civic participation and employment; 7. Communication and information; and 8. Community support and health services. • Identifies 37 recommendations across nine categories.
DMCYC Consideration	<ul style="list-style-type: none"> • The Strategy’s recommendations include aspects such as: <ul style="list-style-type: none"> ▪ Providing a variety of recreation and leisure activities, services and facilities. ▪ Support of community volunteers. ▪ Establishing community hubs (note that this is in the context of mixed-use retail). • These aspects are relevant to the DMCYC and its operating model and service delivery.
Youth Strategy (2020 -2024)⁸	
Overview	<ul style="list-style-type: none"> • The Strategy is focused on young people between the age of 10 and 19 years, who make up 17.3% of the Shire’s population (2020). • The Strategy has been developed to improve the understanding of how the Shire can support young people into the future. • Improving the well-being of young people within the Shire is the key priority of the Strategy. • The actions identified within the Strategy are grouped as follows: <ul style="list-style-type: none"> ▪ Safety and Wellbeing. ▪ Programs, Events and Initiative. ▪ Transport. ▪ Sporting and Recreation. ▪ Art and Culture. ▪ Communication and Access to Information.
DMCYC Consideration	<ul style="list-style-type: none"> • The DMCYC will provide a purposely designed youth hub, and with the proposed library, tech hub and general community space, the facility will have the capacity to cater for the range of programs and services identified by young people in the Youth Strategy. These include: <ul style="list-style-type: none"> • Health and wellbeing services. • Programs to increase youth connectedness. • Structured cultural activities, including art, drama, cooking, and music programs to participate in outside of school. • Technology based initiatives to understand how technology can be used as a platform for development and communication. • Provision for youth activated recreational facilities to provide opportunities for nonstructured activities in localised facilities.

⁸ https://www.capel.wa.gov.au/Profiles/capel/Assets/ClientData/Document-Centre/Community/Youth_strategy.pdf





	<ul style="list-style-type: none"> • Create events (and event spaces) for young people to showcase their arts abilities across many arts and cultural forms.
Economic Development Framework (2023 – 2027)	
Overview	<ul style="list-style-type: none"> • The vision of the framework is to facilitate economic development within the Shire by: <ul style="list-style-type: none"> ▪ Being open for business. ▪ Offering unique and unforgettable experiences. ▪ Enhancing and celebrating natural assets and localities. ▪ Becoming a hub for innovation, creativity, and entrepreneurship. ▪ Focusing on opportunities that align with our unique value proposition. • The outcomes sought include: <ul style="list-style-type: none"> ▪ Collaborative partnerships focusing on innovative practices and initiatives. ▪ Large- and small-scale investment opportunities. ▪ Growth in the number of local jobs and suitably skilled residents. ▪ Increase in the number of export-oriented jobs. ▪ Generation of a stronger place identity, including unique tourism destinations, sustainable industries, and innovation hubs.
DMCYC Consideration	<ul style="list-style-type: none"> • The development of the DMCYC and the Tech Hub will be an important step in achieving the vision of becoming a hub for innovation, creativity, and entrepreneurship.

3.1.6 Policies and Operational Documents

A summary of relevant Shire of Capel policies and their implications for the DMCYC is provided below.

Document	Policy - Arts, Culture and Heritage
Overview	<ul style="list-style-type: none"> • The purpose of the policy is to work with the community to provide opportunities for residents to express their culture and identity through participating in the arts, conservation and interpretation of local history and heritage and supporting community events. • In addition, the Shire will maintain a quality art collection which reflects the Shire’s culture, heritage and lifestyle. • The DMCYC will support this policy direction through the provision of multi-purpose space which allows artistic, cultural and heritage focused activities.
Document	Policy - Event Sponsorship
Overview	<ul style="list-style-type: none"> • The purpose of the policy is to guide the Shire in consideration of grant requests for the conduct of events within the Shire. • The policy enables the provision of financial support for events which encourage visitors to the Shire: <ul style="list-style-type: none"> ▪ Produce economic, environmental, or social benefits. ▪ Encourage community engagement. ▪ Raise the Shire’s profile as an ‘event friendly’ location. ▪ Link to the Shire of Capel’s Strategic Community Plan (as amended). ▪ Are open to the public.





	<ul style="list-style-type: none"> ▪ Are held in the Shire of Capel. • The DMCYC will support this policy direction through the provision of internal and external events space, for small community-based events.
Document	Policy - Risk Management Framework
Overview	<ul style="list-style-type: none"> • Provides a framework for the management of risks which may impact on the Shire's strategies, goals and objectives. • The policy provides a definition of risk and risk management, and supports organisational wide management principles, systems and processes to ensure the effective assessment of risk in all areas. • The development of the DMCYC management model, business plan, financial plan and asset management plan will need to include risk identification and assessment using the Shire's framework.
Document	Policy – Volunteers
Overview	<ul style="list-style-type: none"> • Highlights the Shire's use of volunteers to enhance its service delivery to the community, while ensuring a safe environment and effective management of its duty of care. • The benefits of volunteering include increasing social inclusion and promoting a sense of belonging and purposefulness. • Identifies key considerations, including: <ul style="list-style-type: none"> ▪ Mutual benefit to the volunteers, Shire and the community. ▪ Volunteer recognition within the program or service area. ▪ Compliance with the Shire's Volunteer Procedure Manual • It is envisaged that some of the program and service delivery from the DMCYC will involve the engagement of volunteers by the Shire. In this respect the management of volunteers needs to be included within the proposed management model and financial model.
Document	Asset Management
Overview	<ul style="list-style-type: none"> • The purpose of the policy is to provide a clear framework for the management of the Council's assets, to ensure that they can meet the Council's and the communities, aspirations and vision. • Key objectives of the policy include: <ul style="list-style-type: none"> ▪ Develop and regularly update an Asset Management Strategy. ▪ Manage assets through Asset Management Plans based on asset groups. ▪ Ensure future funding needs are identified and included within the SCP and CBP, guided by appropriate community engagement. ▪ Articulate the impact of Council decisions on existing and new assets. • Given the requirement to develop an Asset Management Plan for the DMCYC, the policy and related asset management documentation will be important references.





3.2 Neighbouring Local Governments

The Local Governments included within this analysis are the City of Bunbury, the City of Busselton, Shire of Dardanup and the Shire of Donnybrook-Balingup. The focus has been on their Strategic Community Plan and relevant community facility strategies or plans. A summary of these documents, relevant to the development of the Plan has been provided in the tables below.

3.2.1 City of Bunbury

The City of Bunbury documents reviewed as a part of this analysis include the City's current Strategic Community Plan and Corporate Business Plan.

Document	Strategic Community Plan ⁹
Overview	<ul style="list-style-type: none"> The SCP identifies six community aspirations, being: <ol style="list-style-type: none"> 1. People - A safe, healthy and connected community. 2. Planet – a healthy and sustainable ecosystem. 3. Place – an integrated, vibrant and well-planned City. 4. Prosperity - a strong and diversified economy. 5. Performance – leading with purpose and robust governance. Each aspiration identifies several desired outcomes, with a total of 14 being identified.
DMCYC Relevance	<ul style="list-style-type: none"> Aspiration # 4 Prosperity is relevant to the DMCYC, noting objective 11.1 “<i>Be Australia’s first regional Digital City</i>” and the associated CBP action of: “<i>Collaborate with Edith Cowan University on opportunities for the development of local resources and for research and development projects that will benefit the economy and community, including the Digital Innovation Hub.</i>”

3.2.2 City of Busselton

The Shire of Busselton documents reviewed as a part of this analysis include the City's current Strategic Community Plan, Corporate Business Plan, Community Development Plan and Sport and Recreation Facility Strategy.

Document	Strategic Community Plan ¹⁰
Overview	<ul style="list-style-type: none"> The SCP identifies four community aspirations (themes), being: <ol style="list-style-type: none"> 1. Environment - an environment that is valued, conserved and able to be enjoyed by current and future generations. 2. Lifestyle - A place that is relaxed, safe and friendly, with services and facilities that support healthy lifestyles and wellbeing. 3. Opportunity - A vibrant City with diverse opportunities and a prosperous economy. 4. Leadership - A Council that connects with the community and is accountable in its decision making.

⁹ <https://cdn.bunbury.wa.gov.au/wp-content/uploads/2022/06/FINAL-SCP-12APR2022.pdf>

¹⁰ <https://www.busselton.wa.gov.au/documents/1120/strategic-community-plan-2021-2031>





DMCYC Relevance	<ul style="list-style-type: none"> Each aspiration identifies several priorities, with a total of 28 being identified. Aspiration # 3 Opportunity Is relevant to the DMCYC, with objective 3.2 of the SCP seeking to <i>“Facilitate an innovative and diversified economy that supports local enterprise, business, investment and employment growth.”</i>
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3.2.3 Shire of Dardanup

The Shire of Dardanup documents reviewed as a part of this analysis include the Shire’s Vision 2050 document, the current Strategic Community Plan, Advocacy Plan 2022 – 2027 and the Community Facilities Plan.

Document	Shire of Dardanup – Vision 2050 (2020 ¹¹)
Overview	<ul style="list-style-type: none"> The aim of the document has been to <i>“set out a future the community is proud of, passionate about being involved in and committed to achieving.”</i> The document envisages the new City of Wanju located in the north-west of the Shire, which will have almost 20,000 dwellings and a population of 60,000 people. Five aspirations are identified which will drive the ambitions of the document. These are: <ol style="list-style-type: none"> Healthy - the health and well-being of the Shire of Dardanup Community has been cultivated and delivers a lifestyle of choice. Self-sufficient - Shire of Dardanup residents will have access to ample supplies of locally produced foods and materials that would be purchased in preference to imported products. Sustainable - the Shire of Dardanup is a leading light in Western Australia for its commitment to sustainable living practices. Connected - the Shire of Dardanup contains a multitude of vibrant community spaces and has well developed programs that bring people together, fostering positive community connection. Innovative - the Shire of Dardanup sits at the forefront of research, development and innovation in food production, energy and advanced manufacturing.
DMCYC Relevance	<ul style="list-style-type: none"> Aspiration # 4 is relevant to the DMCYC as it seeks to establish central multi-purpose hubs providing a focal point for every community within the Shire. These would be tailored to the needs of each community, suggesting uses such as <i>“performance space, business incubators, exhibition space, town hall-type spaces, short-term pop-up shop-fronts, art installations, play equipment, green spaces, fitness and sporting facilities and various other forms of seating and shelter.”</i> Aspiration # 5 is relevant to the DMCYC in that it seeks to establish research and education Centres of Excellence and space allocated for creation and innovation in the Eaton Civic Precinct

¹¹ <https://www.dardanup.wa.gov.au/development-and-planning/our-future/2050-vision.aspx>



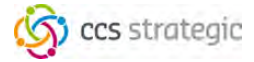
Document	Strategic Community Plan ¹²
Overview	<ul style="list-style-type: none"> • The SCP identifies five objectives, being: <ol style="list-style-type: none"> 1. Leadership - To provide strong civic leadership representing the whole of the Shire which is supported by responsible and transparent corporate governance. 2. Environment - To achieve a balanced respect for our natural assets and built environment, while retaining our lifestyle values, community spirit and identity. 3. Community - To create a safe, healthy and vibrant community which is inclusive and welcoming for all ages and interests. 4. Prosperity - To promote and facilitate a diverse and resilient economy that supports a range of local employment opportunities. 5. Amenity - To provide and maintain facilities, assets and services that promote the Shire as an attractive and desirable place to live.
DMCYC Relevance	<ul style="list-style-type: none"> • Objective # 4 has some alignment with the DMCYC, in respect to encouragement and support for small business.
Document	Advocacy Plan (2022 – 2027) ¹³
Overview	<ul style="list-style-type: none"> • The Advocacy Plan identifies five guiding aspirations, being: <ol style="list-style-type: none"> 1. Healthy - Build a regional health campus at Wanju. 2. Self-Sufficient - Build an intermodal terminal at Waterloo. 3. Sustainable - Build an energy cluster at Waterloo. 4. Connected - Secure fast rail and alternative transport options. 5. Innovative - Provide high speed broadband across the shire and region.
DMCYC Relevance	<ul style="list-style-type: none"> • Aspiration # 5 directly relates to the DMCYC, as it seeks to “<i>enhance the region’s digital capability to create new possibilities for economic growth.</i>”



¹² <https://www.dardanup.wa.gov.au/documents/50/shire-of-dardanup-strategic-community-plan-2020-2030>

¹³ <https://www.dardanup.wa.gov.au/development-and-planning/invest-with-us/investment-opportunities.aspx>





3.2.4 Shire of Donnybrook-Balingup

The Shire of Donnybrook-Balingup documents included within this analysis are the Shire’s Council Plan (2022 – 2032), which combines the Shire’s Strategic Community Plan and Corporate Business Plan.

Document	Council Plan 2022-2032 ¹⁴
Overview	<ul style="list-style-type: none"> • The Council Plan (the Plan) identifies five priority areas, being: <ol style="list-style-type: none"> 1. People - A healthy, safe and inclusive community. 2. Planet - Shared commitment to sustainability, leaving each place better than we found it. 3. Place - A responsibly planned district with a retained sense of community and country charm. 4. Prosperity - A strong, diverse and resilient economy. 5. Performance - Open, robust conversations and harmonious outcomes.
DMCYC Relevance	<ul style="list-style-type: none"> • Priority area # 4 has some alignment with the DMCYC, through outcome 9 – a thriving economy (business attraction and retention, and appropriate infrastructure development).

¹⁴ https://www.donnybrook-balingup.wa.gov.au/Profiles/donnybrook/Assets/ClientData/Document-Centre/Council_Plan_updated_28_June_2022.pdf



4.0 ESTABLISHING AN INNOVATION ECOSYSTEM

There is much written about establishing innovation hubs, most often in the business environment. McKinsey and Company¹⁵ talk of an innovation ecosystem and provide a playbook to establish comprising six key actions. The most critical is the establishment of a bold vision suitable for the aspirations of the stakeholders. This is also relevant in the local community setting.

The innovation ecosystem playbook comprises six key actions.



Figure 3: Establishing an innovation ecosystem

The next steps is to identify and partner with local capability, skillsets and institutional strengths and determine the sector focus to demonstrate the competitive advantage of the hub. For Dalyellup it would be to identify what already exists in the community and their aspiration for a Digital Innovation Hub.

The third stage relates to capital and funding aligned to ideas, research and development, commercialisation, start-up and early stage development and growth.

The proposed DMCYC can provide a base for much of this activity, despite the vision yet to be fully articulated. Success in this phase frequently relies on capturing the support and expertise of local institutions such as universities and venture capital firms to nurture embryonic ideas born within or brought to the hub and to make things happen.

Step 4 extends the organisational resource requirements to the availability of individual skillset and their interest in living locally to participate in the hub's activities.

In a business sense, stage 5 requires the establishment of two types of infrastructure. Firstly, the physical and virtual infrastructure aligned to the specific needs of the prioritised sectors (e.g. green screen studio for movie and games development), and secondly, the "placemaking" infrastructure that informs quality of life.

¹⁵ [A playbook for innovation hubs and ecosystems | McKinsey](#)





The final Step of ensuring there is diversity access and inclusion, actually starts at the beginning of the planning phase and becomes an enduring theme through the process. Financial returns are then bolstered by adding value through commercial synergies and cooperation, social integration and community building for all stakeholders.

4.1 SWITCH Investigation 2022

In 2022 the South West Development Commission engaged Wicked Strategies¹⁶ in conjunction with The Creative Corner¹⁷ to undertake an investigation into the establishment of a South West Innovation and Technology Creative Hub (SWITCH).

This report revealed that Creative Industries, usually synonymous with Arts and Culture was too narrow a scope. Growth in this sector, especially in the South West, is regularly driven by industry, flavoured by a financial and economic imperative and catalysed by opportunities to explore and exploit digital technology.

Research seeking to classify and define creative industries in the Australian setting was reported. The report list has been added to here to capture a broader scope.

Industry classification	Creative industry domains
Cultural Production	Museums
<ul style="list-style-type: none"> • Music, performing and visual arts 	Environmental Heritage
<ul style="list-style-type: none"> • Film (video), TV, radio 	Libraries and Archives
<ul style="list-style-type: none"> • Publishing 	Literature and Print media
<ul style="list-style-type: none"> • Gaming 	Performing Arts
Creative Services	Design including UI and UX
<ul style="list-style-type: none"> • Advertising and marketing 	Broadcasting, Electronic or Digital Media
<ul style="list-style-type: none"> • Architecture and design 	Music composition and publishing
<ul style="list-style-type: none"> • Software and digital content 	Visual Arts and Crafts
	Fashion
	Goods manufacturing and sales

Table 4: Creative Industry Classifications and Domains in Australia

4.2 AMTECH Investigation 2024

In 2024 the South West Development Commission engaged Deloitte to deliver a feasibility study and business case to define what might be an Advanced Manufacturing and Technology Hub (AMTECH) in the Bunbury Geographe region.

Key players in this exercise will include those that operate at scale requiring access to high volume utility supply, road, rail and port transport options and optic fibre connections.

¹⁶ <https://www.wickedstrategies.com.au/>

¹⁷ <https://thecreativecorner.com.au/>



These manufacturing and fabrication industries are well beyond the scope of the DMCYC, however reinforce the requirement for a fabrication capability to materialise outcomes, or at least prototypes from the local creative processes.





5.0 DEMOGRAPHIC AND COMMUNITY PROFILE ANALYSIS

The purpose of the demographic and community profile analysis is to provide an overview and understanding of the Shire’s population and demographic profile, with particular consideration to factors which are relevant to the DMCYC, and which may influence an individual’s capacity to access the facility and its programs and services.

5.1 Shire of Capel Population Analysis

The comparative population per Australian Bureau of Statistics (ABS) five-year age cohort between 2016 and 2021 has been illustrated in the Figure below¹⁸.

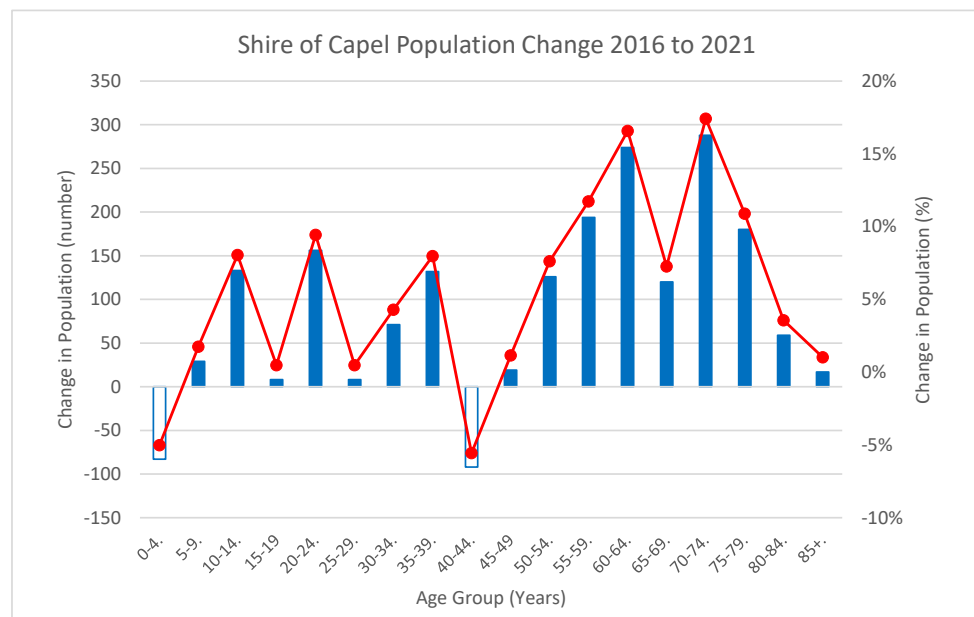


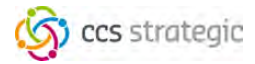
Figure 4: Shire of Capel - Change in Population 2016 to 2021

The key considerations which can be drawn from this information are as follows:

- Population growth can be separated into four distinct categories. The first of these is where negative growth has occurred and includes the 0 to 4 years (-5%) and 40 to 44 years (-6%) age cohorts.
- The second category is where there has been growth up to 5%. This includes the age cohorts of 5 to 9 years (+2%), 15 to 19 years (+0.48%), 30 to 34 years (+4%), 45 to 49 years (+1%), 80 to 84 years (+4%) and 85+ years (1%).
- The third category is those cohorts in which there has been growth of between 5% and 10%. This includes the cohorts of 10 to 14 years (+8%), 20 to 24 years (+9%), 35 to 39 years and 50 to 54 years (+8%) and 65 to 69 years (+7%).

¹⁸ [2021 Western Australia, Census All persons QuickStats | Australian Bureau of Statistics \(abs.gov.au\)](https://www.abs.gov.au/2021-Western-Australia-Census-All-persons-QuickStats)





- The final category includes the older age cohorts in which there has been an increase of 10% or more. This includes the cohorts of 55 to 59 years (+12%), 60 to 64 years (+12%), 70 to 74 years (+17%) and 75 to 79 years (+11%).
- This analysis shows that while there has been an increase in typical family cohorts, there has been a much larger increase in retired or close to retirement age groups. Interestingly there was a decrease in the 15 to 19 years (part of the Shire’s youth age group) and 25 to 29 years cohorts, but an increase in the 20 to 24 years cohort.

5.2 Dalryellup Population Analysis

The comparative population per ABS five-year age cohort between 2016 and 2021 has been illustrated in the Figure below¹⁹.

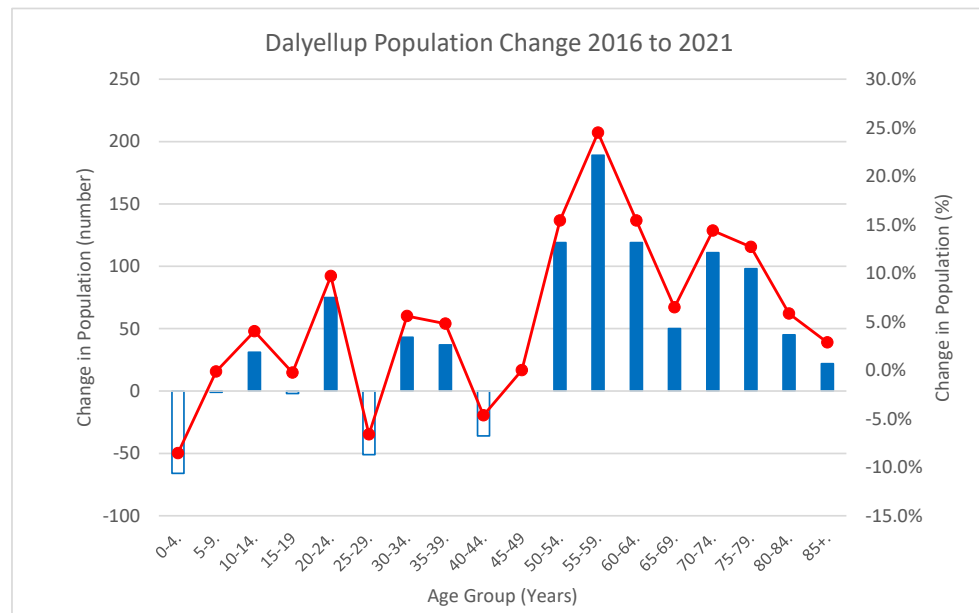


Figure 5: Dalryellup - Change in Population 2016 to 2021

The key considerations which can be drawn from this information are as follows:

- Population growth for Dalryellup has been driven by the age cohorts from 50 to 54 years through to 75 to 79 years, reflecting the overall population trend for the Shire.
- Population growth has also occurred in the 10 to 14 years age cohort (4%), 20 to 24 years (9.7%), 30 to 34 years (5.6%) and 35 to 39 years (4.8%).
- Dalryellup has had a decline in population in the 0 to 4 years age cohort (-8.5%), 25 to 29 years (-6.6%) and 40 to 44 years (-4.7%).

¹⁹ [2021 Western Australia, Census All persons QuickStats | Australian Bureau of Statistics \(abs.gov.au\)](https://abs.gov.au)

- This analysis shows that Dalyellup has had a comparatively large increase in retired or close to retirement age groups. As a consequence, the facility will need to be able to cater for programs and services which meet the needs of these cohorts, in addition to the youth and family focus of the facility.

5.3 Community Profile – Shire of Capel and Dalyellup

Cultural Background

The key considerations which can be drawn from this information are as follows:

- The Shire's Aboriginal and Torres Strait Islander population is 2.7% of the total population, up from 2.3% in 2016. By comparison, Dalyellup has an Aboriginal and Torres Strait Islander population of 3.2%, up from 2.9% in 2016. By comparison, the state population in 2021 was 3.3%.
- Birthplace is an indicator of the level of non-First Nations cultural diversity within the Shire. In 2021, 26.7% of the Shire's population was born overseas, which represents a decline from 28.2% in 2016. In 2021 31% of Dalyellup's population was born overseas, which is a decrease from the 33.1% of the population in 2016.
- In 2021 the top five countries of birth of residents from the Shire were England (6.1%), South Africa (3.7%), New Zealand (2.7%), Philippines (1.7%) and Zimbabwe (1.0%). The order of the top five countries has not changed from 2016, with the percentages being slightly higher (between 0.4% and 0.1%) than 2021. For Dalyellup the top five countries of birth in 2021 are the same as the Shire, noting that Dalyellup has a larger representation of people from South Africa (5.3%) and Philippines (2.9%). In 2016 Dalyellup had a significantly higher percentage of its population from South Africa and England, both at 6.6% of its population.
- In 2021, 10.9% of the Shire's population spoke a language other than English in the home, up slightly from the 10.2% in 2016. The top five languages spoken were Afrikaans (2.1%), Tagalog (Filipino language) (0.8%), Filipino and Malayalam (0.6%) and Mandarin (0.3%). By comparison, 16.1% of Dalyellup's population spoke a language other than English in the home. The top four languages reflect those of the Shire, however with at a slightly higher percentage (Afrikaans (3.0%), Tagalog 1.5% and Filipino and Malayalam 1.1%). It is interesting to note that the fifth non-English language within the Dalyellup population was Russian (0.5%).

Education and Employment

The key considerations which can be drawn from this information are as follows:

- In respect to education levels, the percentage of people within the Shire who have attained an education level at bachelor's degree or above was 17.3% (15.2% in 2016), which is lower than the overall WA result of 23.8%. Advanced Diploma or Diploma was 8.8%, (WA 9.3%), while Certificate Level III and IV was 24.6% (WA 17.8%). By comparison, 18.6% of Dalyellup's population have attained an education level at bachelor's degree or above,



9.0% have achieved an Advanced Diploma or Diploma and 24.7% having achieved Certificate Level III and IV.

- Working full-time is the dominant employment status for both the Shire (56.9%) and Dalyellup (8.5%) (WA 57.1%), while part time work was at 32.4% for the Shire and 31.3% for Dalyellup. Unemployment within the Shire is at 3.8%, while it is 4.4% for Dalyellup (WA 5.1%).
- In respect to hours worked per week, 25.5% of the Shire's working population and 24.6% of Dalyellup's population worked 45 hours or more (WA 22.6%). 34% of the Shire's working population worked between 35 and 44 hours per week, compared to 36.8% for Dalyellup.

Household Income and Cost of Housing

- In respect to the Shire, personal, family and household income levels have all increased over the period 2016 to 2021, being at \$831.00, \$2,206.00 and \$1,949.00 respectively in 2021. Dalyellup has slightly higher incomes levels in 2021 at \$885.00, \$2,286.00 and \$2,066.00 respectively. In comparison WA is at \$848.00, \$2,214.00 and \$1,815.00.
- In respect to household ownership within the Shire, 48.8% were owned via a mortgage, 26.0% owned outright and 22.9% were renting. Of those with a mortgage, 10.5% had mortgage repayments which were more than 30% of household income (WA 13.0%), while 28.8% of renters had rental payments which were more than 30% of household income (WA 28.3%). This is noting that households who have payments more than 30% of the household budget are termed as being in mortgage or rental stress.
- In respect to Dalyellup, 52.6% of homes were owned via a mortgage, 17.7% owned outright and 28.4% were renting. Of those with a mortgage, 10.3% had mortgage repayments which were more than 30% of household income, while 28.1% of renters had rental payments which were more than 30% of household income.

Family Composition

- Family composition type within the Shire is predominately Couples with Children (47.0%), with Couples Without Children at 37.4%, and Single Parent Families being 14.9% of family types. In terms of the Dalyellup population, 51.1% of families were Couple with Children, with Couples Without Children being 30.5% and Single Parent Families being 17.5%.
- By comparison, Couples with Children made up 44.6% of families within WA, with Couples Without Children being 38.8%, and Single Parent Families being 15.1% of family types.





5.4 Neighbouring Local Governments Population Analysis

The comparative population per ABS five-year age cohort between 2016 and 2021 has been illustrated in the Figure below²⁰.

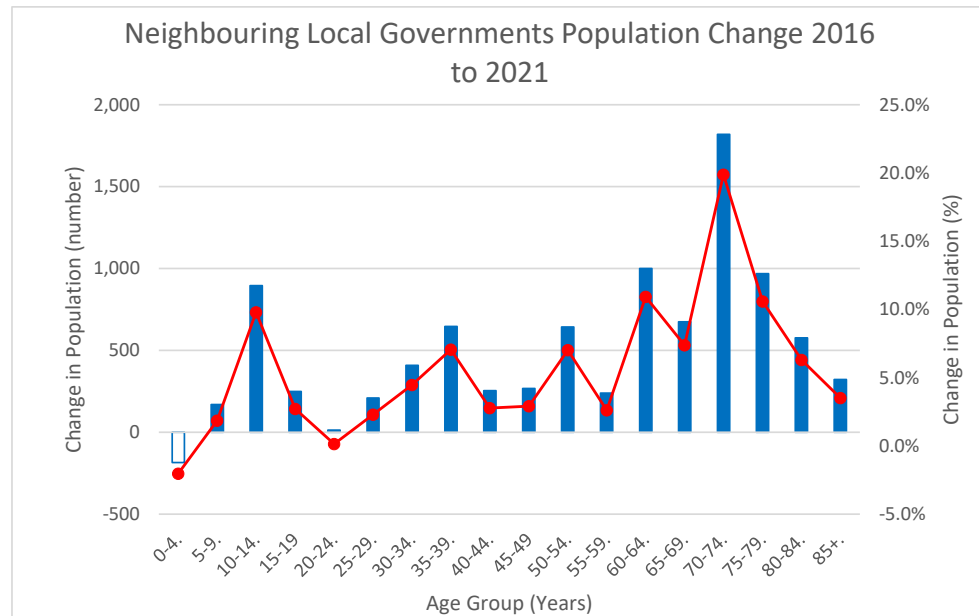


Figure 6: Neighbouring Local Governments - Change in Population 2016 to 2021

The key considerations from this analysis are as follows:

- The only age cohort in which there has been a decline is the 0 to 4 years, while the 20 to 24 years cohort had a small increase of 0.1% (13 additional people).
- There has been a peak in growth in the 10 to 14 years cohort, which somewhat mirrors the increases which have occurred in the 30 to 34 years and 35 to 39 years cohorts (i.e., families).
- By comparison, a high degree of growth occurred in the 60 to 64 years cohort, through to the 85+ years cohort, which is similar to the growth which has occurred within these age cohorts in the Shire of Capel.
- Of the four neighbouring local governments, Busselton had the largest increase in population over the period at 5,323 people (14%), followed by Dardanup with an additional 1,164 people (8%), Donnybrook-Balingup with 442 people (8%) and Bunbury with 2,218 people (7%).
- From this analysis it is evident that population growth within the neighbouring local governments is occurring across a wide number of cohorts, with a particular strong growth in the retirement or near retirement cohorts.

²⁰ [2021 Western Australia, Census All persons QuickStats | Australian Bureau of Statistics \(abs.gov.au\)](https://www.abs.gov.au/australian-bureau-of-statistics)





6.0 COMMUNITY ATTITUDES

Assessment of the community’s attitude has been drawn from a number of information sources, as summarised below.

6.1 Plan for the Future³

As a part of the development of the Shire’s Plan for the Future (which replaced the existing Strategic Community Plan (SCP) (2023 to 2033), the Shire undertook an extensive Community Perception Survey (October 2022) and a Place Planning process (May 2023). Both engagement processes were open to all community members, businesses and visitors within the Shire.

The Community Perception Survey identified the following outcomes against the key pillars of the existing SCP.

Governance & Leadership
<ul style="list-style-type: none"> • Continue to focus on transparency community-focused decision making and accountability. • Improve the variety, consistency and accessibility of information to the community.
Economic Development
<ul style="list-style-type: none"> • Focus on local town and small business development. • Improve visitor attractions and promotion: reasons for people to stop.
Natural Environment
<ul style="list-style-type: none"> • Focus on conservation and environmental management. • Focus on the control of pests and animals that cause damage to native flora and fauna.
Social and Community Development
<ul style="list-style-type: none"> • Improve access to services and facilities (youth and recreation, library and information). • Improve public transport options
Built Environment and Infrastructure
<ul style="list-style-type: none"> • Protect and enhance the unique character of towns and localities • Continue to focus on local roads, footpaths and cycleways

Table 5:Shire of Capel 2022 Community Perceptions Survey Outcomes

The outcomes of the Place Planning were used to formulate the Shire’s Sense of Place statement (refer to page 10 of the Shire’s Plan for the Future) and the vision of the Shire’s new plan. The outcomes of this process were consolidated into three key local priority areas being Natural Environment, Built Environment and Infrastructure and Community. Each priority area included what is valued by the



community and where the community thought there could be improvement. This information has been summarised within the Plan for the Future as follows:

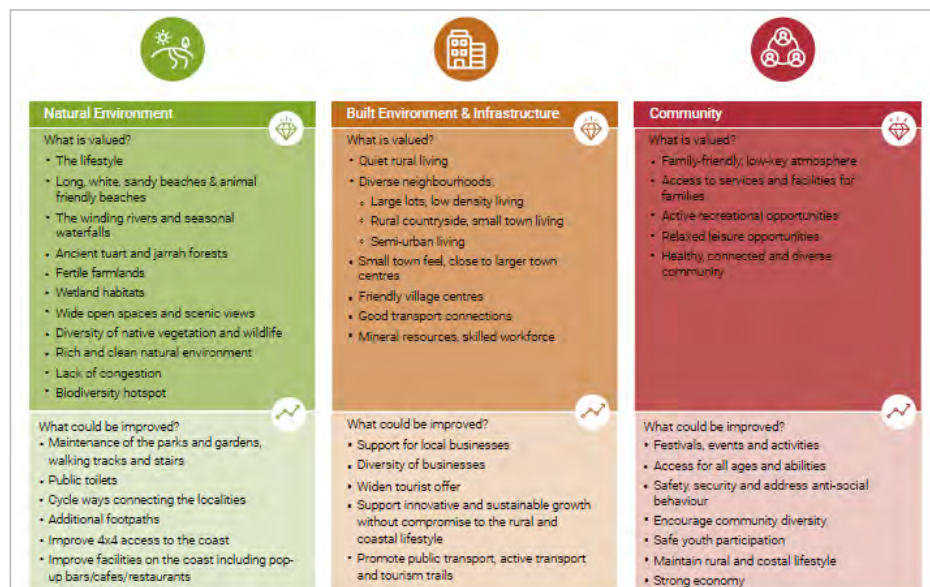


Figure 7: Shire of Capel Place Planning Outcomes (2023)

The engagement processes discussed above, show a clear alignment with the proposed development of the DMCYC, as shown below.

Focus Area	Outcome
SCP Pillar: Social and Community Development	<ul style="list-style-type: none"> Improve access to services and facilities (youth and recreation, library and information).
Place Plan Priority Area: Community	<ul style="list-style-type: none"> Access to services and facilities for families. Relaxed leisure opportunities. Access for all ages and abilities Safe youth participation
DMCYC Alignment	<p>The development of the DMCY has a high degree of alignment with the outcome of the Shire's SCP and Place Plan engagement outcomes based on the following:</p> <ul style="list-style-type: none"> Development of the facility will improve the Dalyellup community's access to facilities, programs and services. Includes a specific library area, youth space and a digital hub, addressing the facility needs specifically identified by the community. Design of the facility allows these facilities to be connected or operated as stand-alone spaces. The facility provides the flexibility to enable access for all ages and abilities, appropriate to the program or service delivery.

Table 6: DMCYC Alignment with Shire of Capel Plan for the Future Outcomes



6.2 DMCYC Engagement Survey

Community

In 2021 the Shire undertook a specific DMCYC community engagement process to understand the needs of the community and key stakeholders as it relates to the proposed DMCYC²¹.

The engagement process included two Focus Group sessions, a Youth Engagement Workshop, and two online surveys (one youth and one community).

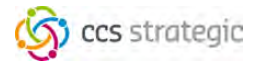
Overall, the process resulted in the direct engagement with 183 community members and stakeholders, 69 young people (defined as 25 years and under) and 161 survey respondents.

The key outcomes for the DMCYC were as follows:

- Balance a youth focus with that of the broader community in terms of use of spaces, programming and services.
- Providing an inclusive, welcoming space is highly valued by community.
- Complement existing community groups, sporting clubs and services, being mindful not to duplicate or compete with their current services.
- Provide emotionally and physically safe spaces for young people, providing appropriate support services.
- The community supports a contemporary building design that reflects the natural environment.
- The community supports an inclusive digital hub with multiple offerings.
- Local Dalyellup residents were more overtly in favour of a local community and youth centre, rather than it becoming a busy destination.



²¹ Element (2021). DMCYC Engagement Outcomes Report.



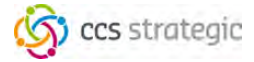
Youth

This survey was undertaken by the Shire in July 2023 and sought to provide further insight into the needs of young people in relation to the youth facilities to be included within the DMCYC.

The survey had a 140 responses with all but one response being in the age range of 9 to 12 years. The survey focused on highly important inclusions, most popular activities and identified services and programs.

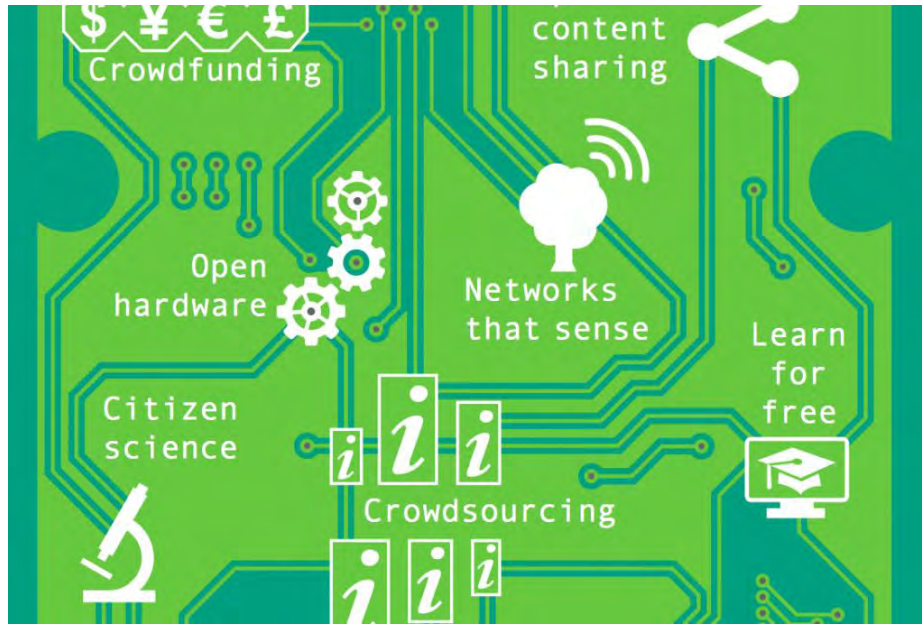
The results of the community and youth surveys are discussed in more detail within section 5.3 of this report. When considered through the lens of community acceptance, it is evident that there is a high degree of community support for the development of the DMCYC and subsequent provision of programs and services which meet the needs of the community.





7.0 ENVIRONMENTAL SCAN

The environmental scan below has been undertaken using the PESTEL analysis framework, which is a methodology used to identify and assess the external environment at a macro level. This includes Political, Economic, Social, Technological, Environmental, and Legal factors²². A summary of potential factors have been provided in the table below.



²²Washington State University PESTEL Analysis <https://libguides.libraries.wsu.edu>





PESTEL FRAMEWORK	
Element	Analysis
(P). Political	
Factors include: <ul style="list-style-type: none"> • Government policies • Government leadership and change in leadership • Status of relevant legislation and policy • Internal political issues and trends 	<ul style="list-style-type: none"> • The next election dates are; Local Government (October 2025), State Government (March 2025) and Federal Government (2026). • State and Federal elections provide an opportunity for new funding programs to be made available to Local Government. • It is envisaged that a change in government at a state or federal level would result in policy changes in key portfolios (e.g. Treasury, Human Services, Environment and Energy).
(E). Economic	
Factor include: <ul style="list-style-type: none"> • Current and projected economic growth • Inflation and interest rates • Jobs growth and unemployment • Labour costs • Disposable income of consumers and businesses 	<ul style="list-style-type: none"> • Increase in mortgage interest rates, utility costs, health care costs, rental costs and the cost of general household goods will reduce household discretionary income. In turn households generally have a lower capacity to pay for sport, recreation and leisure activities. • Reduced household discretionary income also impacts business revenues and employment. • The Shire of Capel has a strong tourism section, with visitor expenditure on a per dollar basis being \$1.14M, the highest in the South West. The current economic conditions may pose a risk to tourism within the Shire.
(S). Social	
Factors include: <ul style="list-style-type: none"> • Demographics (age, gender, race, family size) • Consumer attitudes, opinions, and buying patterns • Population growth rate and employment patterns • Socio-cultural changes 	<ul style="list-style-type: none"> • Dalzellup has had a comparatively large increase in retired or close to retirement age groups, with some growth in youth and young people cohorts. Consequently the DMCYC will need to provide programs and services which meet the needs of the ageing population, in addition to the youth and family focus of the facility.





<ul style="list-style-type: none"> • Ethnic and religious trends • Living standards 	<ul style="list-style-type: none"> • Dalyellup has a higher Aboriginal and Torres Strait Islander population and population born overseas than the Shire. Dalyellup’s largest overseas population is from South Africa at 5.3%, compared to the Shire’s 3.7%. • Working full-time is the dominant employment status for Dalyellup, with its unemployment rate being 4.4%, compared to the Shire’s at 3.8%. • In Dalyellup 53% of homes were owned via a mortgage and 28.4% were renting. 10.3% of mortgagees had repayments which were more than 30% of household income (an indicator of mortgage stress), while 28.1% of renters had rental payments which were more than 30% of household income. Increased mortgage levels and levels of mortgage stress impact on householder discretionary income.
(T). Technological	
<p>Factors include new ways of:</p> <ul style="list-style-type: none"> • Producing goods and services • Distributing goods and services • Communicating with target markets 	<ul style="list-style-type: none"> • The Shire’s Economic Development Framework²³ has a vision which includes “<i>Becoming a hub for innovation, creativity, and entrepreneurship</i>”. The development of the Digital Innovation Hub within the DMCYC aligns directly with this vision. • Capel’s “<i>unique location, land availability and industry linkages</i>” which provide increased opportunities for targeting logistics infrastructure and services. • Agribusiness investment focussed on future food production, processing, packaging and distribution. • Development of renewable energy and a circular economy to support the Shire’s economic objectives.
(E). Environmental	
<p>Factors include:</p> <ul style="list-style-type: none"> • Availability of raw materials • Emissions and management of emission targets • Operating in an ethical and sustainable manner • Response to the impact of climate change. 	<ul style="list-style-type: none"> • Retention of the Shire’s existing Tuart Forest National Parks (2,050 hectares) and supporting its four (4) Threatened Ecological Communities (TECs) will be an important focus area for the Shire in terms of maintaining biodiversity and a growing tourism sector. • The impact of climate change including; increased average temperatures, increased water scarcity and the need to reduce emissions within all sectors of the economy.

²³ https://www.capel.wa.gov.au/Profiles/capel/Assets/ClientData/Document-Centre/Strategic_Documents/Economic_Development_Framework_2023_-_2027.pdf





	This will result in the need to continue to develop renewable energy sources as primary energy sources and minimise waste through the establishment of a circular economy.
(L). Legal	
<p>Factors include:</p> <ul style="list-style-type: none"> • Local Government Act and Regulations • Health and safety • Risk Management • Equal opportunities • Consumer rights and law 	<ul style="list-style-type: none"> • Continued implementation of Local Government Reform. Reforms such as the abolition of Wards, reduction in the number of Elected Members etc will continue to impact Local Government. • Amendments to existing planning and environmental regulation which seeks to streamline approval processes (i.e. "red tape"), the role of Development Approval Panels (DAPs), remove aspects of Council's decision making powers and ability to represent local concerns.

Table 7: Shire of Capel DMCYC – PESTEL Analysis Outcomes

The PESTEL analysis shows that there are a number of external factors which may impact the Shire of Capel and the Dalyellup community and in turn influence the service delivery provided through the DMCYC.





8.0 ECONOMIC AND SOCIAL BENEFITS

In April 2024, the Shire commissioned Econisis to undertake a Cost Benefit Analysis (CBA) for the DMCYC. Using this approach, the CBA identified a range of economic and social benefits, as outlined below.

Benefit	Description and Approach	Calculation Approach
Local Construction Supply Chain Benefits	Benefits to the WA and regional construction industry of the non-residential capital investment.	First round GVA economic multiplier of the capital expenditure of the project. Based on WA specific regionalised input/output transaction table of 7.6%.
Café Turnover Economic Benefit	New café and business increasing economic turnover in Dalyellup.	Calculation of expected economic turnover of new business using average retail turnover and a 50% Gross Value Added to capture local benefit. Multiplied by an 80% Social Enterprise Weighting. 50% Attribution.
Volunteer Value of Time	Value of volunteering associated with the Library and Youth Services.	The number of volunteers across the library and youth services is 2 per day. The proposed precinct will be open for 43 hours per week (Monday to Friday, 9am to 5pm, Saturday, 9am to 12pm) and assumed to be open for 48 weeks of the year. This was multiplied by the value of a volunteer's time, which is estimated to be \$48 per hour.
Community Usage and Accessibility Benefits	Value of the leisure, recreation and enjoyment benefits accrued to local residents' individuals that visit the precinct for different activities and uses.	Multiplied the predicted population for next 20 years by 50% (assumed population that will use the facility) at an average of 1 visits/month for 0.75 hours. Then multiplied this by the value of their time (\$19.24/hour from ATAP guidelines). The predicted population was determined by applying the average annual growth rate from 2017-2022 (1.07%). Population increase was decreased to 1% beyond 2031 to remain conservative.
Community Organisation Activity Benefit	The value of the facility to the several local organisations that will use the precinct.	A provided list of facility users was split into 5 categories: Innovation and Tech, Health and Wellbeing, Youth Programs and Education, Professional Services and Community Engagement. Each of these categories was associated with an WA





Benefit	Description and Approach	Calculation Approach
		Economy ID sub-industry. Usage profile was calculated on an assumed hours of usage per annum and multiplied by their respective number of users. This was subsequently multiplied by the value of the associated industry productivity per hour. 20% Attribution.
Centre Worker GVA Benefits	New employee GVA increase to the economy in response to the new facility.	The number of employees to work at the facility was provided. These occupations were aligned with and multiplied by WA Economy ID sub-industry productivity. 25% Attribution.
Residual Asset Value	The residual value of the asset at the end of the assessment period.	Assumed 20 year asset life with residual of 5 years at end of assessment period. Valued based on linear depreciation of capital value.

Table 8: DMCYC Cost Benefit Analysis (Econosis, 2024, p.11)

The outcome of the Cost Benefit Analysis prepared by Econosis has been summarised below:

Total Project	4%	7%	10%
Costs	\$12.40	\$12.07	\$11.84
Benefits	\$40.28	\$31.23	\$25.04
NPV	\$27.88	\$19.16	\$13.19
BCR	3.25	2.59	2.11

Table 9: DMCYC CBA Summary Results (Econosis, 2024, p.15)

As noted within the Econosis report, a Benefit to Cost Ratio over 1.0 means that the benefits of the project exceed the project costs, noting that Government agencies typically base their assessment on a BCR threshold of above 2.0 at each discounted rate. In this instance, the BCR for the DMCYC is above 2.0 for each of the three discounted rates (4%, 7% and 10%).

As per the Econosis report, this shows that the proposed DMCYC will generate positive economic and social benefits for the Shire of Capel.



9.0 STAKEHOLDER ENGAGEMENT

9.1 Overview

A series of consultations were undertaken prior to this study capturing both the broader community views about the DMCYC and a youth focused survey exploring programming and the range of activities and opportunities to be provided. The results of these engagements are highly informative and are summarised in section 5.3.

The principal stakeholder engagement approach undertaken in the preparation of this plan involved a series of regular meetings and truth checking exchanges with the Shire's project management team addressing potential ideas and opportunities and their likely impact on the operation of the DMCYC.

This was supported by a series of interviews with the Creative Village Team from Edith Cowan University providing guidance on opportunities and where the Digital Innovation Hub in Dalyellup would fit into the broader regional focus on digital innovation. The learnings from these discussions are embedded in the analysis and recommendations of this report.

An open community workshop was also staged to which a number of targeted invitations (those stakeholders known to be interested in this facility) were also issued. The findings of the workshop are summarised in section 5.2.

9.2 DMCYC Workshop

An open community workshop was held at the Dalyellup Community Centre on Thursday 29 February. There were 39 participants including members of the local community, Shire staff and elected members and representatives from the local parliamentary member's office, TAFE and University (CVT).

Introductory and scoping presentations about the intent and possibilities for the Digital Innovation Hub at DMCYC were made followed by a series of activities, the results of which are summarised below.

Activity 1 – Your vision for the DMCYC Digital Innovation Hub

A list of potential purposes and possible participant target markets were offered to stimulate responses and discussion with participants asked to write their vision for the hub. A series of themes using key words emerged from the responses received.

- Inclusive (supportive, belonging, acceptance, valued).
- Accessible.
- Collaborative.
- Learning (teaching, growth, inspire, share, mentoring, thriving).
- Safe.
- Innovation (creative, opportunities, experimentation).
- Connection.





Develop AR and VR experiences (for business purposes)	42	7
Use the hub as part of an organised group (existing)	44	9

Table 10: Types of Uses of the DMCYC

Activity 3 – Describe your anticipated equipment and usage needs.

This question was answerable in four parts:

1. Equipment required and purpose.
2. Number of people the equipment should service.
3. Frequency and duration of use.
4. Cost per person per use.

Part 1	Equipment Required	
Category	Item name / description	Purpose
Software	Open source software and hardware	CNC M2U - 3D design
	Plug in software	
	CAD	Design printing
	PCB Manufacture	Make electrical designs
	IOT Infrastructure	IOT Development
	Design software	design for business marketing
	Video editing software	edit videos for business marketing
	Creative virtual technology	
	Landscaping design software/program	
	Software for non-verbal users	For non-verbal users
	Software - 3D animation, graphic design, audio/video editing	Subscription, technical expertise, hardware, infrastructure, network capacity
	Inclusivity – software which assists visual or hearing impaired	
Hardware and Equipment	Laser Cutter	Cut designs
	Robot Tech	
	3D printers	
	Laptop, printers etc	Shared tech access
	Digital art tablets	Digital art design
	Multi-screen set up - plug in and go	expand laptop use
	LED walls	virtual production
	Podcast/video equipment/ studios.	YouTube content creation
	Screens with SD card	3D Modelling and rendering
	AV equipment	
	Fabrication equipment	
	Green screen	Digital photography/videoing
	RFID	Equipment security
	Theatre screen	Movies, local creations/events
	Screens throughout, sound system throughout	Digital exhibits
	Equipment - SD readers, digital cameras, editing software.	
Facility Design	Broad studio space with multiple backdrops (?) and make up room.	For photography
	Lecture room video	Link to university





Part 1	Equipment Required	
Category	Item name / description	Purpose
	Commercial kitchen	Value add product. Utilise excess [food?] to share with others. Food innovation
	Waste drop off for recycling	
	Storage	For groups that use the space
	Editing suite	recording / podcasts
	24/7 access through controlled access	Membership "package" for members
	Energy think tank technology -	monitor to tell you how much energy you have saved today by the solar and greenery on the roof
	Wind/solar power capabilities	
	Edible garden	
	Art space	Creative
	Podcast / recording studio	Record your own podcast Record your own music
	Storage cupboards (inside)	Art classes, community groups, event equipment
	Outside - roller storage [external storage access]	Meetings and community groups Event equipment and hire
	24hr access – membership basis	
	Membership options to allow access to specific software	
Education and Training	Digital training	
	Robotic resources	educational robotic classes
	Lecture room video	Link to university
	AI - access and training	Hubsport, Jeno, ChatGPT, Grammarly
	AI prompt workshop community learning	understand AI better
	AI art to life workshop	Creating art from AI based picture (e.g. paint by colours)
	Photography editing	Digital art design
	E-commerce workshops	Learning to use business tech tools
Gaming	Online safety	Workshops on keeping your data safe
	Video games	
	VR goggles	VR worlds and games
	VR Headsets	competitive gaming
	Gaming laptops VR gaming headsets	VR gaming club
Activities	Book Club	
	Photography - digital programs, process old print and digital	
Equipment Loan	Audio books	
	Audible readers	Audible books/reading
	Skateboards	To loan for use at the adjacent skate park.
	i-pads	
Music	Musical instruments	Personal practice - playing
	Musical instruments	Jam sessions
	Sound proof room for radio (?) recording. DJ controller deck	For producing music





Part 1	Equipment Required	
Category	Item name / description	Purpose
	Recording space	Music creativity
	Recording studio (audio), sound proof room, mic, desk, software.	Recording original music
	Band, music lessons, instruments and recording	Teach kids how to play in a band
General Equipment	Smoothie Makers	Makes smoothies
	Projector and screens	movie nights
	Tables, chairs and couches	Shared brain space
	Sewing machine and overlocker	Project creation
	Drones	Education
	Hanging systems, exhibiting supplies, lighting, plinth	Art Exhibitions, art prizes
	Bikes create electricity. Energy savings. Solar - Plico	Reduce our energy bills by riding bikes or blend your smoothy.
	Hanging tracks, plinths, exhibition space, curating spaces.	Exhibitions in the gallery - and throughout the DMCYC

Table 11: Equipment type and purpose at DMCYC

Part 2	Number of people the equipment should service
--------	---

The most common user group size was around 10 people and related to activities such as:

- 3D printing.
- Fabrication (laser cutters, circuit board printers, sewing machines and overlockers etc.).
- Digital art devices.
- VE headsets.
- Games controllers.
- Open source software and hardware.
- Drones.

This suggests that the lab component of the hub should have at least 10 computer stations and similarly, one of the studios should be able to set up for fabrication purposes with a group of 10 people operating at once.

Larger groups size proposals (around 20 people) related to delivery of classes instructing in robotics, on-line safety and cyber security, digital imagery, coding and programming, digital design classes, AI and IoT development and opportunities, and 3D modelling and rendering.

A suitably equipped classroom or lecture theatre with high quality audio visual (AV) equipment and interactive software and equipment for participants would meet this need.

Smaller groups of 5-8 were flagged for musical activities, traditional and digital music creation and for the production and recording of digital AV outputs such as podcasts, film and video production (Tik Tok etc.) and business tech activities. These activities would need a secure light and sound insulated studio, potentially with a green screen background, with the neighbouring uses of this room also being taken into consideration.





A number of single and two person activities were identified, which can be done individually as well as in group settings described above.

One particular suggestion of note is the provision of a bank of electricity generating bicycles to power the digital equipment machines. Paired with PV solar panels and battery storage this option may significantly reduce (potentially eliminate) utility costs and also address the neurodivergent individual's need to be active when creating.

Part 3 | Frequency and duration of use

Participant responses indicated a wide variety of usage patterns ranging from daily to only once per year, which specifically relates to gallery space exhibition. The general breakdown in frequency of use is summarised below, noting the high level of daily use and the relatively even spread of weekly, fortnightly and monthly use.

Frequency of use	%	Types of activity
Daily (20 or more visits per month)	38	Plug-in software, use of digital equipment like VR headsets, use of musical instruments
8-12 times per month (about twice weekly)	8	Podcast recording, use of laptops and printers
4 times per month (weekly)	19	Robotics, use of AV studio, tutorials and classes, VR experiences, gaming, clubs
3 times per month	6	3D printing, digital design, fabricating
2 times per month (fortnightly)	14	Digital design, PCB printing, AV studio use, photography
Once per month	16	AI training, book club, workshops, competitive gaming
Total	100	

Table 12: Frequency of use at DMCYC

Similarly, participant responses indicated a range of usage duration ranging from less than one hour to up to 12 hours. The general breakdown in the duration of use is summarised below, noting that usage durations of 2 hours and 3 hours were the most identified.

Duration of use	%	Types of activity
Less than 1 hour	6	Café, lounge area
1.5 hours	11	VR use, Music
2 hours	28	Book club, classes of all types, gaming sessions, self-directed learning
2.5 hours	4	Computer terminal sessions, lounge furniture, self-directed learning
3 hours	20	3 D printing, VR use and gaming, movies,
4 hours	17	Competitive gaming, AV Studio production and recording, Computer terminal sessions





5-6 hours	7	AV editing, digital art sessions
Up to 12 hours	7	Use of drones, iPads etc
Total	100	

Table 13: Duration of use at DMCYC

Participant responses indicated a strong preference for use of the DMCYC at no cost for some activities, with the cost preferences for other activities being in the range of \$50-\$59 and \$100. This has been summarised in the table below.

Part 4		Cost per person per use
Cost	%	Activity
\$100	17	LED wall, CNC M2U, AV studio, 3D printing,
\$50-\$99	17	3D printing, fabrication, digital tech training
\$30-\$49	4	Gaming headsets, laptops, design software, video editing
\$20-\$29	15	Studio access, multi-screen plug ins, AI workshops
\$10-\$19	6	Music lessons, studio access
Under #10	4	VR equipment, recording space
No cost	35	Equipment use- musical instruments, headsets, video games, readers, tablets, lounge furniture
Cost recovery (materials)	2	3 D printing
Total	100	

Table 14: Cost of use at DMCYC





Activity 4 – Describe your anticipated access needs.

Participants were asked to rank their preferred method of access, with the results summarised in the table below. The most preferred was informal access during normal operating hours. A more formalised system involving on-line booking and pre-payment to secure access score second – during normal hours and third for after-hours use.

Type of Access Arrangements	Average Score	Ranking
Random access during normal hours - no bookings required	5.3	1
On-line booking system for normal hours - including pre-payment	4.6	2
24/7 access - pre-paid on-line - using a secure building access code	4.4	3
24/7 equipment access - pre-paid - secure access code for each item	4.1	4
Only in company of tutor / instructor during scheduled program times	3.4	5

Table 15: Preferred means of access control at DMCYC

9.3 Earlier Consultation Results

Youth Survey Summary January July 2023 (n=140)			
Most Popular activities		Most important Inclusions	
Cooking	72%	Free Wi-Fi	90%
Sports	71%	Couches and bean bags	88%
Art and Craft	70%	Charging points	81%
Console Gaming	65%	Large Smart TV	80%
Film Editing	61%	Movie Room	78%
Music Recording	59%	3D Printer	72%
Graphic Design	52%	Computer Editing Program	70%
Robotics	51%		

Table 16: Youth Survey Results

element Community Engagement (November 2021) (n=181)			
Key Program Findings		Important Inclusions – Youth (n=46)	
On-line Cyber bullying	53%	3D Printing	48%
Anti-bullying	48%	Joint VR and digital drawing	33%
Educational support	47%	Internet computers with school programs	29%
Family Relationships	43%		
Resilience and self-esteem	42%	Recording Studio	24%



Program suggestions		Important Inclusions – Community (n=112)	
Adult book club		Internet computers with school programs	45%
Hobby groups			
Creative workshops		Music recording studio	39%
Art, Craft and Design Skills		Local radio station	35%
Life skills training		Photography and photo editing	31%
Mental health counselling			
3D printing			
Digital drawing and design			
Recording studio			
Local artist exhibitions			
Career / skills advice			
Photography			
Barista training			

Table 17: Community Survey Results November 2021



10.0 DMCYC PROGRAM AND SERVICE DELIVERY

The operational philosophy guiding discussion in this section takes the perspective of an 'experience factory'. In this scenario, each user / member / visitor interaction with the DMCYC is considered in the same manner as a widget would be considered in a widget manufacturing factory, where the aim is to optimise widget production.

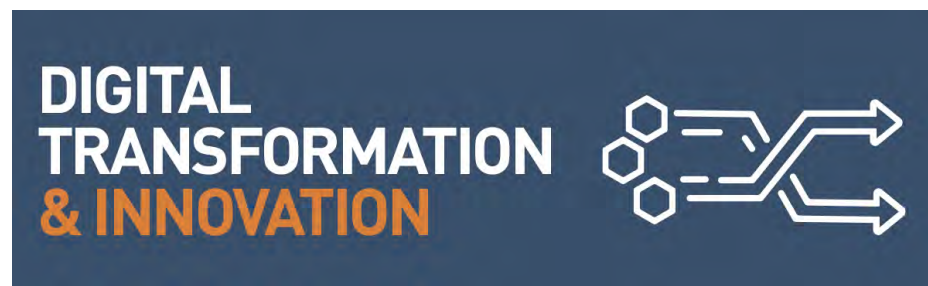
Consequently, when the factory is not producing widgets at full capacity, it is either operating inefficiently or in down time resulting in low productivity.

Factors influencing or impacting productivity are numerous and at times difficult to diagnose. They can include the relationship between fixed and variable overheads (think high penalty costs for overtime and out of normal hours operations), poorly sized or poorly selected production facilities (too many or too few items of equipment, equipment that is not fit for purpose), lack of demand, lack of available raw materials for production or lack of skilled operators to run the factory.

Applying the same analogy to the DMCYC experience factory, low efficiency production occurs when there is demand for the services but:

- the centre is not open at the time preferred – lack of 24/7 access;
- the centre not producing (offering) experiences – no classes or bookings;
- demand is latent due to lack of marketing awareness - poor promotion;
- skilled operators are unavailable to deliver programs – no instructors;
- barriers to access are imposed – security risks, out of hours overhead costs.

The intention is to charge the management team (from Director to Manager to Facility Coordinator) with optimising user experiences within the DMCYC. This will require ensuring the facility is open at all times there is user demand and to encourage and take bookings in all areas of the centre to maximise utilisation. A critical part of this management role will be to devise and program activities across all of the available spaces in a safe, compatible, sustainable and viable manner.



10.1 Hours of Operation

In the main, to accommodate general use and evening bookings, the centre will open (and staffed) from 9.00am to 9.30pm weekdays, until midday on Saturday and only when booked on a Sunday. However the digital innovation hub and other secure areas within the building may be accessible 24/7, subject to appropriate security and access control measures (e.g. via memberships, prepaid access and potentially via organised group control or on-site security guards).

These hours apply to gallery operations unless appropriate security and access control measures are included in the hire.

- Library hours will remain consistent with the Shire's schedule for all libraries; however, this will be monitored and is subject to change dependent upon demand. The library will be closed at all other times.
- The youth centre will be specifically programmed for youth activities on 4 days per week. The youth centre may operate as a drop-in centre at other times for identified clients, noting that the youth services team will be based at the centre developing programs and activities that may be delivered inside or outside the centre, or at other locations.
- The Digital Innovation Hub will be staffed between 9.00am and 9.30pm by technical support, however, 24/7 access for hire and use of digital technical equipment is proposed – subject to satisfactory security and access control measures being established.
- The café lessee will be encouraged to provide services to clientele from 9.00am until 7.30pm Monday to Friday, until 4.00pm on Saturday and 2.00pm on Sunday. These hours are to be negotiated in the lease agreement with additional hours at the discretion of the lessee.

The schedule shown in figure 10 reflects these arrangements with the following additional detail for interpretation.

- Vacant timeslots are able to be booked / hired for use subject to advanced payment and adequate access and security arrangements being agreed. This includes after hours use of the library for appropriate activities, e.g. as a VIP hosting area in association with an exhibition running over the weekend.
- The darker shading in each venue indicates likely classes or programs offered by the Shire organised by the DMCYC Coordinator. These timeslots generally reflect what may be considered peak times (9.30 to 11.30am and 5.30 to 7.30pm) to encourage and allow greater community participation across all age cohorts. Programs may be offered at different times and may not necessarily run for the full 2 hours indicated. The aim would be to run at least two classes per day.
- Where organised clubs and groups seek access consideration would need to be given to shared or exclusive access and be reflective of the numbers of participating, the group's facility requirements and compatibility with other users.
- Library use would be free during normal operating hours but subject to a hire fee for ancillary use.
- Youth centre use would be free for regular youth centre activities.

The intention is to consider the DMCYC as a single integrated venue offering multiple user experiences and to optimise utilisation.



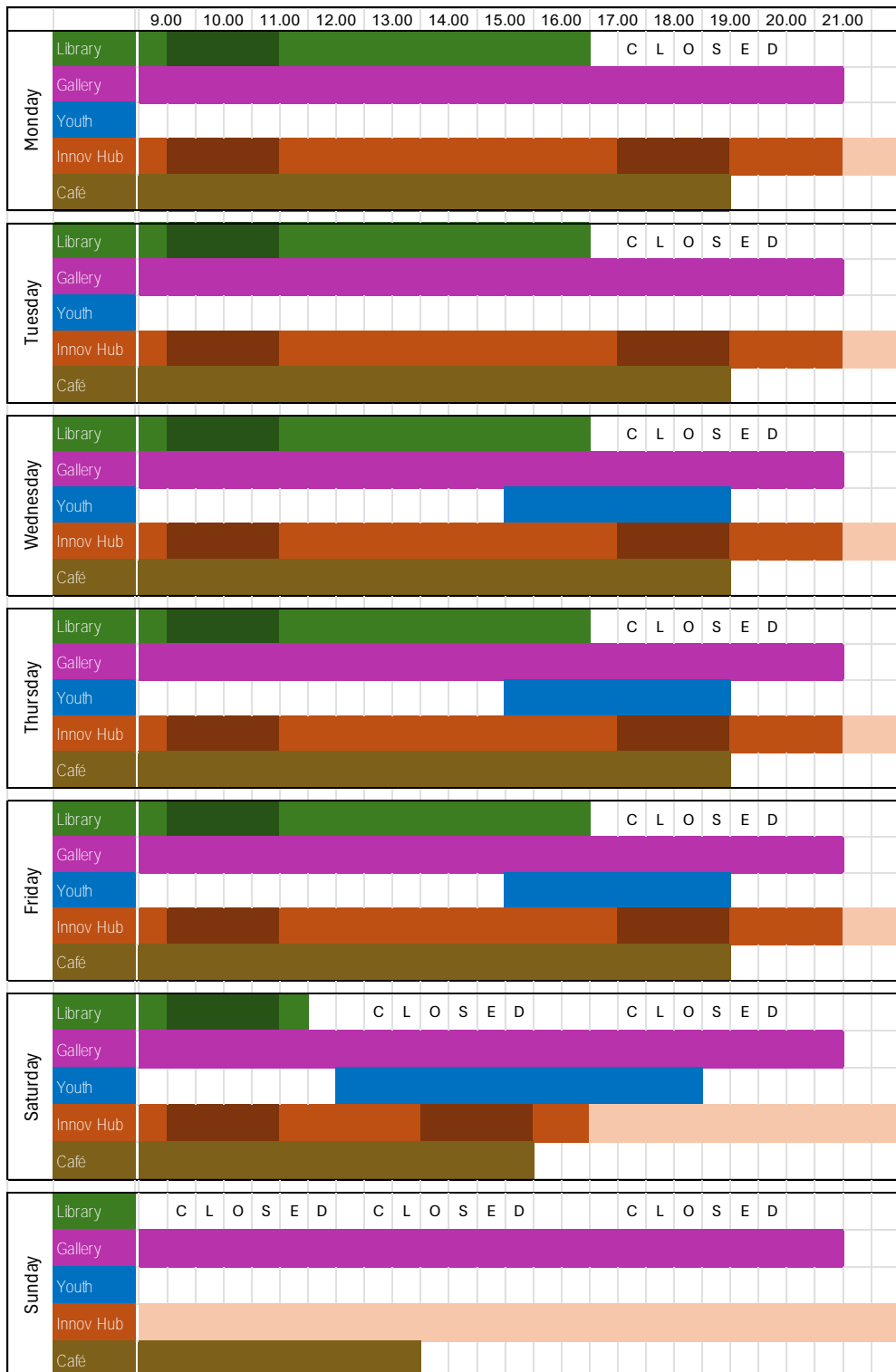
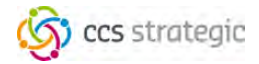


Figure 9: Proposed DMCYC Operating Hours





10.2 Service Delivery Profile

The DMCYC has multiple discrete spaces, each of which represent a usable / bookable component of the centre. The role of the DMCYC Coordinator will be to optimise utilisation in a compatible and sustainable manner.

Accordingly the DMCYC Coordinator will allocate bookings and charge a fee for all facility use, including use by Shire service providers. Shire use will be expensed in line with Activity Based Costing (ABC) as an internal funds transfer from the service unit to the DMCYC income account.

The service delivery and programming intent is described below. The key elements are as described in the Site Architecture Design Development Report, August 2022.

Key Element	Service delivery and programming intent
Community Centre	This element can be hired holistically for exhibitions, functions and the like. Anticipated use is 2 commercial and 2 community artist exhibitions annually (each for 7 days including set up and bump out) and 6 social functions per year on a Friday or Saturday evening. Utilisation will build incrementally over 3 years. Fees are payable by the hirer for this type of use.
Foyer Gallery	<p>The gallery space can be used for ephemeral exhibitions and incidental displays primarily to make the space more interesting to visitors. It will also serve as a principal marketing display space for the DMCYC with the Coordinator mounting materials promoting programs, classes and events. These displays will be mounted and removed on an as required basis and the production will be refreshed at least every 3 months (nominally for the following term).</p> <p>This area can also play videos of activities that have or are occurring in the DMCYC as part of promoting the activities.</p> <p>The Coordinator will schedule an internal funds transfer from the marketing budget to the Centre's income budget for hire of the space. Materials and production costs will be budgeted for separately.</p>
Meeting 4	This room will be hireable for small group meetings, seminars, presentations and training courses. Hire of this space will include access to the kitchen, at nominal cost to ensure activity compatibility is not compromised. Anticipated use is 2 hires per week for 40 weeks in the first year, rising to 6 hires over the first 3 years.
Kitchen	By default, the kitchen will be included in Gallery and Meeting 4 use, however (subject to equipment fit-out) it could be used for cooking classes run by the Coordinator (contract instructor) a community group or an external provider (e.g. the café lessee or a local chef). The kitchen could also be used as a catering venue for events and activities elsewhere in the centre or in the community.





	<p>Note: The rights and obligations related to supply of food and beverage services within the centre will need to be negotiated in the lease agreement with the café operator.</p>
<p>Youth Centre Active and Passive Space</p>	<p>While the youth services team offices within the building will be their exclusive use workspace, the balance of the space will be available for hire.</p> <p>Youth programs are initially proposed to be provided for set hours on 4 days per week. It is anticipated that the service may slowly expand to include a select drop in function, with youth workers inviting youth who need support to attend at various times. At other times the venue will largely be available for alternative use.</p> <p>This active and passive space could ideally house fabrication equipment including cutting, PCB and 3D printing and various other devices. It would need to be available to youth programs and be able to be locked away at appropriate times.</p> <p>Equipment will be used as part of scheduled classes and programs as required and alternatively pre-booked on-line, noting that current forecasts have this space available all day Monday, Tuesday, Sunday and Saturday afternoon.</p> <p>The youth services team will be required to budget for venue hire for their regular programs and services, vacation care and special events Materials and activity costs will be budgeted for separately as part of the youth services budget.</p>
<p>Art and Textile Studio</p>	<p>The art and textile studio presents as a hireable space for arts and craft classes, either arranged by the Coordinator, run by a local community organisation or as an adjunct space supporting the fabrication capacity of the innovation hub.</p> <p>This space can be an ideal venue for local artists to meet and learn. Programs must however be offered without impact on the youth services program which will enjoy first call and priority allocation of this space.</p> <p>This space could also be used as a music studio given its nominal separation and hopefully acoustic isolation from other spaces.</p> <p>It is anticipated that the Coordinator or local artistic groups could run classes for various creative mediums with a different class each weekday morning. Evening classes could be held after 7.30pm and the space could be used all day Monday for fabricating purposes to support the innovation hub activities.</p>
<p>Quiet Room 2</p>	<p>This space is primarily to be allocated to the hirer of the venue for activity coordination. If necessary, it could be hired separately for small group meetings. It will serve as a private interview room during youth counselling sessions.</p>





<p>Library</p>	<p>The DMCYC library will operate primarily as a traditional library providing a suite of materials for entertainment, research and historical and current affairs information.</p> <p>The library will also serve as a Shire of Capel customer service centre able to field enquiries, receive payments and issue licenses, permits and approvals. This will require staff training and ongoing support from the administration team in Capel.</p> <p>Regular library programs such as Better Beginnings, Story Time, Rhyme Time and CoderDojo are likely to be offered. These programs and access to computers, games devices (e.g. PlayStation, Xbox) and 3D printers are usually offered free of charge to members. Quiet rooms and spaces focusing on the interests and needs of youth and children are again offered without cost.</p> <p>The challenge here will be to separate out free of charge library services and identify a delineation between innovation hub programs and services for which a fee will be charged.</p> <p>It is possible, however, that the discrete meeting spaces within the library (Meeting 1, Meeting 3, Activity Room and the Retreat Room) could be hired for specific purposes at selected times, e.g. as break-out spaces for small seminars and conferences being held in the community centre. Use of these spaces would be negotiated at the time of a multiple venue booking and charged accordingly.</p>
<p>Meeting 1</p>	<p>Bookable for small group meetings or tutorial / study sessions</p>
<p>Meeting 2</p>	<p>Within the library staff area and reserved for their exclusive use</p>
<p>Meeting 3</p>	<p>Bookable for small group meetings or tutorial / study sessions</p>
<p>Retreat Room</p>	<p>Bookable for small group meetings or tutorial / study sessions</p>
<p>Activity Room</p>	<p>Bookable for medium size groups for classes, programs and joint study sessions. This room could also be an adjunct space to the innovation hub in the evenings for classes.</p> <p>It is anticipated that this room would be used 2 evenings per week with access and security managed by the instructor / group leader.</p>
<p>Digital Innovation Hub</p>	<p>The innovation hub is intended as a series of versatile flexible spaces with the equipment and furniture being able to be moved within the hub to meet activity needs. The opportunity to make use of the youth centre space and the activity centre within the library at times when they are not otherwise programmed considerably expands the capability of the centre.</p>
<p>Tech Lounge</p>	<p>An open *(drop-in style) space for incidental use by people wanting to be in a 'tech zone' with like-minded people taking advantage of the lounge</p>





	<p>furniture and cafe. Users in this area will be permitted (encouraged) to bring their own devices (laptops, tablets, PCs) and software</p> <p>This area will also house the DMCYC provided fun stuff such as augmented and virtual reality equipment, gaming stations, 6 DoF racing simulators, Zwift bikes and the like. The area will not require bookings to be made.</p> <p>Dependent upon the equipment installed it is anticipated that all available equipment will be used 40% in the first year rising 70% over 4 years at peak times (3.30pm -9.30pm), 10% rising to 40% at off peak times (9.30am – 3.30pm) and on average 2% across the remaining 24/7 access (9.30pm – 9.30am).</p>
Tech Hub	<p>A space for group teaching, research and collaborative sessions. Organised group hire is anticipated 2 nights per week, Saturday morning and Sunday afternoon, with classes running on 2 days and 2 evenings per week. Class sizes will grow from 25% occupancy (functional capacity of 30 seats) to 50% occupancy over 3 years.</p>
Computer Lab	<p>Specific high tech computer equipment linked for collaborative work.</p> <p>These terminals will be either individually or group hired with an exclusive group hire requiring at least 8 of the proposed 12 terminals to be booked (and paid for) in advance.</p>
Studio 1	<p>The studio areas are proposed to be equipped with specialist production equipment for audio visual purposes. Studio 1 is proposed to house AV recording, editing and production equipment with green screen. Equipment will be used as part of scheduled classes and programs as required and alternatively pre-booked and paid for on-line.</p> <p>Initial use will see 30% utilisation during normal operating hours, however peak time use will rise to 60% over 3 years.</p>
Studio 2	<p>Studio 2 is proposed to be a music studio for groups and individuals for learning, playing and recording with digital sound and editing equipment.</p>
External Areas	
Skatepark and Pump Track	<p>Informal use except for 1 organised event growing to 2 after 4 years</p>
Amphitheatre and Stage	<p>Predominantly Informal use, with 2 organised events each year growing to 4 events per year after 3 years. It is hoped this facility will be fully embraced by the community and become a popular bookable space.</p>
Café	<p>Lease fee payable, liquor license permitted in selected areas and catering rights within the venue as negotiated, but no to exclude community groups using the main kitchen for their own events.</p>

Table 18: DMCYC Service Delivery Profile and Intent



10.3 Partnership Opportunities

There is an imperative for the DMCYC in its fundamental role as a community facility to encourage and embrace utilisation of the facility by all segments of the community across all age cohorts.

Access to this space will appeal to existing community and institutional organisations seeking to operate and deliver services from a suitably sized and equipped facility. In many instances the DMCYC will be a suitable space taking advantage of the diversity in size, configuration, access, fit-out and equipment, together with an inherent flexibility of design that enables spaces collectively and for a multitude of purposes.

The DMCYC may also be an attractive space for the commercial sector seeking access to the facilities and equipment, especially the Digi-tech capability, that will be provided, to explore and innovate business systems, processes and equipment. The image below references an Orchestrator, which in the management model discussed in this plan would be the Facility Coordinator.



Moreover it will be a space where like-minded people can come together and share in a true community setting, regardless of whether its rhyme time for preschool children, Coder-Dojo and PCB sessions for programmers, workshops for robotics enthusiasts, oil painting or sculpture classes, mental health and self-esteem sessions or business collaborations to design a new inventory and distribution control system. All of these user groups will need to partner in some manner with the management of the DMCYC.

Existing organisations will be a great place to start to build the partner relationships initially as hirers of the various spaces but also as program providers in collaboration with the DMCYC. The following list is to prompt opportunity rather than be exhaustive.





Headspace	Local businesses	Country Music Club
Milligan House	Chamber of Commerce	Astronomical Society
Jobs and Skills Centre	Playgroup	Book Club
Lamp	Capel Art Group	Toy Library
APM jobactive	Dalyellup Collective	Poets and Yarn Spinners
ATC Work Smart	Dance Groups	Support Groups
Writers Groups	Craft Groups	Computer Club
South West Development Commission		ECU South West
Service groups (e.g. Rotary, Apex, Lions, Probus)		Aboriginal Groups

Table 19: Potential partner opportunities





11.0 MANAGEMENT MODEL

The DMCYC is designed to be a multifaceted community hub comprising:

Key Element	Ancillary / Support Element
Library	Café
Youth Centre	Amphitheatre
Digital Innovation Hub	Skatepark and pump track
Community Centre	Landscaped gardens

Table 20: DMCYC Key and Ancillary Elements

The management of the complex needs to be considered both holistically and with respect to each of the elements.

Libraries

The Shire of Capel applies a traditional management model to library operations, with services delivered by a dedicated team of librarians and library assistants, albeit in markedly different accommodations in Capel, Boyanup and Dalyellup.

Capel libraries offer a multitude of services beyond just books, acting in many ways as a true community centre with equipment to use, spaces to hire and programs to participate in.

The construction of a new Dalyellup library within the DMCYC will see the service move from the current shopping centre location and become the Shire’s principal service outlet.

It is anticipated that the library staff will remain, delivering their range of services, and managing the library facilities, including the new Dalyellup library. Current opening hours are 9.00am to 5.00pm Monday to Friday and 9.00am to midday Saturday. Subject to demand Library hours could be extended to 6.00pm on Saturday.

Community Halls and Centres

The Shire of Capel offers a variety of halls and meeting spaces for hire by the community including:

- Capel Community Centre, Capel.
- High Kilpatrick Memorial Centre, Boyanup.
- Jack ad Mary Kitchen Community Centre, Boyanup.
- Dalyellup Community Centre.
- Gelorup Community Centre.
- Peppermint Grove Community Centre.
- Elgin Hall.

These facilities are managed and maintained by the Shire with the exception of the Elgin Hall which is managed by the Elgin Community Inc. Bookings for facilities other than the Elgin Hall can be made in person at the Shire or online via the ‘SpacetoCo’ program.



The DMCYC will provide multipurpose meeting, display and function facilities serviced by a substantial kitchen. Booking of this facility could readily be undertaken through the 'SpacetoCo' program, or through library staff on site.

Youth Services

The Shire's youth services are targeted to those aged 10 to 17 years offering a variety of after school activities, school holidays programs, competitions, events, and safe places for young people to spend their time.

The safe places include 'hangouts' in the Capel Community Centre and the Dalyellup Community Centre, and other venues, such as Yallo in Dalyellup, where youth programs are offered.

Weekly activities include hangout sessions on a Tuesday afternoon and facilitation of the Youth Collective groups in Capel and Dalyellup on a Wednesday afternoon.

The Capel Youth Leadership Program runs workshops every 3 months and culminates in the Youth Leadership Camp in January.

Vacation programs run during each term break.

The youth service outlets are well located in proximity to local schools.



Figure 10: Youth Service Outlets in Dalyellup

Skateparks and Landscaped Areas

The Shire offers skateparks in Capel, Boyanup, Gelorup and Dalyellup with pump tracks located in Dalyellup, Peppermint Grove Beach and Capel.

These facilities are in the main 'open' for use on a first come best served basis. Events are held on an occasional basis organised by the community. The facilities are maintained by the Shire.

In Dalyellup the skate park and pump track are integral to the DMCYC forming part of the precinct. Due to their location they will serve as an extension of the buildings and form part of the youth centre.





Digital Innovation Hub (Youth Focussed)

This component part of the DMCYC is a new innovation in facility and service provision. It is a mix of public access to computer terminals and Wi-Fi traditionally offered by libraries (although at a significantly higher spec), business incubator and CRC operations to support and encourage enterprise development in the area (generally run by community organisations and often supported by local government) and the opportunity for introduction to and skills development in computer programming, robotics, AI, 3-D printing, gaming and other digital technologies. These opportunities are emerging and the management and delivery sits variously in the commercial sector, in government agencies or more likely in Qangos. There is no management model comparison in the Shire at present. One will need to be devised.

Summary

This table indicates the types of management that could apply to each of the elements within the DMCYC.

Key Element	Potential Management Bookings Programming Responsibility					
	Library Team	Youth Team	Lessee / licensee	'Space to Co'	DMCYC Manager	Shire Ops
Library	✓				✓	
Youth Centre	✓	✓			✓	
Innovation Hub	✓			✓	✓	
Com. Centre	✓			✓	✓	
Café			✓			
Amphitheatre	✓			✓	✓	✓
Skatepark		✓		✓	✓	✓
Pump Track		✓		✓	✓	✓
Landscape					✓	✓

Table 21: DMCYC Potential Management Responsibility Options



11.1 Options Analysis

As can be seen in table 3 there are numerous management options that may apply to the key elements in the DMCYC. The pros and cons of each management application are discussed below.

External Areas

The DMCYC will be surrounded by a suite of external facilities including the skatepark, pump track, amphitheatre with stage and landscaped gardens. The nature of these facilities is that they are generally free to use, open access areas which do not require bookings to be made for informal non-exclusive use. Day to day presentation and maintenance of these areas could be managed either by a designated on-site manager or independently by the Shire's day labour operations team.

The preferred option would be for an officer based at the DMCYC to be charged with facility management, maintenance and presentation, able to call upon the Shire's operations team, or a pre-qualified contractor to undertake necessary works.

However, when facility use becomes formal or restricts community use, appropriate management arrangements need to be put in place. This includes a form of booking and approval for the proposed activity and determining whether a hire fee is payable. Examples of this type of use would include a skate or pump track competition, a concert, a family or community group picnic or even a citizenship ceremony.

The approval process must also ensure that the local community and patrons of the DMCYC are advised that an exclusive use event is scheduled to occur (probably through event marketing). Other checks, initiated through the application process will be required to ensure anticipated participant numbers are compatible with the site and facility to be used, that adequate levels of amenity are provided and establishing site and event security and patron control measures including safe installation and operation of additional site furniture, plant and equipment, access control, parking, lighting and approval of food and beverage and liquor licensing services.

This event management process could occur using the 'SpacetoCo' program or through an officer based at the DMCYC to be charged with facility management.

As can be seen in table 3 the most appropriate options are a dedicated DMCYC manager or (due to their regular presence on site) the library team with responsibility extended to the outdoor areas.

Café

Working on the assumption that the Shire is not an expert café operator and does not wish to compete with the private sector, the logical and preferred operating model is for the café to be leased to a private operator. Care will need to be taken when negotiating the terms of the lease to ensure that the café is operational at specified times to ensure DMCYC patrons and the broader community are adequately serviced.





Youth Centre

This space would, at first look, be best managed by the Youth Services Team who will have a dedicated office space in the centre. However, there is concern that the operation of the centre by the Youth Services Team for youth activities is limited, nominally to out of school hours on only three weekdays and on Saturday afternoon.

Early planning exercises proposed only 18.5 hours of youth centre use per week.

Dalyellup Youth Centre Opening hours					
	Wednesday	Thursday	Friday	Saturday	Total
Hours	4	4	4	6.5	18.5
Schedule	3.30 pm - 7.30 pm	3.30 pm - 7.30 pm	3.30 pm - 7.30 pm	12.30 p.m - 7.00 p.m	

Table 22: DMCYC proposed operating hours – file note 24.08.2023

Use of the youth centre before 3.30pm and after 7.30pm weekdays, plus Saturday mornings and all-day Sunday represents a major chunk of venue time that should be utilised. The challenge is to identify a compatible user(s) for that time and to program activities for participation by various segments of the community.

Target markets for daytime use include those age cohorts that are not involved in school or work obligations, such as pre-school children, stay at home parents, the unemployed and retirees. Program options include playgroup, toy library, fitness programs for people not at work, a wide variety of programs for seniors and skills development and training programs for the unemployed and those interested in a career change or development.

Target markets for evening and weekend use include compatible community groups and organisations that require a meeting or activity space. The youth centre spaces should also be considered as an extension of the Digital Innovation Hub for program use and classes, making use of the art and textile studio and the active/passive space. These spaces could be readily utilised for Digi-tech fabrication such as 3D and PCB printing and prototype construction.

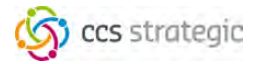
Activation of this space in non-youth centre times will require significant programming and activity coordination. This would be the responsibility of the specialist DMCYC Coordinator.

Digital Innovation Hub

The Innovation Hub is in many ways a new type of community facility provision. There are elements in existing centres that will be loosely replicated by the Innovation Hub (e.g. public access computer terminals and meeting spaces available in libraries and other community centres) however, the degree of specialisation by provision of professional-grade digital design technology and software is what will set this facility apart from existing provision.

Digital technology equipment and software such as Arduino and Raspberry Pi Kits, 3D printers, audio visual recording equipment in a green screen studio, virtual and augmented reality smart glasses and headsets and Webex hologram technology may be provided.





This will enable classes in coding, programming, 3D and PCB printing, game development, robotics, Artificial Intelligence (AI) and Internet of Things (IoT), software development, data analytics and networking. It will also assist local businesses to transform their products, services and processes through the integration of digital technologies and support the prototyping, testing and commercialisation of digital solutions.



The suite of Digi-tech equipment and classes in how to use it will be optimised if supported by fabrication technology equipment such as circuit board printers, sewing machines, vinyl printers and laser cutters for creating prototypes and ultimately new commercialised products for use in real life.



The Digital Innovation Hub experience should also be supplemented by a range of fun stuff to entice and motivate attendance, participation and progression in the digital world. The provision of equipment and software for gaming, virtual reality headsets for interactive physical pursuits and even high end 6DOF race simulators will ensure the tech lounge is a great place to be like a 'Timezone' gaming and entertainment centre on steroids.



The Shire's ICT team currently provide specialist hardware firmware and software support to the organisation's IT equipment. This is expected to continue, however, to do so they will need to expand their capability to cover the provision, maintenance, troubleshooting and repair requirements of the Digital Innovation Hub equipment.



There will need to be an on-line booking system to allow for self-service access and use of the equipment. While the 'SpacetoCo' program will be sufficient to reserve access to a terminal or workspace in the hub, additional access control measures such as building entry and activation of the terminal or operating system booked will be required.



The success activation and use of the Digital Innovation Hub will however require much more than a clever bookings system. The key will be to facilitate programs, classes and the establishment of community organisations to take advantage of the technology and learning opportunities available at the hub.



The youth centre management anticipates offering and supporting digital technology activity programs such as gaming, dungeons and dragons and computing design courses.



Library

It is anticipated that library staff will manage the DMCYC library maintaining standard operating of 9.00am to 5.00pm Monday to Friday and 9.00am to midday Saturday. Opening hours may change to reflect the evolving needs of the community.

Community Centre

The community centre area adjacent to the entry to the library offers a foyer and gallery space, a sizeable meeting room that can be opened into the gallery area, a catering kitchen and patron amenities. The effective activation of this space will need it to be hired as required by interested parties and programmed.

Bookings could readily be managed 'SpacetoCo' program or on site by the library team. They already have an active programming role for library spaces and their role and scope could be expanded to include the community centre, perhaps the youth centre in down times, and possibly even the Digital Innovation Hub. If this approach was pursued, the library services team would become the de facto manager of the DMCYC. The alternative is to engage a specialist DMCYC manager with event, programming and activation skills.

Summary and Conclusion

In consideration of the discussion above there are three key components of the management model for the DMCYC.

1. The café should be operated under lease to a commercial provider. The café operator / lessee would have exclusive use of and access to the café facility. Contract negotiations would need to specify and guarantee minimum operating hours and a standard of service and range of products for DMCYC patrons (and the wider community). The operator would have first right of supply for any catering requirement in the DMCYC.
2. All hireable or bookable facilities within the DMCYC, including meeting rooms, the gallery, the kitchen, a studio workshop or a computer terminal must be able to be booked on-line. This booking system must be able to allocate time and space with compatibility considerations built-in, ensure booking or hire conditions are detailed and approved as part of the application process, receive and receipt payments and in certain instances allow digital or coded secure entry to the building or access to an area or selected piece of equipment inside.
3. The most critical component will be the active on-site coordination and activation of all of the DMCYC spaces in a holistic manner. This includes responsibility for:
 - The day to day asset management including site security, cleaning, routine and reactive repairs and maintenance.
 - The active programming and coordination of all activities in all areas of the DMCYC.
 - Marketing and promotion of the DMCYC to the community at large and directly to targeted participants, clients, tenants, instructors and supporters.



- Reporting on the program, participation and financial performance indicators set for the DMCYC.

The options regarding how this on-site coordination capability may be established are relatively few and at this point seem to be limited to:

- An expansion of the responsibilities of the library services team (senior librarian or specialist appointee).
- The employment of a dedicated facility coordinator and programming specialist.
- Contracting a proven facility management specialist to have oversight for the operation of the DMCYC without impinging on service delivery by the Shire's Library and Youth Services Teams.

The recommendation is to engage a dedicated Facility Coordinator and programming specialist as part of the Shire's on-site team.

The benefits of an in-house Facility Coordinator are that they have direct access to council support services for IT support, cleaning and maintenance contractors, landscape services and administrative support.

In this circumstance the DMCYC Facility Coordinator would report to the Manager Customer Relations and Libraries. They would carry a specialist responsibility for activation of the digital innovation and be responsible for booking and programming all activities in all parts of the centre.

The library and youth services teams would be provided priority access as principal tenants ensuring their time and space requirements are fully accommodated - and that the allocations made are fully utilised, noting that the library and youth services would be required to pay for their use of the facility under an activity based costing regime.

The Coordinator would then seek to hire or program all remaining times in all available spaces with compatible activities to optimise use.

11.2 Organisational Structure

The organisational structure proposed below fundamentally positions the DMCYC as a (super) library. It moves beyond the notion of the library as the Third Place and elevates it to the status of a multifunctional community hub.

Inherent in this structure is the line management responsibility of the Manager Customer Relations and Libraries to whom DMCYC Coordinator will report.

The Dalyellup library team will do what they usually do – with the added responsibility of supporting a new DMCYC Coordinator who will be charged with activating, operating and optimising a digital innovation hub, programming a youth space, amphitheatre, skatepark and pump track, marketing and coordinating the use of a gallery space and community meeting facility and supervising the café lessee as part of their remit.

The Youth Services team would be allocated some dedicated office space as per the design (similar to a lease) but otherwise would need to book their activities in the youth centre, amphitheatre, skatepark, pump track and gallery through the library (DMCYC Coordinator). The Manager Business and Technology Services would support the library (and youth) services teams in their expanded role.



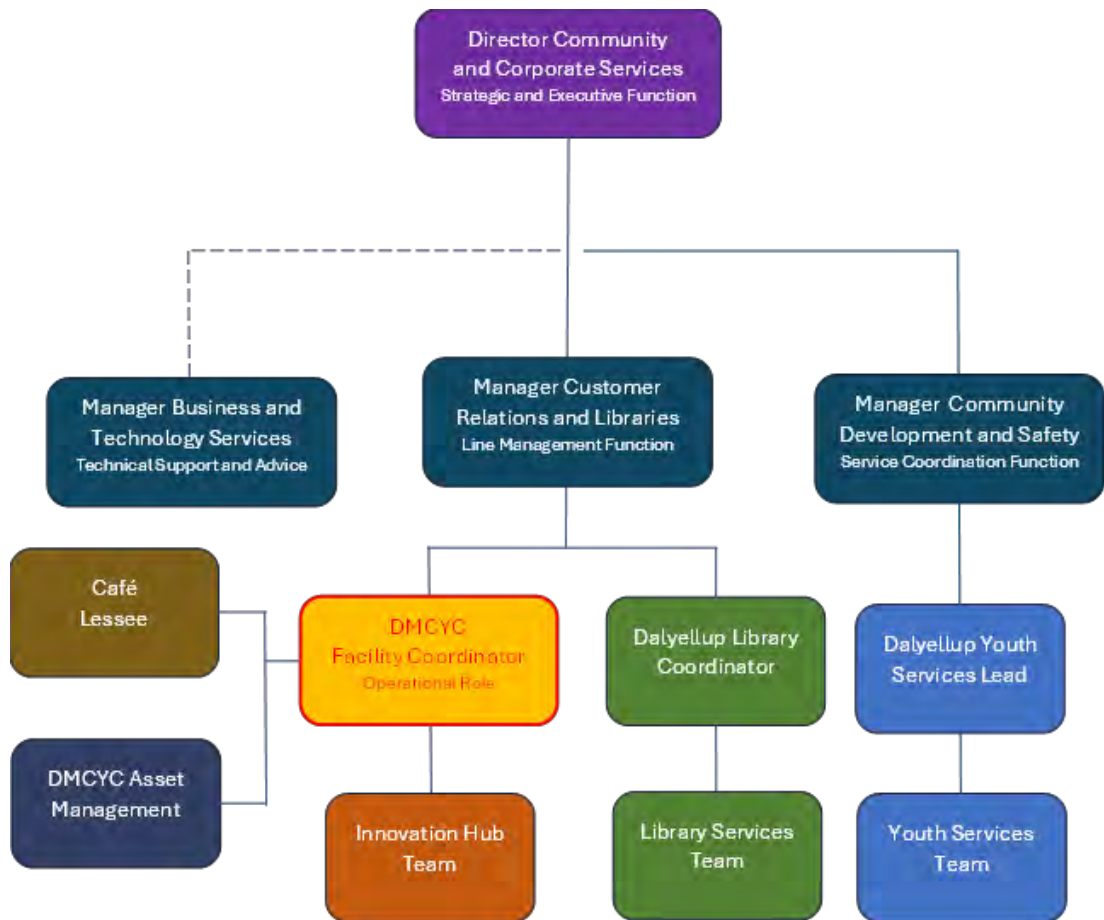


Figure 11: Proposed DMCYC Management Structure

11.3 Operational Plan

11.3.1 Staff resource planning

The Econosis Economic Business Plan (February 2024) proposes 11 staff working at the DMCYC while the Business Case prepared by Grants Empire in December 2023 identifies a staffing complement of up to 30, including up to 15 members of the youth services team. The variation may be explained as the difference between head count and FTE.

Table 18 details a potential staffing complement reflecting the organisational structure in Figure 11 and identifies both head count and an estimate of FTE.

Note that members of the library services and youth services teams are likely to have responsibilities for programming and servicing other locations in addition to the DMCYC. If the café staff are excluded from the count, the number of FTE operating at the centre is 11.53, similar to the earlier business case forecast.

Element	No	Area of responsibility	Positions / Titles	FTE
DMCYC Coordinator	1	Asset management Marketing and promotion Bookings coordination Digital Innovation Hub Programming Whole of centre program coordination	Coordinator x 1	1
Digital Innovation Hub team	8	Area supervision Patron support Program delivery	Tech support officer x 2 Programmer / coder x 2 Specialist instructors x 4 (casual and subject to bookings) e.g. VR / AR, Webex, Robotics, Green screen AV, Gaming	1.75 0.61 0.73
Library Services team	8	Library operations Library programs delivery	Library Supervisor x 1 Library officer PT x 3 Library officer Casual Pool	1.00 2.21 0.36
Youth Services team	8	Youth Centre programming Youth outreach services Youth events	Youth services lead x 1 Outreach officer x 1 Youth officer x 2 Events coordinator x 2 Activities officer x 2 Vacation program leaders x 5 (casual)	1.00 0.53 0.53 0.53 0.49 0.81
Café Lessee	5	Café operations Services to DMCYC patrons	Owner / operator x 1 Kitchen staff x 2 Service staff x 2	1.00 1.50 1.50
Head count	30	Plus casuals as required	Estimated FTE	15.53

Table 23: DMCYC proposed staffing

11.3.2 DMCYC Facility Coordinator Role

This role will report directly to the Manager Customer Relations and Libraries.

The principal function of this role will be to present and promote the DMCYC as an attractive and innovative community hub, accessible to all community members and to optimise its use in a responsible and sustainable manner.

Specific tasks will include:

- Market and promote all of the facilities and activities on offer at the centre.
- Devise, initiate and coordinate the delivery of a wide variety of innovative programs for the community making use of all facilities and spaces (internal and external) at the DMCYC.
- Engage specialist program instructors and leaders as required within approved budget limits.
- Source the necessary equipment and materials for program delivery.
- Ensure the facility is maintained and presented in optimum condition (cleaning, scheduled and reactive maintenance) with approved budget limits.
- Coordinate use of the centre by the library services and youth services teams.
- Provide the library and youth services teams - with priority access to their part of the centre.
- Coordinate the activities of the café operator and other lessees.
- Collect, maintain, analyse and report on utilisation, participation and financial records other agreed performance indicators.

11.3.3 Policy and Procedure

It is anticipated that a suite of operational policies and procedures will be established, tested and refined in the lead up to and in the early months of operation of the DMCYC.

This report has made numerous assumptions that will ultimately be reflected in policy and procedure statements including:

- DMCYC Operating hours.
- Access arrangements (especially out of hours).
- Security and risk management measures.
- Fees and charges and bonds:
 - Community hire.
 - Commercial hire.
- Memberships:
 - Eligibility.
 - Obligations and entitlements.
- Booking procedures:
 - On-line and in person.
 - Hirer information.
 - Minimum and maximum booking duration.
 - Minimum and maximum patron / participant numbers.

- Programs and classes:
 - Enrolment.
 - Obligations and entitlements.
 - Cancellation and refunds.
- Priority use and access privileges (library and youth services).
- Disruption to regular bookings for special events.
- Shire of Capel customer service centre operations.
- Equipment hire, use, return and damage.
- Maintenance:
 - Cleaning.
 - Scheduled / routine.
 - Reactive.
 - ITC and Digi-tech equipment.

11.3.4 Marketing and Promotions

The importance of marketing and promotions for the DMCYC cannot be overstated. The new and pioneering nature of the centre, particularly in relation to the Digital Innovation Hub will require the community to be informed and educated about what the facility offers and the range and scope of experiences to be had.

Regular media channels will need to be activated to provide information about the experiences on offer throughout the catchment community. However there will need to be specific targeted marketing to select audiences including:

- Local schools and tertiary institutions.
- Existing clubs and organisations – across all areas of interest.
- Local businesses and service organisations.
- Potential partner organisations (refer table 15).

There will also need to be demonstration events and activities to highlight what might be possible in the centre. This could include:

- skatepark and pump track competitions.
- musical and theatrical performances in the amphitheatre.
- gaming competitions in the tech lounge.
- introduction to AI classes in the Activity room in the library.
- textile and painting classes in the arts and textile studio.

The list here is brief and indicative only, with the potential only limited by imagination and the physical capacity of the facility and equipment provided.

A key component of the marketing program must be to ensure the foyer / gallery area is always occupied by a display or exhibition of some kind making it a place to visit. If it isn't hired by an external group or used to display the works of people using the DMCYC, it should be a vibrant billboard for the Facility Coordinator to promote upcoming events, classes and activities in the centre. The term program must be readily visible.



12.0 BUSINESS PLANNING AND KPIS

The Business Planning and Key Performance Indicator (KPI) Framework (the Framework) for the DMCYC is based on the outputs from the facility utilisation analysis, the identified management model options, organisational and staffing structure and related operational planning areas.

The Framework aligns with the Future Directions outlined within the Shire’s Plan for the Future, as detailed in section 3.1.2 of this report and the Vision developed for the DMCYC, as outlined below:

Our Vision is for the DMCYC to be:

*To be the HEART of the community
where all are welcome
to learn, create and connect.*

12.1 Business Planning

The core components of a business plan should include the following:

Business Overview	
Organisational Structure	<ul style="list-style-type: none"> Identifies the positions, hierarchy and FTE required to support the business.
Services Delivered	<ul style="list-style-type: none"> Identifies the high level services provided by the business (e.g. library service, youth service).
Customers and Stakeholders	<ul style="list-style-type: none"> Identifies internal and external customers and stakeholders, the nature of the business relationship, its current status, methods of communication and primary contact.
Challenges and Opportunities	<ul style="list-style-type: none"> Identification of key challenges and opportunities which relate to the business area and service delivery.
Risk Analysis	<ul style="list-style-type: none"> Key risks related to the business area, potential impact and risk mitigation.
Financial Resources	<ul style="list-style-type: none"> Identifies the operating and capital requirements to enable the delivery of the Business Plan. High level identification of four year budget requirements.
Other Resource Requirements	<ul style="list-style-type: none"> Identifies resources required, including Office Accommodation, Information Communication Technology (ITC) and Plant and Equipment.
Policies, Procedures and Processes	<ul style="list-style-type: none"> Identifies the existing organisational and business area policies, procedures and processes which are used in the deliver of the identified services.





Service Delivery	
Service Statement	<ul style="list-style-type: none"> A clear statement which defines the purpose of the service provided by the business area.
Service Standards and Performance Measures	<ul style="list-style-type: none"> Key Performance Indicators (KPIs), which define the intended outcome, the performance indicator and definition of the performance measure.
Service Programs and / or Projects	<ul style="list-style-type: none"> Lists the sub service and programs or projects through which the service will be delivered. Identifies the output and the objective. Identifies the performance target and measurement. Identifies the internal resource requirements required, the timeframe and duration in which they are required (e.g. an Annual Work Plan). Identifies the strategic link (SCP) to each of the services.
Integrated Planning and Reporting Framework (IPRF) Link	
Office of the CEO Strategic Actions	<ul style="list-style-type: none"> Link to strategic actions assigned to the CEO by the Council and which are applicable to the business or service area.
Corporate Business Plan (CBP)	<ul style="list-style-type: none"> Identifies deliverables identified within the CBP which are related to the business or service area, either as the delivery lead or acting in support of the delivery lead.
Other Strategies and Plans	<ul style="list-style-type: none"> Link to relevant actions identified within other strategies or plans which are not captured within the CBP.

Table 24: Business Plan – Key Components

12.2 Key Performance Indicators

Key Performance Indicators (KPIs) are used to measure the performance of a facility, programme or service by using defined measures. A number of areas have been identified in the development of potential KPIs for the DMCYC, as listed below.

- Facility Attendance.
- Financial Performance.
- Qualitative and quantitative analysis of Programs and Services.
- Marketing and Customer Service.
- Physical Resource Management.
- Analysis of the Facility Standards.
- Use of the Utilities, including flexible work / programming options.

The following tables identify potential KPIs.





The first table identifies KPIs which are related to the facility, its location, size and operating performance and have been drafted using the Parks and Leisure Australia (WA) Group 1 Facility Benchmarking data²⁴ and the Centre for Tourism and Leisure Management (CERM) Benchmarking Survey for Sport, Aquatic and Leisure Centres.²⁵

Facility Catchment	
LGA Ratepayers	<ul style="list-style-type: none"> The total number of Ratepayers within the Local Government Area
LGA Resident Population	<ul style="list-style-type: none"> The total number of residents within the Local Government Area
5km Catchment	<ul style="list-style-type: none"> The total number of residents within a 5km radius of the facility
10km Catchment	<ul style="list-style-type: none"> The total number of residents within a 10km radius of the facility
SIEFA Percentile	<ul style="list-style-type: none"> The Socio-Economic Indexes for Areas. Ranks areas within Australia according to their relative socio-economic advantage and disadvantage.²⁶
Facility Size	
Total Facility Size	<ul style="list-style-type: none"> The total floor plan area (SQM) of the facility.
Programmable Facility Size (Total SQM)	<ul style="list-style-type: none"> The total area of all programmable areas within the facility. This excludes areas such as toilets, changerooms and storage areas.
Programmable Facility Size by Program Area (SQM)	<ul style="list-style-type: none"> The total area of each individual programmable area within the facility.
No Car Parking Bays	<ul style="list-style-type: none"> The total number of parking bays dedicated specifically to the facility and its customers.
Visitation	
Total Annual Facility Admissions	<ul style="list-style-type: none"> Includes the total number of visitors to the facility in a defined 12 month period. This includes paying and non-paying visitors.

²⁴ <https://parksleisure.com.au/wa/>

²⁵ <https://www.unisa.edu.au/research/cermpi/>

²⁶ <https://www.abs.gov.au/websitedbs/censushome.nsf/home/seifa>



Facility Members	<ul style="list-style-type: none"> The total number of customers who are a member of the facility.
Members Per Sqm	<ul style="list-style-type: none"> The total number of customers who are members of the facility divided by the total programmable area (SQM) within the facility.
Enrolments Per Sqm	<ul style="list-style-type: none"> The total number of customers who have enrolled in a program or service offered at the facility. This measure can be expressed as a total for the facility or by program area.
Financial Performance	
Total Operating Revenue (Income)	<ul style="list-style-type: none"> Inclusive of all income generated by the facility. This includes program and service fees, annual operating grants, lease fees, facility hire fees, event fees and merchandise fees.
Income Per Visit	<ul style="list-style-type: none"> The total operating revenue divided by the total number of visitors within a 12 month period.
Operating Cost (Expenditure)	<ul style="list-style-type: none"> The total of all costs associated within the direct operation of the facility or a 12 month period. This includes staff, cleaning, utilities, equipment, ITC, etc.
Expenditure Per Visit	<ul style="list-style-type: none"> The total operating cost divided by the total number of visitors within a 12 month period.
Total Labour Costs	<ul style="list-style-type: none"> Inclusive of all costs associated with the employment of staff at the facility over a 12 month period.
% Labour Costs: Operational Costs	<ul style="list-style-type: none"> The total labour costs divided by the total operating costs for a 12 month period.
% Labour Cost: Income	<ul style="list-style-type: none"> The total labour costs divided by the total operating revenue for a 12 month period.
Cost Per FTE	<ul style="list-style-type: none"> The total operating cost divided by the total the total number of staff. Staff numbers are expressed numerically as the number of Full Time Equivalent (FTE).
Promotion/Marketing Spend	<ul style="list-style-type: none"> The total cost of the marketing and promotions for the facility divided by the number of visits
Promotion Cost Per Visit	<ul style="list-style-type: none"> The total cost of the marketing and promotions for the facility over a 12 month period.





Subsidy Position	
Operational Surplus/Subsidy	<ul style="list-style-type: none"> The sum of the total operating revenue divided by total operating expenditure for a 12 month period.
Operational Surplus/Subsidy Per Visit	<ul style="list-style-type: none"> The annual operating subsidy position (surplus or subsidy) divided by the number of visits for a 12 month period.
Cost Recovery %	<ul style="list-style-type: none"> The sum of total revenue divided by total expenditure, divided by 100.
Staffing	
Total No of Permanents	<ul style="list-style-type: none"> The total number of all permanent staff employed at the facility over a 12 month period.
Total No of Casuals	<ul style="list-style-type: none"> The total number of all casual staff employed at the facility over a 12 month period.
Facility FTE	<ul style="list-style-type: none"> The total hours worked by staff over a week divided by the number of standard working hours per week. For example If your part-time and casual staff hours total 84 hours per week average, this equals 2.2 FTE staff ($84/38 = 2.2$)
FTE Per 10,000 Visits	<ul style="list-style-type: none"> Expressed as a ratio calculated by dividing the number of FTE for the facility by 10,000 visits.
Staff Training Costs	<ul style="list-style-type: none"> The sum of all training costs for staff who are employed at the facility.
Training Cost Per FTE	<ul style="list-style-type: none"> The sum of total staff training costs divided by the number of FTE.
Utilities Consumption	
Annual Water consumption (kL)	<ul style="list-style-type: none"> The total water consumption for the facility over a 12 month period, expressed as a Kilolitre (1,000 L).
Litres Per Visit	<ul style="list-style-type: none"> Total annual water consumption divided by the number of visits over the same 12 month period.
Litres Per SQM	<ul style="list-style-type: none"> Total annual water consumption divided by the total SQM of the facility.
Annual Power Consumption (kWh)	<ul style="list-style-type: none"> The total electricity consumption for the facility over a 12 month period, expressed as a Kilo-watt Hour (1,000 W).





kwH Per Visit	<ul style="list-style-type: none"> Total annual electricity consumption divided by the number of visits over the same 12 month period.
kwH Per SQM	<ul style="list-style-type: none"> Total annual electricity consumption divided by the total SQM of the facility.

Table 25: DMCYC – Potential Operational Key Performance Indicators

The list of KPIs identified within the table above is extensive, noting that not all of the KPIs identified need to be used within the Shire’s reporting processes. It is important that the KPIs used reflect the measures which are most important to the Shire and are used consistently to enable effective comparison over time.

In addition to operational KPIs, there are also a number of broader strategically orientated KPIs which can also be considered by the Shire. These are shown in the table below and have been adopted from the DMCYC Business Case undertaken in 2023.²⁷

Economic	
Increase in economic growth	<ul style="list-style-type: none"> A benefit cost ratio of 2.59 at the 7% discount rate. Generation of \$30.67million in long term benefits.
Increase in job opportunities	<ul style="list-style-type: none"> The total number of FTE jobs created during and post construction of the facility. Creation of 7.5FTE new staff positions at the DMCYC upon construction completion.
Increased small business support and business development opportunities	<ul style="list-style-type: none"> The percentage of meeting rooms booked within 12 months of completion. The number of business workshops and career expos occurring within 12 months of completion.
Social and Cultural	
Improved social connectivity	<ul style="list-style-type: none"> The number of new events held at the DMCYC within 12 months of project completion.

²⁷ Grants Empire (2023). Business Case - Construction of Dalyellup Multipurpose Community & Youth Centre





Increased community satisfaction	<ul style="list-style-type: none"> The percentage change in the satisfaction rate of Dalyellup residents within 12 months of completion.
Improved youth participation in the community	<ul style="list-style-type: none"> The number of youth attending school holiday program activities hosted at the DMCYC in the Youth Hub using indoor and outdoor spaces.
Preservation and celebration of local aboriginal heritage and culture through aesthetic design	<ul style="list-style-type: none"> Through aesthetic design, artwork installation and storytelling into the Functions & Amenities space and its theme of 'The Past'.
Education and Learning	
Increase in STEM learning opportunities	<ul style="list-style-type: none"> Number of users of the digital/tech hub within 12 months of completion. Number of participants in the regional robotics competition amongst schools.
Increased participation in literacy activities	<ul style="list-style-type: none"> The percentage increase in the number of books borrowed from the Library within 12 months of completion. The percentage increase in books purchased during Book Week at the Library. The percentage of local schools attend the Library for author talks within 12 months of completion.
Activation of arts, drama, performance and music	<ul style="list-style-type: none"> Number of times the Studio is hired within the first 12 months of completion. Installation of external murals and art installations designed by local Wadandi people. Installation of a plaque at the main entrance acknowledging the Traditional Custodians on the land the DMCYC was built.

Table 26: DMCYC – Potential Economic, Social and Cultural, Education and Learning Key Performance Indicators.

In this instance, the Shire will need to consider what are the appropriate targets in respect to things such as the number of participants, number of events of the target percentage change over a 12 month period. The Annual Operating Budget included





within section 13.3 provides some guidance in respect to the target increase in activity levels from one year to the next.

12.3 Benchmarking

The use of KPIs typically assists in the benchmarking of performance of a facility against comparable facilities within its catchment or broader area (e.g. metropolitan area, state or nationally). However, the combination of facilities within the DMCYC means that it is rather unique in its service offering and, as a single facility, is therefore difficult to directly compare to other facilities.

The development of somewhat similar facilities by a number of local governments, however, provides an opportunity to undertake more targeted facility and service benchmarking. These facilities include:

- City of Wanneroo - Dordaak Kepap Library and Youth Innovation Hub.
- City of Fremantle - Walyalup Civic Centre.
- City of Belmont - Belmont Hub.
- City of Kwinana – Darius Wells Library and Resource Centre and the Zone Youth Space.

Benchmarking can also be undertaken on a service basis using existing criteria, such as the State Library Services, Department of Communities and PLA (WA). Service based benchmarking enables a more direct comparison of services offered and participation rates, albeit noting that facility provision is an influencing factor.



13.0 FINANCIAL PLAN

13.1 Rationale and assumptions

The underlying principle of the DMCYC is to optimise utilisation, user experiences and to grow skills and community connectedness through their involvement with the centre.

13.2 Schedule of fees and charges

The DMCYC will generate revenue through:

- Equipment hire.
- Class enrolment fees.
- Facility hire - commercial activity.
- Facility hire – community activity.
- Commercial lease arrangement.
- Community lease / license arrangements.
- Internal Shire of Capel lease / license arrangements (ABC provisions).
- External operating support through sponsorship and grants.

With respect to rental arrangements for commercial spaces, the Shire of Capel currently leases 135m² of retail space at the Dalyellup Shopping Centre for the provision of library services. The fee is \$1,130 per m² per annum.

Research into commercial sector rentals in Dalyellup reveal an average rental of \$650 per m² per annum.²⁸ For the purposes of this exercise the average rental rate has been adopted for exclusive use office space. The rate of \$400 per m² per annum has been applied to the broader library area and youth space for ABC purposes.

The following schedule of fees and charges is proposed.

Equipment Hire	No.	Fee	
Computer terminal	12	\$25	per use - max 2.5hours
3D printer	3	\$30	per use - max 2.5hours plus materials
Fabricating kit items	6	\$30	per use - max 2.5hours plus materials
Sound desk	1	\$30	per use - max 2.5hours
Green Screen	1	\$30	per use - max 2.5hours
Games console	6	\$10	per use - max 2.5hours
VR headset	6	\$30	per use - max 2.5hours
Digital design	3	\$25	per use - max 2.5hours
6DOF Race Simulator	4	\$100	per use - 30 mins
Photocopier A4	2	\$1.55	per sheet
Photocopier A3	1	\$2.55	per sheet

Table 27: DMCYC proposed equipment hire costs

²⁸ <https://reiwa.com.au/suburb/dalyellup/>



In-house Classes	Per person fee for the 10 week program	
Video / Photo editing	\$150	
Pod cast making	\$150	
Digital design	\$150	
Music recording	\$150	
3D Printing	\$150	
Introduction to AI	\$150	
Introduction to Coding	\$150	
Introduction to Robotics	\$150	
Digital art	\$150	
Life drawing	\$150	
PCB design and printing	\$150	

Table 28: DMCYC proposed program costs

Facility Hire Fees	Area m ²	Commercial Use			Community Use		
		hourly	other	description	hourly	other	description
Community Centre - all	180	\$ 80	\$ 250	per day	\$ 40	\$ 120	per day
Foyer Gallery	78	\$ 45	\$ 200	per day	\$ 25	\$ 100	per day
Meeting 4	60	\$ 35	\$ 120	per dayw/kitchen	\$ 20	\$ 60	per dayw/kitchen
Kitchen	42	\$ 20	\$ 80	kitchen hire only	\$ 15	\$ 50	kitchen hire only
Youth Centre - all	192					\$ 400	per m2 per annum
Active/passive zone	131	\$ 80			\$ 50		
Art and Textile	37	\$ 40			\$ 25		
Quiet Room 2	9	\$ 10			\$ 5		
Library - all	473					\$ 400	per m2 per annum
Meeting 1	10	\$ 10			\$ 5		
Meeting 2	6	\$ -			\$ -		
Meeting 3	11	\$ 10			\$ 5		
Retreat Room	11	\$ 10			\$ 5		
Activity Room	59	\$ 40			\$ 20		
Digital Innovation Hub	395						
Tech Lounge	141	\$ 100			\$ 60		
Tech Hub	140	\$ 100			\$ 60		
Computer Lab	53	\$ 75			\$ 50		
Studio 1	20	\$ 30			\$ 20		
Studio 2	41	\$ 50			\$ 35		
External facilities							
Skatepark	item		\$ 500	per day		\$ 250	per day
Pump track	item		\$ 200	per day		\$ 100	per day
Amphitheatre + stage	item		\$ 500	per day		\$ 250	per day
Stage	item		\$ 30	stage only		\$ 15	stage only
ABC cost allocations							
Library Office	124					\$ 650	per m2 per annum
Library collection area	473					\$ 400	per m2 per annum
Youth Office	29					\$ 650	per m2 per annum
Youth Activity area	192					\$ 400	per m2 per annum
Café	36		\$ 650	per m ² per annum			

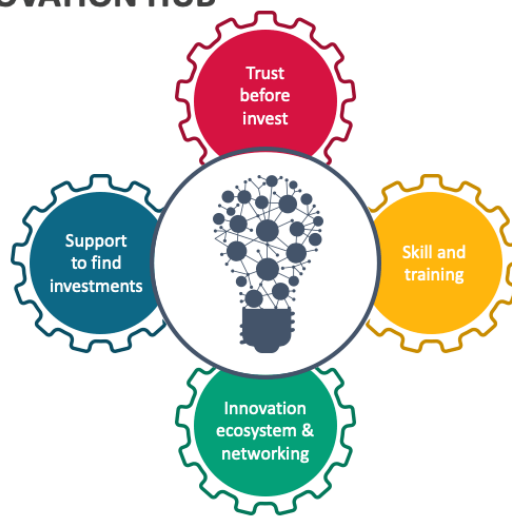
Table 28: DMCYC proposed facility hire costs

13.3 Annual operating budget

The operating forecast reflects the operational philosophy, the operating hours and the service delivery profile discussed in section 6, applies the management model in section 7 and the proposed fees and charges schedule outlined above.

The forecast income and expenditure figures are escalated at 3.5% annually. Equipment hire, events and program participation rates are adjusted in line with the changes in activity levels detailed in the table overleaf.

DIGITAL INNOVATION HUB





INCOME	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Community Centre Hire	5,180	5,361	5,549	5,743	5,944	6,152	6,368	6,590
Foyer Gallery	3,000	3,105	3,214	3,326	3,443	3,563	3,688	3,817
Meeting 4	7,200	7,452	7,713	7,983	8,262	8,551	8,851	9,160
Kitchen	2,080	2,153	2,228	2,306	2,387	2,470	2,557	2,646
Youth Centre - Studio Hire	8,000	8,280	8,570	8,870	9,180	9,501	9,834	10,178
Art and Textile	4,000	4,140	4,285	4,435	4,590	4,751	4,917	5,089
Quiet Room 2	400	414	428	443	459	475	492	509
Library Hire								
Meeting 1	800	828	857	887	918	950	983	1,018
Meeting 2	-	-	-	-	-	-	-	-
Meeting 3	800	828	857	887	918	950	983	1,018
Retreat Room	800	828	857	887	918	950	983	1,018
Activity Room	3,200	3,312	3,428	3,548	3,672	3,801	3,934	4,071
Booksales and charges	5,000	5,175	5,356	5,544	5,738	5,938	6,146	6,361
Digital Innovation Hub Hire								
Tech Lounge	-	-	-	-	-	-	-	-
Tech Hub	6,400	6,624	6,856	7,096	7,344	7,601	7,867	8,143
Computer Lab	5,200	5,382	5,570	5,765	5,967	6,176	6,392	6,616
Studio 1	5,520	5,713	5,913	6,120	6,334	6,556	6,785	7,023
Studio 2	9,600	9,936	10,284	10,644	11,016	11,402	11,801	12,214
External Facilities Hire								
Skatepark	500	518	536	1,109	1,148	1,188	1,844	1,908
Pump track	200	207	214	443	459	475	738	763
Amphitheatre + Stage	2,000	2,070	2,142	3,326	3,443	4,751	4,917	5,089
Café Lease	23,400	24,219	25,067	25,944	26,852	27,792	28,765	29,771
Equipment Hire	156,040	201,877	250,731	281,132	313,354	324,321	335,673	347,421
Program Fees	47,520	57,380	63,631	65,858	68,163	75,252	77,886	80,612
External Support								
Sponsorship	45,000	45,000	45,000	55,000	55,000	55,000	60,000	60,000
Grant income	35,000		45,000		40,000			35,000
SLSWA contribution	25,000	25,875	27,718	30,731	35,265	41,884	51,486	65,504
ABC Facility Hire Allocations								
Library Office	80,600	83,421	86,341	89,363	92,490	95,728	99,078	102,546
Library collection area	189,200	195,822	202,676	209,769	217,111	224,710	232,575	240,715
Youth Office	18,850	19,510	20,193	20,899	21,631	22,388	23,171	23,982
Youth Activity area	76,800	79,488	82,270	85,150	88,130	91,214	94,407	97,711
Total Income	767,290	804,918	923,483	943,208	1,040,136	1,044,491	1,093,120	1,176,496

Table 29: DMCYC forecast operating income



Changes in activity levels	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
equipment hire - all areas	40%	50%	60%	65%	70%	70%	70%	70%
equipment - hires per day	2	2	2	3	3	3	4	4
classes -pax per class	60%	70%	75%	75%	75%	80%	80%	80%
skate + pump	1	1	1	2	2	2	3	3
amphitheatre + stage	2	2	2	3	3	4	4	4
studio hires	2	2	2	3	4	4	4	4
3.5% annual escalation / inflation	1.000	1.035	1.071	1.109	1.148	1.188	1.229	1.272
EXPENDITURE	2025-26	2026-27	2027-28	2028-29	2029-30	2030-32	2031-32	2032-33
Asset Management								
Pest Control	1,875	1,941	2,009	2,079	2,152	2,227	2,305	2,386
Cleaner / Materials	7,275	7,530	7,793	8,066	8,348	8,640	8,943	9,256
General Maintenance	22,500	23,288	24,103	24,946	25,819	26,723	27,658	28,626
Major Planned Maintenance	22,500	23,288	24,103	24,946	25,819	26,723	27,658	28,626
Plumbing Maintenance	10,500	10,868	11,248	11,642	12,049	12,471	12,907	13,359
Electrical Maintenance	15,000	15,525	16,068	16,631	17,213	17,815	18,439	19,084
Carpark Maintenance	2,250	2,329	2,410	2,495	2,582	2,672	2,766	2,863
Vandalism	3,300	3,416	3,535	3,659	3,787	3,919	4,057	4,199
Capital Expenses (renewal fund)	86,250	89,269	92,393	95,627	98,974	102,438	106,023	109,734
Utilities and Comms								
Electricity	11,250	11,644	12,051	12,473	12,910	13,361	13,829	14,313
Water Charges	3,900	4,037	4,178	4,324	4,475	4,632	4,794	4,962
Phone Charges / IT	13,125	13,584	14,060	14,552	15,061	15,588	16,134	16,699
Software licenses / firmware update	10,000	10,350	10,712	11,087	11,475	11,877	12,293	12,723
Administration Overheads								
Marketing and promotions	35,000	36,225	37,493	38,805	40,163	41,569	43,024	44,530
Public Liability / Building Insurance	16,500	17,078	17,675	18,294	18,934	19,597	20,283	20,993
Other Expenses	1,725	1,785	1,848	1,913	1,979	2,049	2,120	2,195
Salaries and Wages	1,263,512	1,307,735	1,353,506	1,400,878	1,449,909	1,500,656	1,553,179	1,607,540
Total Expenditure	1,526,462	1,579,888	1,635,184	1,692,416	1,751,650	1,812,958	1,876,412	1,942,086
NET OPERATING POSITION	-\$759,172	-\$774,971	-\$711,702	-\$749,208	-\$711,514	-\$768,467	-\$783,292	-\$765,590

Table 30: DMCYC forecast operating expenditure

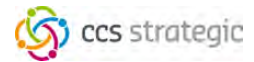


14.0 ASSET MANAGEMENT PLAN

Asset management costs have been included within the annual operating budget, as per the table above. The specific line items included within the budget address these following asset management areas:

- Corrective Maintenance.
- Preventive Maintenance.
- Rehabilitation.
- Replacements.
- Enhancement.
- Defects Liability.
- Operational.
- Cleaning.





15.0 CONCLUSIONS

Strategic Context and Literature Review

- The development of the DMCYC has a high degree of alignment with the future direction of the Shire and can play an important role in achieving the community’s vision, particularly within the Dalyellup community.
- Each of the neighbouring local governments have SCP aspirations which relate to the development of Digital Cities, an innovative and diversified economy, establishment of multi-purpose hubs that provide a focal point for community and business activities and enhancing the region’s digital capacity.
- The development of the DMCYC is consistent with McKinsey and Company’s²⁹ approach in the development of an innovative ecosystem and aligns with the outcomes of the South West Development Commission’s South West Innovation and Technology Creative Hub (SWITCH) investigation and an Advanced Manufacturing and Technology Hub (AMTECH) investigation.

Demographic and Community Profile Analysis

- Analysis of the Shire of Capel’s population has shown that while there has been an increase in typical family cohorts, there has been a much larger increase in retired or close to retirement age groups.
- Analysis of the Dalyellup population has shown that the suburb has had a comparatively large increase in retired or close to retirement age groups. As a consequence, the facility will need to be able to cater for programs and services which meet the needs of these cohorts, in addition to the youth and family focus of the facility.
- In terms of the Shire’s community profile, the analysis has shown that the Shire and Dalyellup have a high percentage of First Nations people and people born overseas within its community.
- High levels of household mortgages, families with children and single parent families within Dalyellup, will need to be key considerations in the programming of the DMCYC.

Environmental Scan

Using the PESTEL methodology, the environmental scan identified the following:

Political	<ul style="list-style-type: none"> • The upcoming state and federal elections and the resulting advocacy and funding opportunities this provides, while noting that a change of government at either level may have policy and legislative impacts on the Shire.
Economic	<ul style="list-style-type: none"> • Increasing ‘cost of living’ pressures will (generally) continue to affect household discretionary income and therefore capacity to

²⁹ [A playbook for innovation hubs and ecosystems | McKinsey](#)





	pay for leisure and recreation activities. This may also affect the Shire’s tourism sector and local economy.
Social	<ul style="list-style-type: none"> Dalyellup has a growing ageing population, with a high Aboriginal and Torres Strait Islander population and people born in South Africa. This means that functionality, and therefore flexibility should be a key focus for the Shire in the development of the DMCYC and in its service delivery.
Technology	<ul style="list-style-type: none"> The provision of a Digital Innovation Hub within the DMCYC strongly aligns to the vision of the Shire’s Economic Development Framework and provides an opportunity to promote innovation benefiting local industry and employment.
Environmental	<ul style="list-style-type: none"> Protection of the Shire’s Tuart Forest National Parks an important focus area for the Shire in terms of maintaining biodiversity and a growing tourism sector.
Legal	<ul style="list-style-type: none"> Ongoing legislative reform will continue to challenge local governments in respect to the Local Government Act and in areas of planning and environmental regulation, which seek to “streamline” approvals processes and consequently have the potential to further diminish local government and Council decision making in these areas.

Economic and Social Benefits

- The previous Econosis Cost Benefit Analysis report found that the Benefit to Cost Ratio for the DMCYC was between 3.25 and 2.11 (for the 4% and 10% discounted rates respectively), noting that a rate over 2.0 is the benchmark used by Government agencies. A rate of over 1.0 means that the benefits exceed the cost of the project.
- Overall, the Econosis report has shown that the development of the DMCYC will generate positive economic and social benefits for the Shire of Capel.

Stakeholder Engagement

- An open community workshop was held at the Dalyellup Community Centre on Thursday 29 February. There were 39 participants including members of the local community, Shire staff and elected members and representatives from the local parliamentary member’s office, TAFE and University (Creative Tech Village).
- The vision for the DMCYC generated by the Workshop is as follows:

Our Vision is for the DMCYC:

*To be the HEART of the community
where all are welcome
to learn, create and connect.*





- Workshop participants were most interested in collaborating on digital technology projects as a member of a group, followed by leading an organised group and participating in an instructor led course/class.
- The frequency of use identified by participants was predominately daily (38%) followed by weekly (19%) and monthly (16%). Participant responses indicated a strong preference for use of the DMCYC at no cost for some activities, with the cost preferences for other activities being in the range of \$50-\$59 and \$100.
- In respect to access, the preferred type of access was random access during normal hours, where no booking is required, followed by the use of an on-line booking system for normal hours (including pre-payment) and on-line pre-paid 24/7 access using a secure access code.

Management Model and Operational Plan

- Based on the analysis of several options, the report found that the most effective model is for the Shire to engage a dedicated Facility Coordinator and programming specialist as part of the Shire's on-site team. This position would report to the Manager Customer Relations and Libraries, who would have overall responsibility for the facility.
- The specific focus of this role would include the marketing and promotion of the facilities, and activities at the DMCYC, program and event development and co-ordination, liaise with internal and external stakeholders and to collate, analyse and report on the performance of the facility, as per agreed KPIs.

Financial Plan

- Based on the annual operating budget, it is forecast that the DMCYC will generate a net operating loss of \$760.000 in its first year of operation (2025/26), which will decrease to \$712.000 in the fifth year of operation (2029/30) and increase to \$766.000 in the eight year of operation (2032/33).
- It should be noted that the proposed operating budget does not take into consideration operating and asset management costs associated with existing service delivery areas (e.g. library) which will be transitioned to the DMCYC.
- The operating position is reflective of an annual escalation of 3.5% across income and expenditure areas and an annual increase in activity levels across all program and activity areas.





16.0 RECOMMENDATIONS

1. The following vision be adopted by the Shire of Capel:

Our Vision is for the DMCYC:

*To be the HEART of the community
where all are welcome
to learn, create and connect.*

2. That a multi-layered facility access process be put in place which includes the following:
 - Random access during normal hours for general areas, where no booking is required, and existing programs are not affected.
 - On-line booking system for normal hours and 24/7 access, which includes pre-payment and use of a secure access code for after-hours use.
3. The Shire's Manager Customer Relations and Libraries be invested with the overall responsibility for the DMCYC, its operations, programs, events and promotion.
4. That the Shire engage a dedicated Facility Coordinator and programming specialist as part of the on-site team, with the position reporting to the Manager Customer Relations and Libraries. The focus of this role would include:
 - Marketing and promotion of the facilities and activities at the DMCYC.
 - Program and event development and co-ordination.
 - Liaison with internal and external stakeholders.
 - Collate, analyse and report on the performance of the facility, as per agreed KPIs.
5. That the Shire develop a suite of Key Performance Indicators which capture the following:
 - Facility Catchment.
 - Facility Size.
 - Visitation level.
 - Financial Performance.
 - Subsidy Position.
 - Staffing Levels and Cost.
 - Utilities Consumption.
 - Economic Benefits.
 - Social and Cultural Outcomes.
 - Education and Learning Outcomes.





6. Adopt a Schedule of Fees and Charges reflective of the following suggestions

Equipment Hire	No.	Fee	
Computer terminal	12	\$25	per use - max 2.5hours
3D printer	3	\$30	per use - max 2.5hours plus materials
Fabricating kit items	6	\$30	per use - max 2.5hours plus materials
Sound desk	1	\$30	per use - max 2.5hours
Green Screen	1	\$30	per use - max 2.5hours
Games console	6	\$10	per use - max 2.5hours
VR headset	6	\$30	per use - max 2.5hours
Digital design	3	\$25	per use - max 2.5hours
6DOF Race Simulator	4	\$100	per use - 30 mins
Photocopier A4	2	\$1.55	per sheet
Photocopier A3	1	\$2.55	per sheet

In-house Classes	Per person fee for the 10 week program	
Video / Photo editing	\$150	
Pod cast making	\$150	
Digital design	\$150	
Music recording	\$150	
3D Printing	\$150	
Introduction to AI	\$150	
Introduction to Coding	\$150	
Introduction to Robotics	\$150	
Digital art	\$150	
Life drawing	\$150	
PCB design and printing	\$150	





Facility Hire Fees	Area m ²	Commercial Use			Community Use		
		hourly	other	description	hourly	other	description
Community Centre - all	180	\$ 80	\$ 250	per day	\$ 40	\$ 120	per day
Foyer Gallery	78	\$ 45	\$ 200	per day	\$ 25	\$ 100	per day
Meeting 4	60	\$ 35	\$ 120	per day w/kitchen	\$ 20	\$ 60	per day w/kitchen
Kitchen	42	\$ 20	\$ 80	kitchen hire only	\$ 15	\$ 50	kitchen hire only
Youth Centre - all	192					\$ 400	per m2 per annum
Active/passive zone	131	\$ 80			\$ 50		
Art and Textile	37	\$ 40			\$ 25		
Quiet Room 2	9	\$ 10			\$ 5		
Library - all	473					\$ 400	per m2 per annum
Meeting 1	10	\$ 10			\$ 5		
Meeting 2	6	\$ -			\$ -		
Meeting 3	11	\$ 10			\$ 5		
Retreat Room	11	\$ 10			\$ 5		
Activity Room	59	\$ 40			\$ 20		
Digital Innovation Hub	395						
Tech Lounge	141	\$ 100			\$ 60		
Tech Hub	140	\$ 100			\$ 60		
Computer Lab	53	\$ 75			\$ 50		
Studio 1	20	\$ 30			\$ 20		
Studio 2	41	\$ 50			\$ 35		
External facilities							
Skatepark	item		\$ 500	per day		\$ 250	per day
Pump track	item		\$ 200	per day		\$ 100	per day
Amphitheatre + stage	item		\$ 500	per day		\$ 250	per day
Stage	item		\$ 30	stage only		\$ 15	stage only
ABC cost allocations							
Library Office	124					\$ 650	per m2 per annum
Library collection area	473					\$ 400	per m2 per annum
Youth Office	29					\$ 650	per m2 per annum
Youth Activity area	192					\$ 400	per m2 per annum
Café	36		\$ 650	per m ² per annum			

7. Notes the following forecast operating expenditure for the facility.

	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Total Income	767,290	804,918	923,483	943,208	1,040,136	1,044,491	1,093,120	1,176,496
Total Expenditure	1,526,462	1,579,888	1,635,184	1,692,416	1,751,650	1,812,958	1,876,412	1,942,086
Net Operating Position	-759,172	-774,970	-711,701	-749,208	-711,514	-768,467	-783,292	-765,590





16. New Business of an Urgent Nature

17. Public Question Time

18. Motions Without Notice (Absolute Majority by Council)

19. Notices of Motion for Consideration at the Next Ordinary Meeting of the Council

20. Items for Consideration Behind Closed Doors

Voting Requirements

Simple Majority

Officer's Recommendation

That the meeting be closed to members of the public in accordance with Shire of Capel Standing Orders *Local Law 2016, 12.1(g)* to consider the following confidential items:

20.1 CONFIDENTIAL - Agribusiness Precinct – Demand Analysis, Site Identification and Concept Masterplanning

20.1 CONFIDENTIAL - Agribusiness Precinct – Demand Analysis, Site Identification and Concept Masterplanning

Author Chief Executive Officer, Gordon MacMile

Authorising Officer Chief Executive Officer, Gordon MacMile

Nature of the Decision Strategic / Advocacy

Attachments

Confidential Status

*This item is confidential under the Local Government Act 1995 due to:
c. a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*

Please note this Item will be distributed separately from the Agenda.

21. Meeting Closure