

ATTACHMENT 2

Determining Capital Budget items and how they will be funded

The decision on which items will be included in the current Capital Budget year will be decided by the CEO, or delegate in consultation with the building owner. If the spend is over 30% or above the full budget, the recommendation will need to be forwarded to the Board for approval.

Council approval may be required for larger projects which require Project Management; ultimately we are guided by council on their policy and procedure.

Funding of Capital Budget Items

Each Service's Organisational Capital Plan (formally their Service Strategic Plan) will outline possible ways the item could be funded. See the Organisational Capital Plan Template below. Funds may be provided through several means:

- 1) The Capital Budget, or
- 2) A specific grant, or
- 3) Parent Advisory Group (PAG) fundraising funds, or
- 4) Property owner's financial contribution amount, or
- 5) A combination of two or more of the above.

Prioritisation of Capital Budget Items

The following matrix will be used to determine priority.

Number	Criteria	Score out of 5	Weighting	Total	Notes
1	Is it a refurbishment to enhance an existing area that is in a unsafe, non-compliant, poor state of repair or no longer fit for purpose		X3		
2	Will it benefit and enhance the children's learning – strong links with the QIP		X3		
3	Parent Advisory Group (PAG) financial contribution amount (pro rata per family)		X1		
4	Length of time it's been a high priority on the plan		X1		

Capital Budget Items will be prioritised from each service's Operational Capital Plan:

The Operational Capital plans will use the template included as Attachment 3. The Approved Provider has final decision on if and when the suggested projects are included in the Operational Capital Plan.

Once projects have been chosen to be funded the following will occur.

- 1) The short listed items for each region will be published annually (Newsfeed).
- 2) Relevant services will be contacted individually by Central Office to explain next steps which may include the following:
 - a. The project needs to meet the building owner's requirements and be approved by the building owner
 - b. Quotes for works are sought and approved
 - c. Time frames for works are agreed on
- 3) Time frames will vary depending on the building owner or local government area (LGA).

Ongoing Management

The Capital Budget will be reviewed regularly and feedback will be sort from all key stakeholders, staff, children, families, the local community, management and the Shine Bright Board.