

The logo for the Shire of Dardanup features a stylized mountain range with a winding river or path through it, rendered in shades of green and blue.

Shire of Dardanup

APPENDICES

BOOK 2

ORDINARY COUNCIL

MEETING

To Be Held

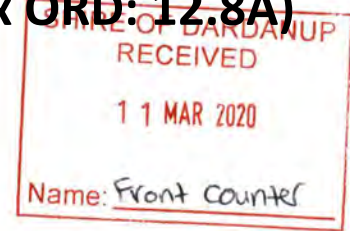
Wednesday, 27 May 2020

Commencing at 5.00pm

At

eMeeting via

www.dardanup.wa.gov.au



THE DIGGERS CLUB OF WESTERN AUSTRALIA INCORPORATED

HEADQUARTERS: WATERLOO HALL • SOUTH WESTERN HIGHWAY • WATERLOO

PO BOX 2254 • BUNBURY WA 6231 •

March 11, 2020.

Dear Mr Bennett,

I wish to advise council that at a Special General Meeting held on February 2, 2020, it was voted by the members of The Diggers' Club of WA Inc to dissolve the club.

Unfortunately this has come about due to our declining membership, mainly because of ageing, lack of support and new members.

It was suggested that the club approach the Dardanup Shire and request their consideration to permit The Diggers' Club to erect a small wall of remembrance to replace our existing wall at Waterloo hall.

If this is permitted we would prefer it to be located in the vicinity of the existing wall memorial located in Dardanup townsite. However we would be open to suggestions.

It was also mentioned at our meeting on March 8, that there was talk of the shire building a museum in Eaton, if this is correct we would be pleased to donate the memorabilia of The Diggers Club. If the shire agrees to this it would be appreciated if you would notify the club.

Please find enclosed a copy of the minutes of the club's Special General Meeting.

If there are any queries, please contact the secretary, Kaye Henderson on

9725 1144 or 0400 165 911.

Fred Howett,

President.

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Waterloo Hall – Diggers Club – Termination of Lease									
RISK THEME PROFILE: 3 - Failure to Fulfill Compliance Requirements (Statutory, Regulatory)									
Choose an item. Choose an item.									
RISK ASSESSMENT CONTEXT: Strategic									
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Loss of lease income and increased costs.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non Compliance with Lease Agreement could lead to legal non-compliance.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.

12.7 Title: Dardanup War Memorial

Reporting Department: Corporate & Community Services
 Reporting Officer: Ms Lee Holben - Manager Community Services
 Legislation: Local Government Act 1995

Overview

Council is requested to authorise unbudgeted expenditure for the purpose of a new plaque depicting names of residents who fought at World War I and II that are missing from the original plaque on the Dardanup RSL Memorial.

Site Photograph



Background

The RSL War Memorial is located in Palmer Park, Little Street Dardanup and is owned by the Shire of Dardanup.

It was constructed in 1960 of brick and render by an unknown architect or builder.

An obelisk type tablet is housed on three black steps in front of a rectangular brick paving in which are written the words "Lest We Forget". On either side are two strip rows of roses. The central memorial has a list of names of the locals who sacrificed their lives in both World Wars I and II.

Rev. Father O'Mahony consecrated the memorial in 1960.

The RSL War Memorial has aesthetic and social significance as part of a precinct comprising of the original Roads Board Office, Dardanup Hall and civic precinct on the corner of Ferguson Road and Little Street which is enhanced by the avenue of gum trees along Little Street.

The historical and social significance is due to its association with the remembrance of local community members who served in the armed forces and as a commemoration of local soldiers who died in the first and second World Wars.

The memorial is listed in the Shire of Dardanup's Local Heritage Survey 2016.

The local Dardanup residents contacted Shire of Dardanup in 2017 to enquire about adding names to the RSL Memorial in Dardanup as they had researched and discovered there were seven names missing from the plaque.

Legal Implications - None.

Strategic Community Plan -

Strategy 1.6.1- Provide opportunities for the community to engage with Councillors and Staff. (Service Priority: High)

Strategy 2.4.1- Encourage the preservation of significant heritage properties and precincts. (Service Priority: High)

Strategy 3.2.1- To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High)

Environment - None.

Precedents - None.

Budget Implications -

Unbudgeted item. There are currently sufficient funds in Minor Community Activities 2018/19 budget allocation (J08717) to cover the cost of the new plaque, including installation.

Budget – Whole of Life Cost

Ongoing maintenance costs of the memorial and the surrounding landscaping.

Council Policy Compliance None.

Risk Assessment - Low.

The risk is considered low for the following reasons:

Reputational Risk

The memorial is valued by the residents of the Shire of Dardanup and to not include all the names could see the Shire being viewed in a negative light.

Officer Comment

The local Dardanup residents contacted the Shire of Dardanup in 2017 to enquire about adding names to the RSL Memorial in Dardanup as they had researched and discovered there were seven names missing from the plaque.

Council staff have worked with the State RSL to ensure the names were authentic and appropriate to be added to the plaque.

The current plaque is marble, which is cemented into the memorial. It does not list the Wars separately (ie World War 1 and 2, with World War 2 being highlighted by an * next to the name). The lettering is quite large with limited space to add more names.

After discussion with the local residents it was recommended that the original plaque be left, with a smaller bronze plaque being placed next to it. This new plaque would indicate that due to social significance, the original plaque had been left unchanged and a new plaque had been placed on the other side of the memorial, with the names of those people not included on the original marble plaque.

The residents have confirmed that no one from the Shire of Dardanup participated in any other wars.

The current plaque is lit at night by a switcher which is on a timer in the Dardanup Hall. The Committee have requested that the new plaque also be lit.

Initial cost for a new plaque has been investigated with the cost being approximately \$3,500 to produce and install a granite inscribed plaque.

- Stage 2: 2019 – 2021 Timeframe

The community want to mirror the memorial on the other side of the current memorial as they are finding they are getting larger numbers to the ceremonies/march and they are spilling out onto the road. With this safety concern in mind, the committee felt that by mirroring the image on the other side – two lines of roses similar to what is already there and the same brick work (leading back into the hall car park) would be a safer option, and cater for the increase in numbers attending. (See Appendix ORD: 12.7)

With the plaque being on the other side, some of the roses (approximately four on each side), would need to be removed to allow visitors to walk around the memorial without difficulty, especially the elderly. These roses could be transplanted in the garden bed proposed in the mirror image.

As part of this design, one of the five flag poles would need to be removed (centre one). This concept has been priced by the Manager Operations at approximately \$10,000, which includes but is not limited to paving, plants, removal of reticulation and flag pole.

This project (Stage 2) is not currently listed in the forward financial plan. There are funding opportunities through the State RSL that can be investigated.

- Stage 3:

The Lions developed a concept a number of years ago for a life size statue of a soldier to be placed on top of the memorial. The drawings and costings were done a number of years ago. If this project (Stage 3) is approved by the residents and the Shire of Dardanup, a new quote will be secured.

Before this final stage can commence, a structural engineer would need to look at the memorial to ensure it can take the weight of the statue and that it would not tip the memorial over due to high wind velocity.

The Lions have indicated that they would fund this stage and may approach other funding/sponsorship bodies in the future.

Council Role - Review.

Voting Requirements - Absolute Majority.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Approve unbudgeted expenditure of \$3,500 from the 2018/2019 Budget (J08717) for the purpose of installing an additional plaque at the Dardanup RSL Memorial, depicting additional names of residents who fought in World War I and II.
2. Support the further investigation and inclusion of Stage Two Project works in future Long Term Financial Plans, which will involve the mirroring of brickworks and gardens on the opposite side of the current memorial.
3. Support the identification and future application for grant funding towards the Stage Two Project works.

Change to Officer Recommendation

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

- *Ensure that following Stage 3 the costings of the statue be brought back to Council for consideration*

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

182-19 MOVED - Cr. J Dow SECONDED - Cr. M T Bennett

THAT Council:

1. **Approve unbudgeted expenditure of \$3,500 from the 2018/2019 Budget (J08717) for the purpose of installing an additional plaque at the Dardanup RSL Memorial, depicting additional names of residents who fought in World War I and II.**
2. **Support the further investigation and inclusion of Stage Two Project works in future Long Term Financial Plans, which will involve the mirroring of brickworks and gardens on the opposite side of the current memorial.**
3. **Support the identification and future application for grant funding towards the Stage Two Project works.**
4. **That drawings and costings of a statue be brought back to Council for consideration as per Stage 3 of the report.**

CARRIED

6/0

By Absolute Majority

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Supporting Economic Stimulus within the Shire of Dardanup RISK THEME PROFILE: 2 - Business and Community Disruption 6 - Engagement Practices RISK ASSESSMENT CONTEXT: Operational									
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Council's reputation could be impacted dependant on their decision on recipients' applications for once off funding.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.

COVID-19 WA roadmap



Phase 1

Phase 2

Phase 3

27 April 2020

18 May 2020

Around 4 weeks after Phase 2

- Gatherings limit raised from 2 to 10 people
- Some additional non-contact public activities permitted
- Soft start to Term 2 for public schools introduced
- Home opens permitted in accordance with the limit on gatherings
- Weddings and funerals, up to 10 people
- Outdoor personal training (no shared equipment) up to 10 people

- Non-work gatherings limit raised to 20 people
- Weddings and funerals up to 20 people inside or 30 outside
- People are encouraged to return to work, unless they are unwell or vulnerable
- Regional travel restrictions relaxed, travel permitted between:
 - Perth, Peel, Wheatbelt, South West & Great Southern
 - Mid-West, Gascoyne & Pilbara*
 - Within the Goldfields-Esperance region*
 - Local Government Areas in the Kimberley*

* Restrictions on travel to biosecurity zones and remote communities remain in place

- Public pools permitted to open with strict rules
- Cafes and restaurants permitted to reopen with meal service, including within pubs, bars, clubs, hotels and casino, up to 20 patrons, with the 4sqm rule applied
- Places of worship, libraries, community centres & community facilities may reopen, with a 20 patron limit
- Indoor and outdoor fitness and dance classes allowed, with a 20 participant limit; minimal shared equipment and 4sqm rule applied
- Non-contact community sport and training allowed, with a 20 person limit

- Further increases in non-work gatherings
- Contact community sport
- Beauty therapy services
- Public playgrounds, skate parks, cinemas and concert venues

Phase 3 will be subject to health advice, but will focus on continuing to build stronger links within the community and include further resumption of commercial and recreational activities. It may include:

- Further increase to non-work gathering limits
- Reopening playgrounds, skate parks and outdoor gym equipment
- Reopening galleries, museums, zoos, theatres, cinemas and concert venues
- Resuming beauty therapy and personal care services
- Resuming community contact sport
- Restrictions further relaxed for gyms, health clubs and indoor sport centres
- Reopening auction houses and real estate auctions
- Possible further adjustments to regional boundaries

Phase 4

Future easing of restrictions will be determined and occur in line with expert health advice

Avoid close contact with others
Keep at least 1.5 metres away

Healthy hygiene
Wash your hands regularly
Cover your mouth/nose when you cough/sneeze

4 square metres per person

Download the COVIDSafe app

We're all in this together.

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT:		COVID-19 Financial Hardship Policy for Rates and Sundry Debtors							
RISK THEME PROFILE:		2 - Business and Community Disruption 3 - Failure to Fulfill Compliance Requirements (Statutory, Regulatory)							
RISK ASSESSMENT CONTEXT:		Operational							
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Risk of Council not receiving 2020/21 Rates Revenue in a timely manner may affect operational budget requirements for next financial year.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	The Shire may be perceived as uncompassionate, uncaring or indifferent if no policy is in place for ratepayers and sundry debtors affected by financial hardship due to the events surrounding COVID-19.	Minor (2)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT:		Extension of Banking Contract – Provision of Banking and Bill Payment Services							
RISK THEME PROFILE:		2 - Business and Community Disruption 3 - Failure to Fulfill Compliance Requirements (Statutory, Regulatory)							
RISK ASSESSMENT CONTEXT:		Operational							
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Risk that the current banking contract may expire and result in an increase in bank fees and charges.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	Changing primary banking supplier has considerable ramifications to finance resources ie staff time/planning; implementation process; disruption to Council's banking processes including transactional processing, Eftpos, and Payments of Accounts.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Risk of contract expiry and non-compliance to <i>Local Government (Functions and General) Regulations 1996</i> and Council's Procurement Policy - CP034 – <i>Procurement Policy</i> .	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Devoid of a banking contract, Council may be	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.11)

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
	perceived as inefficient and/or lacking internal controls in managing its Contract Portfolio.							
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

Description	Taxed	Free	Determination/ATO Ruling	Changed	2018/19	2019/20	& CHARGES 2019/20	Ledger #	Code	Type
10.3.4 Niche Wall										
Reservation for Placement	X			2014	\$ 181.82	\$ 181.82	\$ 200.00	1027003	0409	LGA 1995 & Cemeteries Act 1986
Placement in single niche including bronze plaque and standard inscription	X			2015	\$ 409.09	\$ 409.09	\$ 450.00	1027003	0409	LGA 1995 & Cemeteries Act 1986
Placement in double niche including bronze plaque and standard inscription	X			2015	\$ 454.55	\$ 454.55	\$ 500.00	1027003	0409	LGA 1995 & Cemeteries Act 1986
Placement in double niche including second inscription for double niche plaqu	X			2015	\$ 409.09	\$ 409.09	\$ 450.00	1027003	0409	LGA 1995 & Cemeteries Act 1986
10.3.5 Rose Garden										
Reservation for Placement	X			2015	\$ 181.82	\$ 181.82	\$ 200.00	1027003	0409	LGA 1995 & Cemeteries Act 1986
Placement including bronze plaque and standard inscription	X			2015	\$ 409.09	\$ 409.09	\$ 450.00	1027003	0409	LGA 1995 & Cemeteries Act 1986
Placement including bronze plaque and standard inscription, and second rese	X			2015	\$ 454.55	\$ 454.55	\$ 500.00	1027003	0409	LGA 1995 & Cemeteries Act 1986
Second placement including plaque and standard inscription	X			2015	\$ 409.09	\$ 409.09	\$ 450.00	1027003	0409	LGA 1995 & Cemeteries Act 1986
10.3.6 Miscellaneous										
Undertakers Licence - Annual		X	31.4 / ATO Ruling	2015	\$ 200.00	\$ 200.00	\$ 200.00	1027004	0132	LGA 1995 & Cemeteries Act 1986
Undertakers Licence - per burial		X	31.4 / ATO Ruling	2005	\$ 30.00	\$ 30.00	\$ 30.00	1027004	0132	LGA 1995 & Cemeteries Act 1986
Monumental Masons Annual Fee		X	31.4 / ATO Ruling	2015	\$ 200.00	\$ 200.00	\$ 200.00	1027004	0132	LGA 1995 & Cemeteries Act 1986
Permission to construct monument		X	31.4 / ATO Ruling	2015	\$ 100.00	\$ 100.00	\$ 100.00	1027004	0132	LGA 1995 & Cemeteries Act 1986
Single Monument Permit (Monumental Masons only)		X	31.4 / ATO Ruling	2015	\$ 100.00	\$ 100.00	\$ 100.00	1027004	0132	LGA 1995 & Cemeteries Act 1986
Issue of Grant of Right of Burial		X	31.4 / ATO Ruling	2015	\$ 50.00	\$ 50.00	\$ 50.00	1027004	0132	LGA 1995 & Cemeteries Act 1986
Copy of Grant of Right of Burial		X	31.4 / ATO Ruling	2015	\$ 25.00	\$ 25.00	\$ 25.00	1027004	0132	LGA 1995 & Cemeteries Act 1986
Renewal of Grant of Right of Burial		X	31.4 / ATO Ruling	2015	\$ 100.00	\$ 100.00	\$ 100.00	1027004	0132	LGA 1995 & Cemeteries Act 1986
10.4 Environment										
10.4.1 Hire of Ripper Moulder										
Weekly Hire	X			2016	\$ 31.82	\$ 31.82	\$ 35.00	1025002		Bonds
Bond		X		2016	\$ 100.00	\$ 100.00	\$ 100.00	TRUST - THIRE05		
FUNCTION 11 Recreation & Culture										
11.1 Public Halls & Civic Centres										
11.1.1 Don Hewison Centre (Hall & Grounds)										
<i>Building Leased</i>										
11.1.2 Dardanup Hall										
Complete Facility										
Concessional / Hr (Registered Non Profit, Charitable organisations)	X			2014	\$ 41.82	\$ 41.82	\$ 46.00	1121014	0411	
Day time hire / Hr	X			2014	\$ 54.55	\$ 54.55	\$ 60.00	1121014	0411	
- Complete Evening (6pm - 11pm)	X			2014	\$ 272.73	\$ 272.73	\$ 300.00	1121014	0411	5 hrs
- Complete Day (8am - 6pm)	X			2014	\$ 545.45	\$ 545.45	\$ 600.00	1121014	0411	10 hrs
- Complete Day & Night (8am - 11pm)	X			2014	\$ 818.18	\$ 818.18	\$ 900.00	1121014	0411	15 hrs
- Half Day (noon - 6pm)	X			2014	\$ 327.27	\$ 327.27	\$ 360.00	1121014	0411	6 hrs
- Half Day & Night (noon - 11pm)	X			2014	\$ 600.00	\$ 600.00	\$ 660.00	1121014	0411	11 hrs
Lessor Hall or Main Hall (& Kitchen) - Dardanup Only										
Concessional / Hr (Registered Non Profit, Charitable organisations)	X			2011	\$ 21.82	\$ 21.82	\$ 24.00	1121014	0411	
Day time hire / Hr	X			2011	\$ 27.27	\$ 27.27	\$ 30.00	1121014	0411	
- Complete Evening (7pm - 11pm)	X			2011	\$ 136.36	\$ 136.36	\$ 150.00	1121014	0411	5 hrs
- Complete Day (8am - 6pm)	X			2011	\$ 272.73	\$ 272.73	\$ 300.00	1121014	0411	10 hrs
- Complete Day & Night (8am - 11pm)	X			2011	\$ 409.09	\$ 409.09	\$ 450.00	1121014	0411	15 hrs
- Half Day (noon - 6pm)	X			2011	\$ 163.64	\$ 163.64	\$ 180.00	1121014	0411	6 hrs
- Half Day & Night (noon - 11pm)	X			2011	\$ 300.00	\$ 300.00	\$ 330.00	1121014	0411	11 hrs
11.1.3 Other Halls										
As set by individual Hall Lessees	X									
Dardanup Community Centre (front section leased)	X		LEASE							
Dardanup Community Centre (rear section only)	X		LEASE							
- Concessional / Hr (Registered Non Profit, Charitable organisations)	X			New	\$ -	\$ 21.82	\$ 24.00	1121014	0411	
- Day time hire / Hr	X			New	\$ -	\$ 27.27	\$ 30.00	1121014	0411	

Description	Taxed	Free	Determination/ATO Ruling	Changed	2018/19	2019/20	& CHARGES 2019/20	Ledger #	Code	Type
11.1.4 Bonds Key Bond Hall Bond - Events/Weddings/Birthday Parties Hall Bond - Commercial Use Hall Bond - Community Use/Groups Dardanup Community Centre (rear section only) Dardanup Community Centre (rear section only) Parks Gardens Reserves - Large Events Parks Gardens Reserves - Small Events Events on Roads		X X X X X X X X		2009 \$ 40.00 \$ 40.00 2009 \$ 1,000.00 \$ 1,000.00 2018 \$ 500.00 \$ 500.00 2018 \$ 250.00 \$ 250.00 New \$ - \$ 500.00 New \$ - \$ 250.00 2009 \$ 1,200.00 \$ 1,200.00 2005 \$ 500.00 \$ 500.00 2005 \$ 1,000.00 \$ 1,000.00			\$ 40.00 TRUST - TKEY 1,000.00 TRUST - THIRE02 500.00 TRUST - THIRE02 250.00 TRUST - THIRE02 500.00 TRUST - THIRE02 250.00 TRUST - THIRE02 1,200.00 TRUST - THIRE03 500.00 TRUST - THIRE03 1,000.00 TRUST - THIRE04			Bonds Events/18th and 21st Birthday Parties Commercial Use Community Use/Groups Commercial Use Community Use/Groups Bonds Bonds Bonds
11.1.5 Cleaning Use of Council Cleaners	X			At Cost	At Cost		(cost+OH) + GST	1121002		
11.2 Parks, Gardens and Reserves										
11.2.1 Glen Huon Bunbury Softball Assoc	X			LEASE	LEASE			1123003	0254	
11.2.2 Tennis Courts - Dardanup Dardanup Tennis Club Court Hire per hour (per court) Lights per hour	X X X			\$ 54.55 \$ 54.55 \$ 13.64 \$ 13.64 \$ 9.09 \$ 9.09			\$ 60.00 \$ 15.00 \$ 10.00	1123002 1123002 1123002		
11.2.3 Tennis Courts - Eaton Court Hire per hour (per court)	X			\$ 13.64 \$ 13.64			\$ 15.00	1123002		
11.2.4 Water / 1000 litres (Standpipe Water) Staff call out	X	X	S32 - 285 GST Act GSTR2000/25	2009 \$ 15.00 \$ 15.00 At Cost	15.00		\$ 15.00 At Cost	1328002 1328002	0412 0412	A New Tax System (GST) Act 1999 'GST Act'
11.2.5 Reserves SWFL Oval use per Season (per oval)	X			2015 \$ 1,118.18 \$ 1,118.18			Refer Comments	1123003	0800	As per Lease Agreement
11.2.6 Bonds Parks Gardens Reserves - Large Events Parks Gardens Reserves - Small Events Events on Roads		X X X		2009 \$ 1,200.00 \$ 1,200.00 2005 \$ 500.00 \$ 500.00 \$ 1,000.00 \$ 1,000.00			\$ 1,200.00 TRUST - THIRE03 \$ 500.00 TRUST - THIRE03 \$ 1,000.00 TRUST - THIRE04			Bonds Bonds Bonds
11.3 Eaton Recreation Centre										
11.3.1 Eaton Recreation Centre Special Promotions & Events - The Chief Executive Officer (or the Chief Executive Officers delegated representative) is permitted to amend fees for special promotions and negotiate fees for special events. Memberships										
Joining Fee	X			2018 \$ 40.91 \$ 40.91			\$ 45.00	1124003		
Full Membership - Gym, Group Fitness, Cycling, Trainer Support		X		2019 \$ 744.55 \$ 759.09 2019 \$ 448.18 \$ 457.27 2019 \$ 268.18 \$ 273.64 2019 \$ 100.00 \$ 120.72 2019 \$ 29.73 \$ 30.32			\$ 835.00 \$ 503.00 \$ 301.00 \$ 132.79 \$ 33.35	1124007 1124007 1124007 1124007 1124007		
Full Membership - Concession (Pension, DVA, Student Card) - 10% discount		X		2019 \$ 670.00 \$ 683.18 2019 \$ 403.64 \$ 411.55 2019 \$ 241.36 \$ 246.27 2019 \$ 90.00 \$ 92.45 2019 \$ 26.86 \$ 27.27			\$ 751.50 \$ 452.70 \$ 270.90 \$ 101.70 \$ 30.00	1124007 1124007 1124007 1124007 1124007		

Description	Taxed	Free	Determination/ATO Ruling	Changed	2018/19	2019/20	& CHARGES 2019/20	Ledger #	Code	Type
Gym or Group Fitness Only Membership										
- 12 Months	X			2019	\$ -	683.16	\$ 751.50	1124007		
- 6 Months	X			2019	\$ -	411.55	\$ 452.70	1124007		
- 3 Months	X			2019	\$ -	246.27	\$ 270.90	1124007		
- 1 Month	X			2019	\$ -	92.45	\$ 101.70	1124007		
- Fortnightly Direct Debit	X			2019	\$ -	27.27	\$ 30.00	1124007		
Gym or Group Fitness Only Membership - Concession (Pension, DVA, Student Card) - 10% discount										
- 12 Months	X			2019	\$ -	614.86	\$ 676.35	1124007		
- 6 Months	X			2019	\$ -	365.81	\$ 402.40	1124007		
- 3 Months	X			2019	\$ -	218.91	\$ 240.80	1124007		
- 1 Month	X			2019	\$ -	82.18	\$ 90.40	1124007		
- Fortnightly Direct Debit	X			2019	\$ -	24.26	\$ 26.68	1124007		
Off Peak/Special Population Membership - Fit Over 50 and Youth Memberships - 20% discount										
- 12 Months	X			2019	\$ 602.73	607.27	\$ 668.00	1124007		
- 6 Months	X			2019	\$ 362.73	365.81	\$ 402.40	1124007		
- 3 Month	X			2019	\$ 217.27	218.91	\$ 240.80	1124007		
- 1 Month	X			2019	\$ 80.00	82.18	\$ 90.40	1124007		
- Fortnightly Direct Debit	X			2019	\$ 24.27	24.25	\$ 26.68	1124007		
* Members who have maintained 10 years consecutive membership receive a 10% discount on their applicable membership rate										
Rehabilitation Membership										
- 3 Month	X			2019	\$ 306.36	312.72	\$ 344.00	1124007		
Fitness Centre										
Casual Gym Entry	X			2015	\$ 16.36	16.36	\$ 18.00	1124003		
Casual Gym Entry - Concession: Senior / Full Time Student	X			2018	\$ 14.73	14.73	\$ 16.20	1124003		
Group Fitness - 45 to 60 Minute Class	X			2015	\$ 16.36	16.36	\$ 18.00	1124004		
Group Fitness - Concession - Senior / Full Time Student - 45 to 60 Minute Cla	X			2018	\$ 14.73	14.73	\$ 16.20	1124004		
Group Fitness 10 Visit Pass: 30 to 60 Minute Class	X			2018	\$ 147.27	147.27	\$ 162.00	1124004		
Group Fitness 10 Visit Pass - Concession: 30 to 60 Minute Class	X			2018	\$ 132.55	132.55	\$ 145.80	1124004		
Fit Over 50 Session	X			2018	\$ 8.18	8.18	\$ 9.00	1124003		
Fit Over 50 Appraisal/Programme - Non Member	X			2014	\$ 40.00	40.00	\$ 44.00	1124003		
Fit Over 50 - 10 Pass	X			2018	\$ 81.82	81.82	\$ 90.00	1124003		
Fitness Appraisal/Assessment + Program	X			2014	\$ 50.00	50.00	\$ 55.00	1124003		
Youth/Teen Fitness Session (formerly Junior Fitness Sessions)	X			2018	\$ 8.18	8.18	\$ 9.00	1124004		
Teen Fit Term Fee - 10 week term	X			2017	\$ 136.36	136.36	\$ 150.00	1124004		
Personal Training										
Personal Training (1 Hour)	X			2014	\$ 63.64	63.64	\$ 70.00	1124004		
Personal Training (30 Minutes)	X			2014	\$ 40.91	40.91	\$ 45.00	1124004		
Personal Training 5 Pass (1 Hour)	X			2014	\$ 295.45	295.45	\$ 325.00	1124004		
Personal Training 10 Pass (1 Hour)	X			2014	\$ 545.45	545.45	\$ 600.00	1124004		
Personal Training 5 Pass (30 Minutes)	X			2014	\$ 181.82	181.82	\$ 200.00	1124004		
Personal Training 10 Pass (30 Minutes)	X			2014	\$ 318.18	318.18	\$ 350.00	1124004		
*Personal Training - additional participants plus \$20 per hour										
Creche										
Creche 10 Session Pass - Member	X			2018	\$ 18.18	18.18	\$ 20.00	1124013		
Creche 10 Session Pass - Casual	X			New	\$ -	22.73	\$ 25.00	1124013		
Creche Single Session Pass (Per Child) - Members	X			2018	\$ -	2.27	\$ 2.50	1124013		
Creche Single Session Pass (Per Child) - Non members	X			New	\$ 2.73	2.73	\$ 3.00	1124013		
Administration										
Replacement Membership Access Device	X			2016	\$ 18.18	18.18	\$ 20.00	1124003		
Membership Attendance Report	X			2017	\$ 22.73	22.73	\$ 25.00	1124003		
Administration Fee (Membership Transfers/Forfeit Fee)	X			2017	\$ 22.73	22.73	\$ 25.00	1124003		
Direct Debit Rejection Fee	X			2019	\$ -	15.45	\$ 17.00	1124003		

Description	Taxed	Free	Determination/ATO Ruling	Changed	2018/19	2019/20	& CHARGES 2019/20	Ledger #	Code	Type
11.3.4 Facility Hire / Hour										
Meeting Room Single (Per Hour)	X			2011	\$ 18.18	\$ 18.18	\$ 20.00	1124006	0413	
Meeting Room Double (Per Hour)	X			2019	\$ 31.82	\$ 36.36	\$ 40.00	1124006	0413	
Function / Group Fitness Room (Per Hour) (Inc outdoor area if required)	X			2011	\$ 36.36	\$ 36.36	\$ 40.00	1124006	0413	
Spin Room (Per session) (incl 16 Bikes)	X			2016	\$ 63.64	\$ 63.64	\$ 70.00	1124006	0413	
Servery	X			2016	\$ 18.18	\$ 18.18	\$ 20.00	1124006	0413	
Court Hire - OFF PEAK	X			2016	\$ 36.36	\$ 36.36	\$ 40.00	1124005	0414	
Court Hire - PEAK	X			2018	\$ 49.09	\$ 49.09	\$ 54.00	1124005	0414	
Half Court Hire - OFF PEAK	X			2014	\$ 22.73	\$ 22.73	\$ 25.00	1124005	0414	
Half Court Hire - PEAK	X			2014	\$ 30.91	\$ 30.91	\$ 34.00	1124005	0414	
<i>Note: Peak = after 4:00pm Monday to Friday</i>										
Grandstand (per tier)	X			2013	\$ 59.09	\$ 59.09	\$ 65.00	1124003		
Competition Events Package (per court)	X			2013	\$ 27.27	\$ 27.27	\$ 30.00	1124005	0414	
<i>Competition Events Package = score bench with 2 seats, 2 team low benches, court seating and coordinators counter (with the hire of 2 or more courts)</i>										
Chair Hire (Per Chair)	X			2013	\$ 0.45	\$ 0.45	\$ 0.50	1124003		
BBQ	X			2013	\$ 20.00	\$ 20.00	\$ 22.00	1124003		
Hire of Table Cloths or Trestle Table (per Table)	X			2013	\$ 4.55	\$ 4.55	\$ 5.00	1124003		
TV / DVD	X			2013	\$ 9.09	\$ 9.09	\$ 10.00	1124003		
Data Projector (per Hour) min charge of 4 hours	X			2014	\$ 6.36	\$ 6.36	\$ 7.00	1124003		
Bouncy Castle (Per Use)	X			2019	\$ 200.00	\$ 118.18	\$ 130.00	1124005	0414	
Hire with Alcohol										
Local Organisation (Per hour)	X			2016	\$ 45.45	\$ 45.45	\$ 50.00	1124003		
Outside Organisation(Per hour)	X			2019	\$ -	\$ 59.09	\$ 65.00	1124003		
Local Organisation (Not for profit - 10% off normal fee)	X			2019	\$ -	\$ 40.91	\$ 45.00	1124003		
Outsidel Organisation (Not for profit - 10% off normal fee)	X			2019	\$ -	\$ 53.18	\$ 58.50	1124003		
Hire - Additional Rubbish Fee (per rubbish bin)	X			2019	\$ 22.73	At Cost	At Cost	1124003		
Facility Hire / Hour (Registered Non Profit / Charitable Organisations) *										
<i>* 10% Discount Included</i>										
Meeting Room Single (Per Hour) or Creche	X			2011	\$ 16.36	\$ 16.36	\$ 18.00	1124006	0413	
Meeting Room Double (Per Hour)	X			2011	\$ 28.64	\$ 32.72	\$ 36.00	1124006	0413	
Function / Group Fitness Room (Per Hour) (Inc outdoor area if required)	X			2011	\$ 32.72	\$ 36.36	\$ 40.00	1124006	0413	
Spin Room (Per session) (incl 16 Bikes)	X			2013	\$ 57.28	\$ 57.28	\$ 63.00	1124006	0413	
Servery	X			2016	\$ 16.36	\$ 16.36	\$ 18.00	1124006	0413	
Court Hire - OFF PEAK	X			2016	\$ 32.72	\$ 32.72	\$ 36.00	1124005	0414	
Court Hire - PEAK	X			2018	\$ 44.09	\$ 44.09	\$ 48.50	1124005	0414	
Half Court Hire - OFF PEAK	X			2014	\$ 20.46	\$ 20.46	\$ 22.50	1124005	0414	
Half Court Hire - PEAK	X			2014	\$ 27.82	\$ 27.82	\$ 30.60	1124005	0414	
<i>Note: Peak = after 4:00pm Monday to Friday</i>										
11.3.5 Sports & Programmes										
Casual Shots- Single Entry	X			2016	\$ 3.64	\$ 3.64	\$ 4.00	1124003		
Casual Shots- 10 Pass	X			2016	\$ 32.73	\$ 32.73	\$ 36.00	1124003		
- 3 Month Pass	X			2017	\$ 72.73	\$ 72.73	\$ 80.00	1124003		
- 6 Month Pass	X			2019	\$ 122.73	\$ 131.82	\$ 145.00	1124003		
Holiday Programme/Vacation Care per Day		X		2019	\$ 58.00	\$ 60.00	\$ 60.00	1124012		
Holiday Programme/Vacation Care After Hours Late Fee - After 5.45pm		X		2007	\$ 10.00	\$ 10.00	\$ 10.00	1124012		
Holiday Programme After Hours Late Fee - After 6.00pm - charge every 5 minutes or part the		X			\$ 15.00	\$ 15.00	\$ 15.00	1124012		
Administration Fee - Late Payment Fee		X			\$ 20.00	\$ 20.00	\$ 20.00	1124012		
Clintics (Hour)	X			2018	\$ 9.09	\$ 9.09	\$ 10.00	1124004		
Term Course (Adult)	X				Per Program	Per Program	Per Program	1124004		
Term Course (Youth)	X				Per Program	Per Program	Per Program	1124004		
Term Course (Seniors)	X				Per Program	Per Program	Per Program	1124004		
Term Course (Juniors)	X				Per Program	Per Program	Per Program	1124004		
Birthday Parties (per child, minimum of 12 - 2 hour party - Inc catering)	X			2011	\$ 16.36	\$ 16.36	\$ 18.00	1124004		
Other Programmes to be calculated on programme schedule										
										Vacation Care Programme After 5.45pm but before 5.59pm \$15.00 per every 5 minutes after 6.00pm Per Invoice Request

Description	Taxed	Free	Determination/ATO Ruling	Changed	2018/19	2019/20	& CHARGES 2019/20	Ledger #	Code	Type
Badminton										
- Casual Game Fee	X			2018 \$	7.27 \$	7.27	\$	1124003		
Night programmes per Team										
- Registration (New Teams)	X			2014 \$	45.45 \$	45.45	\$	1124004		
- Registration (Ongoing Team)	X			2014 \$	27.27 \$	27.27	\$	1124004		
- Registration Junior Team (New)	X			2016 \$	40.91 \$	40.91	\$	1124004		
- Registration Junior Team (Ongoing)	X			2016 \$	22.73 \$	22.73	\$	1124004		
- Fee per Game - Netball	X			2016 \$	54.55 \$	54.55	\$	1124004		
- Fee per Game - Basketball	X			2016 \$	54.55 \$	54.55	\$	1124004		
- Fee per Game - Futsal	X			2016 \$	50.00 \$	50.00	\$	1124004		
- Fee per Game - Junior	X			2016 \$	40.91 \$	40.91	\$	1124004		
- Fee per Game - Basketball 3 on 3	X			2018 \$	36.36 \$	36.36	\$	1124004		
Day Programme per Team										
- Registration (New Teams)	X			2008 \$	31.82 \$	31.82	\$	1124004		
- Registration (Ongoing Team)	X			2007 \$	18.18 \$	18.18	\$	1124004		
- Fee per Game	X			2014 \$	38.18 \$	38.18	\$	1124004		
Staff Costs - Centre Supervisor* / Cleaner	X			2019 \$	45.45 \$	54.55	\$	1124001		
Staff Costs - Group Fitness Instructor	X			2019 \$	63.64 \$	72.73	\$	1124001		
Staff Costs - Security Call Outs	X			2015	At Cost	At Cost		1124001		
<i>*After Hours Centre Supervisor charges per Area (1 Area = 1 Court):</i>										
<i>Hire 1 Area = 1 Court or Meeting Room or Function Group Fitness - 100% of Rate</i>										
<i>Hire 2 Areas = Courts and/or Double Meeting Room and/or Function Group Fitness - 50% of Rate</i>										
<i>Hire 3 Areas = Courts and/or Double Meeting Room and/or Function Group Fitness - No Charge</i>										
<i>Note, 1 Court is equal to 1 Area.</i>										
11.3.6 Signage (Charge per annum or pro rata)										
Wall 1200 x 1200	X			2019 \$	200.00 \$	272.73	\$	1124011		
Wall 2400 x 1200	X			2019 \$	250.00 \$	318.18	\$	1124011		
Wall 2400 x 1800	X			2019 \$	300.00 \$	363.64	\$	1124011		
Wall 2400 x 2400	X			2019 \$	350.00 \$	454.55	\$	1124011		
11.3.7 Overnight Accommodation Charges (Per Night)										
Up to 25 people	X			2018 \$	272.73 \$	272.73	\$	1124006		
Additional per person rate - 26 to 50	X			2019 \$	8.18 \$	9.09	\$	1124006		
Additional per person rate - 51 to 75	X			2019 \$	7.27 \$	8.18	\$	1124006		
Additional per person rate 76 and over	X			2019 \$	6.36 \$	7.27	\$	1124006		
11.4 Libraries										
11.4.1 Internet & Wi-Fi Access										
Internet & Wi-Fi Access	X			2007	No Charge	No Charge				No Charge
11.4.2 Miscellaneous										
Lost / Damaged Items - Replacement	X			2018 \$	2.73 \$	2.73	\$	1126003	0415	ATO Private Ruling
Headphones (per set)	X			2018 \$	2.27 \$	2.27	\$	1126004		
Tea, Coffee, Hot Chocolate (includes pod, UHT milk capsule, cup & lid)	X			2018 \$	10.00 \$	10.00	\$	1126004		
Library Bond for Library Programs/Special Events	X			2018 \$	10.00 \$	10.00	\$	TRUST - THIRE06		Bond Per Booking (Per Family or Per Person)
11.4.3 Printing & Copying Costs										
A4 Black & White	X			2014 \$	0.27 \$	0.27	\$	1126004		
A4 Colour	X			2014 \$	0.91 \$	0.91	\$	1126004		
A3 Black & White	X			2015 \$	0.55 \$	0.55	\$	1126004		
A3 Colour	X			2014 \$	1.82 \$	1.82	\$	1126004		
11.4.4 Laminating Costs										
A4	X			2018 \$	1.36 \$	1.36	\$	1126004		
A3	X			2018 \$	2.73 \$	2.73	\$	1126004		

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT:		Variation of Eaton Recreation Centre Fees due to COVID-19 Restrictions							
RISK THEME PROFILE:		<p>Note: Multiple risk themes can be selected. Please add more if there are not enough fields.</p> <p>10 - Management of Facilities, Venues and Events</p> <p>Choose an item.</p>							
RISK ASSESSMENT CONTEXT:		Operational							
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	There is the potential for a loss of ERC income due to the WA State Government COVID-19 restrictions.	Minor (2)	Likely (4)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	There is the potential for adverse members and public reaction and perception of the ERC and the Shire if the full ERC fees are reintroduced.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.

COVID-19 WA roadmap



27 April 2020

Phase 1

- Gatherings limit raised from 2 to 10 people
- Some additional non-contact public activities permitted
- Soft start to Term 2 for public schools introduced
- Home opens permitted in accordance with the limit on gatherings
- Weddings and funerals, up to 10 people
- Outdoor personal training (no shared equipment) up to 10 people

18 May 2020

Phase 2

- Non-work gatherings limit raised to 20 people
 - Weddings and funerals up to 20 people inside or 30 outside
 - People are encouraged to return to work, unless they are unwell or vulnerable
 - Regional travel restrictions relaxed, travel permitted between:
 1. Perth, Peel, Wheatbelt, South West & Great Southern
 2. Mid-West, Gascoyne & Pilbara*
 3. Within the Goldfields-Esperance region*
 4. Local Government Areas in the Kimberley*
- * Restrictions on travel to biosecurity zones and remote communities remain in place

Around 4 weeks after Phase 2

Phase 3

Phase 3 will be subject to health advice, but will focus on continuing to build stronger links within the community and include further resumption of commercial and recreational activities. It may include:

- Further increase to non-work gathering limits
- Reopening playgrounds, skate parks and outdoor gym equipment
- Reopening galleries, museums, zoos, theatres, cinemas and concert venues
- Resuming beauty therapy and personal care services
- Resuming community contact sport
- Restrictions further relaxed for gyms, health clubs and indoor sport centres
- Reopening auction houses and real estate auctions
- Possible further adjustments to regional boundaries

Phase 4

Future easing of restrictions will be determined and occur in line with expert health advice

Avoid close contact with others
Keep at least 1.5 metres away

Healthy hygiene
Wash your hands regularly
Cover your mouth/nose when you cough/sneeze

4 square metres per person



Download the COVIDSafe app

We're all in this together.

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Establishment of CEO Review Committee and Adoption of its Terms of Reference

RISK THEME PROFILE:

- 4 - Document Management Processes
- 6 - Engagement Practices

5 - Employment Practices

RISK ASSESSMENT CONTEXT: Operational


CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Compliance with requirements of Local Government Act 1995 requirements Failure to comply with legal requirements would affect the reputation of the Shire of Dardanup.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	No risk event identified for this category.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.



CEO REVIEW COMMITTEE

INSTRUMENT OF APPOINTMENT
&
TERMS OF REFERENCE

By Resolution of Council
Ordinary Council Meeting 19/05/2020
Resolution Number [??-20]



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1 INTRODUCTION

The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 5.8 of the Local Government Act 1995, the committee to be known as the CEO Review Committee, (the "Committee").

The Council appoints to the Committee those persons to be members of the committee by resolution of Council. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the day prior to local government elections being held. Council may appoint members for a further term at the next available meeting following the elections.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and the policies of the Shire of Dardanup and this instrument.

2 NAME

The name of the Committee is the "CEO Review" Committee.

3 OBJECTIVES – GENERIC

The following objectives are generic to all Council committees:

- 3.1 To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- 3.2 Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- 3.3 To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- 3.4 To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Functions of the Committee and Section 5 Committee Objectives - Specific.
- 3.5 To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct.

(Details of tasks to be endorsed by Council by resolution when the committee is established or as amended from time to time).

4 FUNCTIONS OF THE CEO REVIEW COMMITTEE

The detailed functions of the Committee are set out in accordance with the Local Government Act 1995, s5.38(1)and(3).

5.38. Annual review of employees' performance

- (1) *A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.*
- (2) *The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.*
- (3) *A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.*

[Section 5.38 inserted: No. 16 of 2019 s. 21.]

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance about key result areas, progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to key result areas should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

5 COMMITTEE OBJECTIVES - SPECIFIC

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality. The CEO Review Committee shall have the following objectives:

- 5.1 In conjunction with an independent facilitator, undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment and key performance indicators;
- 5.2 In consultation with an independent facilitator and the CEO, develop and recommend to Council key performance indicators in order to achieve the key priorities of the Corporate Business Plan, and any other means that will be used to assess the CEO's future performance in order to meet the expectation of Council;
- 5.3 Review the CEO's employment contract and position description and make recommendations to Council as and when necessary;

- 5.4 Review the CEO's remuneration package annually and make recommendations to Council in relation to remuneration, in accordance with the CEO's contract of employment, having consideration to the CEO's performance, current level of remuneration, and the Salaries and Allowances Determination;
- 5.5 Provide guidance to Council in assessing the CEO's performance; and
- 5.6 Provide positive communication opportunities between Council and the CEO.

Any variation to these objectives is not to be considered by the committee unless approved by Council.

6 MEMBERSHIP

- 6.1 The Council resolves to nominate no more than two elected members being the Shire President and Deputy Shire President as members for the Committee for a period of two years or until the next Ordinary Council election, the five elected members shall be members of the committee.
- 6.2 In addition to the above with regards to the specific membership of the CEO Review Committee the following sections in *Local Government Act 1995*, in relation to representation are also relevant:

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.*

[Section 5.10 amended: No. 16 of 2019 s. 18.]

5.11 Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) *the person resigns from membership of the committee; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
whichever happens first.
 - (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.
- 6.3 The Chief Executive Officer nominates the Manager Governance & HR to attend meetings as required to provide advice and guidance to the committee.

7 PRESIDING MEMBER

- 7.1 The CEO or delegated nominee will preside until the position of Presiding member is filled in accordance with Schedule 2.3 clause 3 of the *Local Government Act 1995*.
- 7.2 The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with the following provisions of the *Local Government Act 1995*:

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".*
- (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”.

7.3 The Presiding Member shall ensure that business is conducted in accordance with the Shire of Dardanup Standing Orders and that minutes of the proceedings are kept in accordance with Section 5.22 of the *Local Government Act 1995*.

5.22. Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting’s proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

7.4 The Deputy presiding member has the following functions as per section 5.12 of the *Local Government Act 1995*:

5.13. Deputy presiding members, functions of

If, in relation to the presiding member of a committee —

- (a) *the office of presiding member is vacant; or*
- (b) *the presiding member is not available or is unable or unwilling to perform the functions of presiding member,*
then the deputy presiding member, if any, may perform the functions of presiding member.

7.5 A presiding member is to be chosen from the committee members present at the meeting if the presiding member or deputy presiding member are unavailable or unwilling to perform the functions of the presiding member in accordance with Section 5.14 the *Local Government Act 1995*:

5.14. Who acts if no presiding member

If, in relation to the presiding member of a committee —

- (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
- (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,*
then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

8 MEETINGS

- 8.1 As there are no power or duty delegated to the committee the meetings are not open to the public.
- 8.2 The Committee will meet at least once a year to facilitate an annual assessment of the CEO's performance.
- 8.3 Notice of meetings including an agenda shall be given to members at least **3 days** prior to each meeting.
- 8.4 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such minutes.
- 8.5 The minutes of the meeting are to be included in the next available Ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.
- 8.6 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.
- 8.7 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

9 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

(Note – Council may, at the request of the Committee, agree to set the quorum at a lesser number. However in such circumstances any recommendation on expenditure of monies or on forming policy positions that is being made to Council or the CEO, the committee must have at least 50% of the members present to make a valid recommendation/s.)

10 DELEGATED POWERS

- 10.1 The Committee has no specific powers under the Local Government Act and is to advise and make recommendations to Council only.
- 10.2 The Council reserves the right to delegate powers to the committee if circumstances require delegation. The Delegation shall be recorded in the Council minutes prior to the delegation being exercised.

11 DISPUTE

Where the CEO disagrees with the feedback he/she is entitled to request Council consider the rating.

12 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

12.1 In accordance with the Local Government Act 1995; or

12.2 At the direction of Council.

13 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

13.1 This document may be altered at any time by the Council on the recommendation of the Committee, or by direct resolution of Council.

14 COMMITTEE DECISIONS

14.1 Committee decisions shall not be binding on Council in any circumstance.

14.2 The decisions of the CEO Review Committee is to be by simple majority in accordance with the Local Government Act 1995.

15 HISTORY OF COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE

15.1 The CEO Review Committee was established by Resolution of the Shire of Dardanup Council on 27 May 2020.

16 OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMITTEE

16.1 The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee. In normal circumstances this is the Manager Governance & HR.

16.2 The appointed officer shall ensure the provision of secretarial and administrative support.

RISK ASSESSMENT TOOL									
<p>OVERALL RISK EVENT: Failing to monitor the financial performance can increase the risk of a negative impact on the Shire's financial position. Non-compliance with legislative requirement could result if a qualified audit.</p> <p>RISK THEME PROFILE: 3 - Failure to Fulfill Compliance Requirements (Statutory, Regulatory)</p> <p>RISK ASSESSMENT CONTEXT: Operational</p>									
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.



Monthly Financial Report

For the Period

1 July 2019 to 30 April 2020

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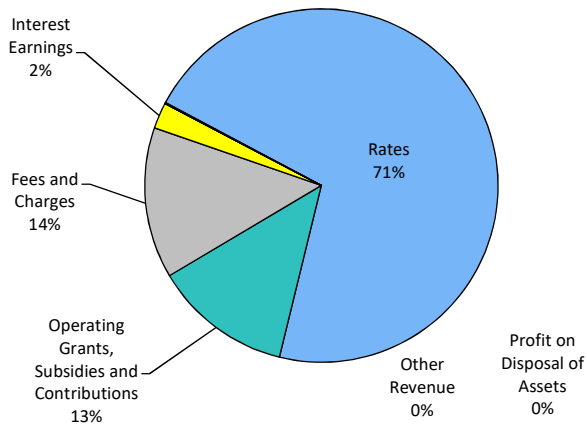
(Appendix ORD: 12.14B)



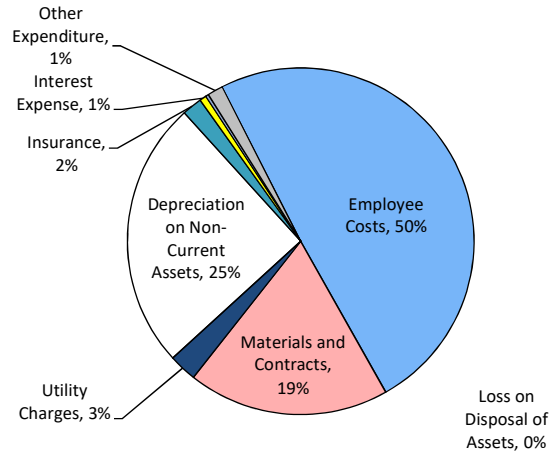
Monthly Financial Report For the Period Ended 30 April 2020

SUMMARY GRAPHS

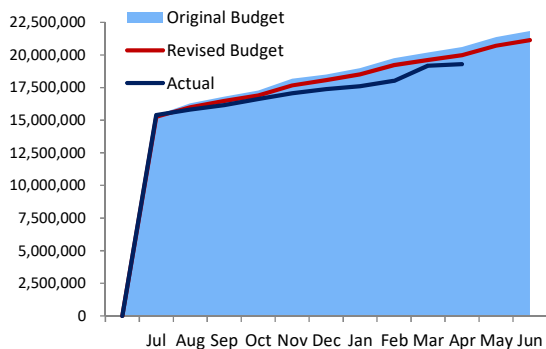
OPERATING REVENUE - ACTUAL YTD



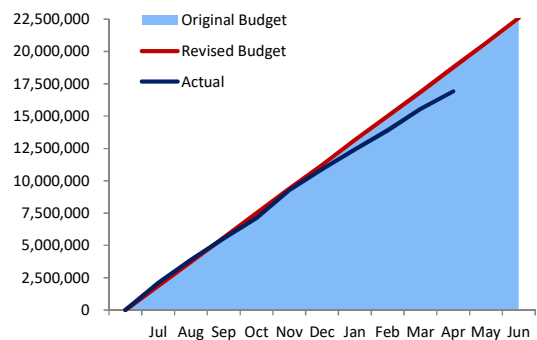
OPERATING EXPENSES - ACTUAL YTD



Total Operating Revenue - Budget - v Actual

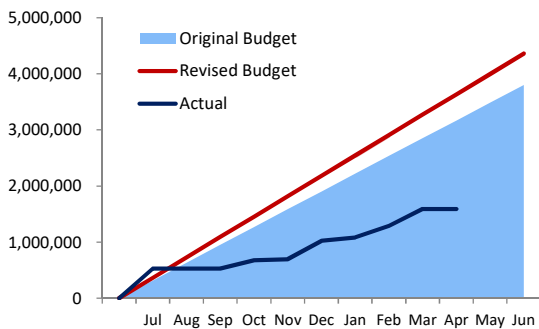


Total Operating Expenses - Budget - v Actual



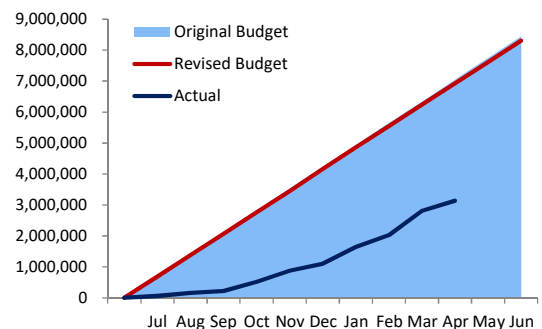
CAPITAL REVENUE

Capital Revenue - Budget - v - Actual



CAPITAL EXPENSES

Capital Expenses - Budget - v - Actual



This information is to be read in conjunction with the accompanying Financial Statements and Notes

(Appendix ORD: 12.14B)



Statement of Financial Activity by Program For the Period Ended 30 April 2020 (Covering 10 months or 83% of the year)

Sch	2019/20	2019/20	2019/20	2019/20	Variance Y-T-D	Variance Y-T-D	2019/20	2018/19	
	Adopted Budget \$	Revised Budget \$	Y-T-D Revised Budget \$	Y-T-D Actual \$	Actual to Revised Budget \$	Actual to Revised Budget %	Forecast \$	Last Year Actual \$	
OPERATING ACTIVITIES									
Revenue									
Governance	4	1,550	3,240	2,670	8,720	6,050	226.6%	6,832	29
General Purpose Funding	3	15,474,534	15,461,160	15,021,730	14,478,881	(542,849)	(3.6%)	15,455,677	14,868,866
Law, Order, Public Safety	5	410,591	639,614	538,020	541,163	3,143	0.6%	648,404	440,114
Health	7	20,150	20,150	16,780	26,867	10,087	60.1%	15,650	19,177
Education and Welfare	8	3,500	4,205	3,500	7,205	3,705	105.8%	3,205	13,384
Community Amenities	10	1,504,690	1,516,067	1,487,440	1,477,393	(10,047)	(0.7%)	1,491,706	1,398,292
Recreation and Culture	11	2,834,702	2,825,214	2,350,661	2,303,980	(46,681)	(2.0%)	2,404,322	1,817,846
Transport	12	178,301	178,301	148,560	170,148	21,588	14.5%	177,801	161,057
Economic Services	13	101,580	101,580	84,600	81,676	(2,924)	(3.5%)	92,990	156,340
Other Property and Services	14	1,303,007	1,394,616	1,162,140	195,453	(966,687)	(83.2%) ▼	1,445,490	226,367
Total Operating Revenue		21,832,605	22,144,147	20,816,101	19,291,485	(1,524,616)	(7.3%)	21,742,077	19,101,472
Operating Expenses									
Governance	4	(1,282,266)	(1,276,440)	(1,063,630)	(965,268)	98,362	9.2%	(1,242,444)	(1,026,392)
General Purpose Funding	3	(409,569)	(396,294)	(306,470)	(264,558)	41,912	13.7%	(380,294)	(354,842)
Law, Order, Public Safety	5	(1,661,176)	(1,890,341)	(1,575,100)	(1,262,263)	312,837	19.9% ▲	(1,912,544)	(1,465,816)
Health	7	(564,913)	(563,407)	(468,805)	(430,556)	38,249	8.2%	(542,865)	(510,333)
Education and Welfare	8	(826,305)	(856,109)	(714,047)	(628,754)	85,293	11.9% ▲	(810,226)	(754,676)
Community Amenities	10	(2,832,799)	(2,879,500)	(2,334,003)	(1,997,488)	336,515	14.4% ▲	(2,721,049)	(2,106,048)
Recreation & Culture	11	(8,160,605)	(8,043,329)	(6,710,014)	(6,172,483)	537,531	8.0%	(7,844,738)	(7,299,459)
Transport	12	(5,802,313)	(5,807,747)	(4,836,990)	(4,862,402)	(25,412)	(0.5%)	(5,736,458)	(5,707,573)
Economic Services	13	(601,073)	(573,224)	(477,570)	(414,102)	63,468	13.3% ▲	(563,420)	(523,658)
Other Property and Services	14	(263,823)	(327,314)	(272,450)	35,838	308,288	113.2% ▲	(157,607)	(460,427)
Total Operating Expenditure		(22,404,841)	(22,613,705)	(18,759,079)	(16,962,036)	1,797,043	9.6%	(21,911,643)	(20,209,224)
Net Operating Activities		(572,236)	(469,558)	2,057,022	2,329,449	272,427	(13.2%)	(169,566)	(1,107,752)

(continued next page)

(Appendix ORD: 12.14B)



Statement of Financial Activity by Program For the Period Ended 30 April 2020 (Covering 10 months or 83% of the year)

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 Y-T-D Revised Budget \$	2019/20 Y-T-D Actual \$	Variance Y-T-D Actual to Revised Budget \$	Variance Y-T-D Actual to Revised Budget %	2019/20 Forecast \$	2018/19 Last Year Actual \$
Net Operating Activities (from previous page)	(572,236)	(469,558)	2,057,022	2,329,449	272,427	13.2%	(169,566)	(1,107,752)
ADJUSTMENTS OF NON CASH ITEMS								
(Profit)/Loss on Asset Disposals	(1,165,000)	(1,146,655)	(955,550)	49,517	1,005,067	105.2% ▲	(1,221,645)	18,870
Accruals	0	34,140	0	0	0	0.0%	34,140	(202,576)
Fair Value Adjustment to Financial Assets	0	0	0	0	0	0.0%	0	(70,068)
Contra Repayment of Prefunded Infrastructure	0	0	0	0	0	0.0%	0	0
Depreciation on Assets	5,242,750	5,242,750	4,368,910	4,248,071	(120,839)	(2.8%)	5,210,500	5,042,270
Adjusted Net Operating Activities	A 3,505,514	3,660,677	5,470,382	6,627,037	1,156,655	21.1%	3,853,429	3,680,744
INVESTING ACTIVITIES								
Revenue								
Non-operating grants, subsidies & contributions	3,804,088	4,361,257	3,634,320	1,590,581	(2,043,739)	(56.2%) ▼	4,126,841	1,874,654
Proceeds from Disposal of Assets	1,323,924	1,341,054	1,117,530	1,293,721	176,191	15.8% ▲	1,341,054	261,575
Total Capital Revenue	5,128,012	5,702,311	4,751,850	2,884,302	(1,867,548)	(39.3%)	5,467,895	2,136,229
Expenditure								
Land & Buildings	(1,148,280)	(1,231,423)	(1,030,624)	(124,788)	905,836	87.9% ▲	(921,404)	(400,830)
Infrastructure Assets - Road / Bridges / Paths	(5,405,567)	(5,149,126)	(4,290,540)	(2,362,391)	1,928,149	44.9% ▲	(5,149,127)	(3,788,051)
Infrastructure Assets - Parks & Gardens	(854,154)	(833,737)	(694,730)	(366,282)	328,448	47.3% ▲	(833,737)	(68,198)
Vehicles	(546,108)	(631,444)	(526,180)	(283,499)	242,682	46.1% ▲	(631,444)	(381,650)
Plant & Equipment	(26,000)	(6,000)	(5,000)	0	5,000	100.0%	(6,000)	(45,444)
Furniture & Fittings	(475,478)	(456,719)	(380,570)	(763)	379,807	99.8% ▲	(426,419)	(33,131)
Total Capital Expenditure	(8,455,587)	(8,308,449)	(6,927,644)	(3,137,722)	3,789,922	54.7%	(7,968,131)	(4,717,304)
Net Capital Activities	B (3,327,575)	(2,606,138)	(2,175,794)	(253,420)	1,922,374	88.4%	(2,500,236)	(2,581,075)
FINANCING ACTIVITIES								
Revenue								
Proceeds from New Loans	750,000	750,000	625,000	0	(625,000)	(100.0%) ▼	0	0
Self Supporting Loans - Principal Recoups	0	0	0	0	0	0.0%	0	32,936
Transfers from Reserves	6,036,256	5,408,863	4,506,190	838,176	(3,668,014)	(81.4%) ▼	5,227,650	3,969,700
Total Financing Revenue	6,786,256	6,158,863	5,131,190	838,176	(4,293,014)	83.7%	5,227,650	4,002,636
Expenditure								
Repayment of Loans	(279,748)	(279,748)	(279,747)	(279,748)	(2)	(0.0%)	(279,748)	(362,288)
Transfers to Reserves	(6,853,402)	(7,032,931)	(5,860,600)	(421,431)	5,439,169	92.8% ▲	(6,323,794)	(4,638,721)
Total Financing Expenditure	(7,133,150)	(7,312,679)	(6,140,347)	(701,180)	5,439,167	88.6%	(6,603,542)	(5,001,009)
Net Financing Activities	C (346,894)	(1,153,817)	(1,009,157)	136,996	1,146,153	113.6%	(1,375,893)	(998,373)
FUNDING SOURCES								
Surplus/(Deficit) July 1 B/Fwd	D 301,183	404,751	301,183	404,751	103,568	34.4% ▲	404,751	303,456
CLOSING FUNDS (A+B+C+D)	132,227	305,473	2,586,614	6,915,364	4,328,750	(167.4%)	382,052	404,751

KEY INFORMATION

▲ ▼ Indicates a significant variance between Year-to-Date (YTD) Revised Budget and YTD Actual data as per the adopted materiality threshold.

▲ indicates a positive impact on the surplus/deficit position. ▼ indicates a negative impact on the surplus/deficit position.

Refer to Note 2 for an explanation of the reasons for the variance.

This statement to be read in conjunction with the accompanying Financial Statements and Notes

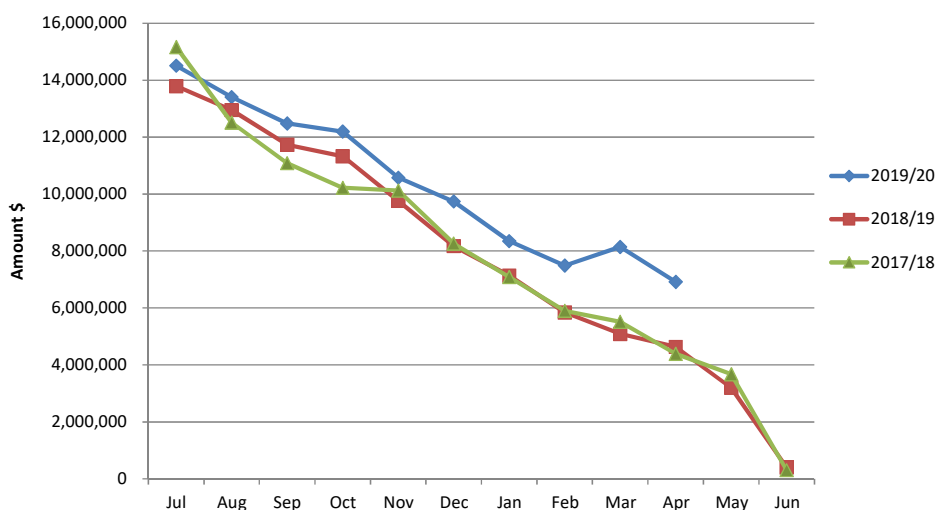
(Appendix ORD: 12.14B)



Statement of Financial Activity by Program For the Period Ended 30 April 2020 NET CURRENT ASSETS

Note	Year to Date Actual 30-Apr-2020 \$	This Time Last Year 30-Apr-2019 \$	Last Year Closing 30 June 2019 \$
Represented By:			
CURRENT ASSETS			
Cash and Cash Equivalents	24,768,888	19,575,792	19,441,957
Rates Debtors Outstanding	563,315	562,941	311,495
Pensioner Rates Rebate	18,316	31,171	19,786
Sundry Debtors	154,961	354,285	200,555
Self Supporting Loan Asset	0	32,936	0
Accrued Revenue	67,802	110,692	151,597
Prepaid Expenses	0	0	22,734
Goods & Services Tax / BAS Refund	49,291	88,735	127,208
Other Receivables	(97,700)	0	0
Inventories - Materials	5,047	2,166	5,047
Inventories- Trading Stock - Recreation Centre	8,430	11,857	8,430
Current Assets	25,538,348	20,770,575	20,288,810
LESS CURRENT LIABILITIES			
Payables:			
Sundry Creditors	(144,712)	(129,753)	(735,312)
Other Payables	(67,565)	(80,080)	(5,069)
Municipal Bonded Liabilities	(778,120)	0	(825,867)
Prepaid Revenue - Rates / PPL	(327,108)	(322,223)	(565,248)
Accrued Interest on Debentures	(37,523)	(42,740)	(37,523)
Accrued Salaries & Wages	0	0	(25,165)
Other Accrued Expenses	0	0	(5,174)
Borrowings - Debentures	0	0	(279,748)
Provisions:			
Staff Leave Provisions	(1,272,697)	(1,190,807)	(1,272,697)
Current Liabilities	(2,627,724)	(1,765,603)	(3,751,803)
Net Current Assets	22,910,624	19,004,972	16,537,007
Less: Restricted Assets / Reserve Funds	4 (15,995,260)	(14,341,500)	(16,412,005)
Less: Self Supporting Loan Income	0	(32,936)	0
Add: Current - Borrowings	0	0	279,748
CLOSING FUNDS / NET CURRENT ASSETS (per previous page)	6,915,364	4,630,536	404,751

Liquidity Over The Year



(Appendix ORD: 12.14B)



Statement of Comprehensive Income by Nature or Type For the Period Ended 30 April 2020 (Covering 10 months or 83% of the year)

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 Y-T-D Revised Budget \$	2019/20 Y-T-D Actual \$	Variance Y-T-D Actual to Revised Budget \$	Variance Y-T-D Actual to Revised Budget %	2019/20 Forecast \$	2018/19 Last Year Actual \$
Revenue								
Rates	13,742,181	13,713,132	13,698,972	13,707,164	8,192	(0.1%)	13,713,132	13,091,847
Grants, Subsidies & Contributions	3,234,207	2,580,226	1,989,118	2,442,254	453,136	(22.8%)	3,564,954	2,202,843
Fees and Charges	3,156,021	3,150,593	2,852,860	2,665,373	(187,487)	6.6%	2,663,467	3,112,535
Interest Earnings	507,656	507,656	448,041	457,076	9,035	(2.0%)	532,994	581,228
Other Revenue	27,540	27,540	22,950	19,618	(3,333)	0.0%	27,540	27,855
	<u>20,667,605</u>	<u>19,979,147</u>	<u>19,011,941</u>	<u>19,291,485</u>	<u>279,544</u>	<u>(1.5%)</u>	<u>20,502,087</u>	<u>19,016,308</u>
Expenses								
Employee Costs	(11,155,410)	(11,016,815)	(9,176,810)	(8,367,990)	808,820	8.8%	(10,911,998)	(9,793,985)
Materials and Contracts	(4,665,758)	(4,950,406)	(4,034,819)	(3,187,532)	847,287	21.0%	(4,402,192)	(4,049,538)
Utility Charges	(561,970)	(565,816)	(471,230)	(441,502)	29,728	6.3%	(552,718)	(551,434)
Depreciation on Non-current Assets	(5,242,750)	(5,242,750)	(4,368,910)	(4,248,071)	120,839	2.8%	(5,210,500)	(5,042,270)
Interest Expense	(113,943)	(113,943)	(101,754)	(106,819)	(5,065)	(5.0%)	(113,943)	(127,293)
Insurance	(282,982)	(314,956)	(262,220)	(316,060)	(53,840)	(20.5%)	(313,993)	(253,207)
Other	(382,028)	(390,674)	(328,056)	(244,545)	83,511	25.5%	(387,954)	(357,532)
	<u>(22,404,842)</u>	<u>(22,595,361)</u>	<u>(18,743,799)</u>	<u>(16,912,519)</u>	<u>1,831,280</u>	<u>9.8%</u>	<u>(21,893,298)</u>	<u>(20,175,259)</u>
Operational Surplus / (Deficit)	(1,737,237)	(2,616,214)	268,142	2,378,966	2,110,824	(787.2%)	(1,391,211)	(1,158,951)
Grants & Contributions for the Development of Assets	3,804,089	4,361,257	3,634,320	1,590,581	(2,043,739)	(56.2%)	4,126,841	1,874,654
Profit on Asset Disposals	1,165,000	1,146,655	955,550	0	(955,550)	(100.0%)	1,221,645	15,093
Loss on Asset Disposals	0	0	0	(49,517)	(49,517)	(100.0%)	0	(33,963)
Fair Value Adjustment to Financial Assets	0	0	0	0	0	0.0%	0	70,068
	<u>4,969,089</u>	<u>5,507,912</u>	<u>4,589,870</u>	<u>1,541,063</u>	<u>(3,048,807)</u>	<u>66.4%</u>	<u>5,348,486</u>	<u>1,925,852</u>
NET RESULT	3,231,852	2,891,699	4,858,012	3,920,030	(937,982)	19.3%	3,957,275	766,901
Other Comprehensive Income								
Changes on Revaluation of Non-Current Assets	0	0	0	0	0	0.0%	0	0
TOTAL COMPREHENSIVE INCOME	3,231,852	2,891,699	4,858,012	3,920,030	(937,982)	19.3%	3,957,275	766,901

(Appendix ORD: 12.14B)



Notes to the Statement of Financial Activity For the Period Ended 30 April 2020

1. PROGRAMS / ACTIVITIES

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision and for each of its broad activities/programs.

COMMUNITY VISION

Provide effective leadership in encouraging balanced growth and development of the Shire while recognising the diverse needs of the community.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services	Rates, general purpose government grants and interest revenue.
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administration support available to Council for the provision of governance of the District. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Council services.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local-laws relating to the fire prevention, animal control and protection of the environment, and other aspects of public safety including emergency services.
HEALTH	To provide services to achieve community and environmental health.	Maternal and infant health facilities, immunisation, meat inspection services, inspection of food outlets, noise control and pest control services.
EDUCATION AND WELFARE	To provide services to children, youth, the elderly and disadvantaged persons.	Pre-school and other education services, child minding facilities, playgroups, senior citizens' centres.
COMMUNITY AMENITIES	To provide services required by the community.	Rubbish collection services, operation of refuse site, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemeteries and public conveniences.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resources which help the social well being of the community.	Maintenance of halls, civic buildings, river banks, recreation centre and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library and other cultural facilities.
TRANSPORT	To promote safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges, footpaths, cycle ways, parking facilities, traffic control and depot. Cleaning of streets and maintenance of street trees, street lighting, etc.
ECONOMIC SERVICES	To help promote the shire and its economic wellbeing.	Tourism and area promotion, building control, provision of rural services including weed control and vermin control, standpipes.
OTHER PROPERTY & SERVICES	To monitor and control Council's overheads operating accounts.	Private works operations, plant repairs and operations costs, engineering operation costs.



Notes to the Statement of Financial Activity
For the Period Ended 30 April 2020

2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM

The material variances adopted by the Shire of Dardanup for reporting in the 2019/20 year is 10% or \$50,000, whichever is the greater. All variances are between Year-to-Date Actual and Year-to-Date Revised Budget values.

Sch	2019/20 Y-T-D	2019/20 Y-T-D	2019/20 Actual	2019/20 Revised Budget	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
OPERATING ACTIVITIES								
Revenue								
4	2,670	8,720	6,050		226.6%			
3	15,021,730	14,478,881	(542,849)		(3.6%)			
5	538,020	541,163	3,143		0.6%			
7	16,780	26,867	10,087		60.1%			
8	3,500	7,205	3,705		105.8%			
10	1,487,440	1,477,393	(10,047)		(0.7%)			
11	2,350,661	2,303,980	(46,681)		(2.0%)			
12	148,560	170,148	21,588		14.5%			
13	84,600	81,676	(2,924)		(3.5%)			
14	1,162,140	195,453	(966,687)		(83.2%)	Timing	\$971,000 profit not yet realised on disposal of land. Asset register to be updated.	
Total Operating Revenue	20,816,101	19,291,485	(1,524,616)		(7.3%)			
Operating Expenses								
4	(1,063,630)	(965,268)	98,362		9.2%			
3	(306,470)	(264,558)	41,912		13.7%			
5	(1,575,100)	(1,262,263)	312,837		19.9%	Timing / Permanent	Timing : \$184,000 for ongoing bush fire risk management planning and mitigation works, 50,000 lower costs for animal control & general law and order. Permanent : \$60,000 lower depreciation expense.	
7	(468,805)	(430,556)	38,249		8.2%			
8	(714,047)	(628,754)	85,293		11.9%	Timing	\$76,000 lower costs to date for Community Services operating costs and programs	
10	(2,334,003)	(1,997,488)	336,515		14.4%	Timing	Generally lower operating costs to date - \$62,000 waste management, \$39,000 environmental projects, \$176,000 town planning administration & consultants, \$54,000 public facilities maintenance.	
11	(6,710,014)	(6,172,483)	537,531		8.0%			
12	(4,836,990)	(4,862,402)	(25,412)		(0.5%)			
13	(477,570)	(414,102)	63,468		13.3%	Timing	Lower operating costs to date - \$36,000 for tourism and \$24,000 building control	
14	(272,450)	35,838	308,288		113.2%	Timing	\$72,000 lower costs for new software, \$180,000 overheads allocated to works and programs.	
Total Operating Expenditure	(18,759,079)	(16,962,036)	1,797,043		(9.6%)			
Net Operating Activities	2,057,022	2,329,449	272,427		13.2%			
ADJUSTMENTS OF NON CASH ITEMS								
(Profit)/Loss on Asset Disposals	(955,550)	49,517	1,005,067		105.2%	Timing	\$971,000 profit not yet realised on disposal of land, \$32,000 write off for building demolition at de-commissioned Dardanup depot.	
Depreciation on Assets	4,368,910	4,248,071	(120,839)		(2.8%)			
Adjusted Net Operating Activities	5,470,382	6,627,037	1,156,655		21.1%			

(continued next page)

Notes to the Statement of Financial Activity
For the Period Ended 30 April 2020

2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY BY PROGRAM (continued)

	2019/20 Y-T-D Revised Budget \$	2019/20 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
Adjusted Net Operating Activities (from previous period)	5,470,382	6,627,037	1,156,655	21.1%		
INVESTING ACTIVITIES						
Revenue						
Non-operating grants, subsidies & contributions	3,634,320	1,590,581	(2,043,739)	(56.2%)	▼ Timing	Lower receipt of capital grants & contributions to date for bush fire buildings, halls & sporting buildings, foreshore boat ramp, parks projects & roads construction projects.
Proceeds from Disposal of Assets	1,117,530	1,293,721	176,191	15.8%	▲ Permanent	Proceeds of land sale greater than budgeted amount. Full amount to be transferred to Reserve.
Total Capital Revenue	4,751,850	2,884,302	(1,867,548)	(39.3%)		
Expenditure						
Land & Buildings	(1,030,624)	(124,788)	905,836	87.9%	▲ Timing	Major building projects Eaton Bowling Club, Waterloo Fire Station, Eaton Oval Clubrooms upgrade have not yet commenced construction.
Infrastructure Assets - Road / Bridges / Paths	(4,290,540)	(2,362,391)	1,928,149	44.9%	▲ Timing	\$626,000 from delay in upgrade project Eaton Drive roundabout, \$355,000 in ongoing other road upgrades, \$546,000 relates to pending road renewals, \$393,000 for various paths upgrades not yet commenced.
Infrastructure Assets - Parks & Gardens	(694,730)	(366,282)	328,448	47.3%	▲ Timing	Work has commenced on several parks and reserves projects with the majority of works yet to occur including foreshore boat ramp upgrade and Gnomesville master plan improvements.
Vehicles	(526,180)	(283,499)	242,682	46.1%	▲ Timing	Procurement in progress for replacement tip truck and several Works Operations utilities.
Plant & Equipment	(5,000)	0	5,000	100.0%	▲ Timing	All furniture and equipment purchases not yet completed including Rec Centre gym equipment
Furniture & Fittings	(380,570)	(763)	379,807	99.8%	▲ Timing	
Total Capital Expenditure	(6,927,644)	(3,137,722)	3,789,922	(54.7%)		
Net Capital Activities	(2,175,794)	(253,420)	1,922,374	(88.4%)		
FINANCING ACTIVITIES						
Revenue						
Proceeds from New Loans	625,000	0	(625,000)	(100.0%)	▼ Timing	Wanjui Developer Contribution loan to be borrowed next year
Self Supporting Loans - Principal Reimbursement	0	0	0	0.0%		
Transfers from Reserves	4,506,190	838,176	(3,668,014)	(81.4%)	▼ Timing	Transfers from Reserves to occur at completion of relevant projects or at year-end.
Total Financing Revenue	5,131,190	838,176	(4,293,014)	(83.7%)		
Expenditure						
Repayment of Loans	(279,747)	(279,748)	(2)	(0.0%)		
Transfers to Reserves	(5,860,600)	(421,431)	5,439,169	92.8%	▲ Timing	Most transfers to Reserves will occur at year-end.
Total Financing Expenditure	(6,140,347)	(701,180)	5,439,167	(88.6%)		
Net Financing Activities	(1,009,157)	136,996	1,146,153	(113.6%)		
FUNDING SOURCES						
Surplus/(Deficit) July 1 B/Fwd	301,183	404,751	103,568	34.4%	▲ Permanent	Higher surplus from 2018/19 than anticipated at the time of budget preparation
CLOSING FUNDS (A+B+C+D)	2,586,614	6,915,364	4,328,750	167.4%		

(Appendix ORD: 12.14B)



Notes to the Statement of Financial Activity For the Period Ended 30 April 2020

3. TRUST FUNDS

Funds held at reporting date over which the Shire has no control and which are not included in the financial statements are as follows:

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Tourism WA for Ferguson Valley Project	301,800.73	0.00	0.00	75,000.00	0.00	226,800.73
Public Open Space	857,943.74	0.00	0.00	0.00	0.00	857,943.74
Accrued Interest	0.00	0.00	4,689.39	0.00	0.00	4,689.39
Plus: Outstanding Creditors	0.00	0.00	0.00	0.00	0.00	0.00
Less: Outstanding Debtors	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,159,744.47	0.00	4,689.39	75,000.00	0.00	1,089,433.86

4. CASH BACKED RESERVES

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Un-Restricted						
Executive & Compliance Vehicles Reserve	364,152.78	0.00	0.00	0.00	0.00	364,152.78
Plant & Engineering Equipment Reserve	837,737.92	0.00	0.00	0.00	0.00	837,737.92
Eaton Recreation Centre - Equipment Reserve	365,346.45	0.00	0.00	0.00	0.00	365,346.45
Building Maintenance Reserve	1,620,574.64	0.00	0.00	0.00	0.00	1,620,574.64
Employee Relief Reserve	226,994.98	0.00	0.00	0.00	0.00	226,994.98
Employee Leave Entitlements Reserve	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Refuse Site Environmental Works Reserve	82,960.37	0.00	0.00	0.00	0.00	82,960.37
Information Technology Reserve	406,982.52	0.00	0.00	0.00	0.00	406,982.52
Roadwork Construction & Major Maintenance Reserve	500,300.53	0.00	0.00	0.00	0.00	500,300.53
Meat Inspection Reserve	5,218.96	0.00	0.00	5,218.96	0.00	0.00
Accrued Salaries Reserve	379,359.78	0.00	0.00	0.00	0.00	379,359.78
Tourism Reserve	6,377.35	5,218.96	0.00	0.00	0.00	11,596.31
Recycling Education Reserve	82,334.11	0.00	0.00	0.00	0.00	82,334.11
Road Safety Programs Reserve	8,356.69	17,900.00	0.00	0.00	0.00	26,256.69
Council Land Development Reserve	20,838.59	0.00	0.00	0.00	0.00	20,838.59
Carried Forward Projects Reserve	2,968,519.73	0.00	0.00	0.00	0.00	2,968,519.73
Election Expenses Reserve	23,487.06	0.00	0.00	0.00	0.00	23,487.06
Town Planning Consultancy Reserve	91,740.47	0.00	0.00	0.00	0.00	91,740.47
Parks & Reserves Upgrades Reserve	549,702.69	0.00	0.00	0.00	0.00	549,702.69
Strategic Planning Studies Reserve	218,946.93	0.00	0.00	0.00	0.00	218,946.93
Pathways Reserve	164,161.78	0.00	0.00	0.00	0.00	164,161.78
Asset / Rates Revaluation Reserve	292,877.18	0.00	0.00	0.00	0.00	292,877.18
Refuse & Recycling Bin Replacement Reserve	54,075.81	0.00	0.00	0.00	0.00	54,075.81
Sale of Land Reserve	2,303,942.18	0.00	0.00	0.00	0.00	2,303,942.18
Emergency Services Reserve	10,306.48	0.00	0.00	10,306.48	0.00	0.00
Small Plant & Equipment Reserve	15,261.45	0.00	0.00	15,261.45	0.00	0.00
Storm Water Reserve	101,082.19	15,261.45	0.00	0.00	0.00	116,343.64
	11,706,639.62	38,380.41	0.00	30,786.89	0.00	11,714,233.14
Restricted						
Contribution to Works Reserve	601,543.28	62,768.69	0.00	0.00	0.00	664,311.97
Eaton Drive - Access Construction Reserve	153,212.42	0.00	0.00	0.00	0.00	153,212.42
Eaton Drive - Scheme Construction Reserve	904,633.29	0.00	0.00	0.00	0.00	904,633.29
Fire Control Reserve	1,108.89	10,306.48	0.00	0.00	0.00	11,415.37
Collie River (Eaton Drive) Bridge Construction Reserve	1,548,013.31	0.00	0.00	0.00	0.00	1,548,013.31
Unspent Grants Reserve	1,308,820.17	0.00	0.00	766,611.75	0.00	542,208.42
Swimming Pool Inspection Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Unspent Specified Area Rate - Bulk Waste Collection Reserve	79,770.43	0.00	0.00	0.00	0.00	79,770.43
Unspent Specified Area Rate - Eaton Landscaping Reserve	67,486.00	0.00	0.00	0.00	0.00	67,486.00
Wanju Developer Contribution Plan Unspent Loan Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Dardanup Developer Contribution Scheme - Dardanup Community Centre Reserve	7,317.22	0.00	0.00	7,317.22	0.00	0.00
Dardanup Developer Contribution Scheme - Community Centre Design Reserve	1,126.10	0.00	0.00	1,126.10	0.00	0.00
Dardanup Developer Contribution Scheme - Dardanup Public Library Reserve	4,356.65	0.00	0.00	4,356.65	0.00	0.00
Dardanup Developer Contribution Scheme - Wells Park Hard Courts Reserve	4,089.36	0.00	0.00	4,089.36	0.00	0.00
Dardanup Developer Contribution Scheme - Wells Park Clubroom Reserve	9,725.94	0.00	0.00	9,725.94	0.00	0.00
Dardanup Developer Contribution Scheme - Wells Park Clubrooms Design Reserve	1,282.14	0.00	0.00	1,282.14	0.00	0.00
Dardanup Developer Contribution Scheme - Wells Park Car Park Reserve	12,880.03	0.00	0.00	12,880.03	0.00	0.00
Dardanup Expansion Developer Contribution Plan Reserve	0.00	40,777.44	0.00	0.00	0.00	40,777.44
	4,705,365.23	113,852.61	0.00	807,389.19	0.00	4,011,828.65
Interest	0.00	0.00	273,038.27	0.00	0.00	273,038.27
Less: Outstanding Debtors	0.00	0.00	(3,840.00)	0.00	0.00	(3,840.00)
TOTAL	16,412,004.85	152,233.02	269,198.27	838,176.08	0.00	15,995,260.06

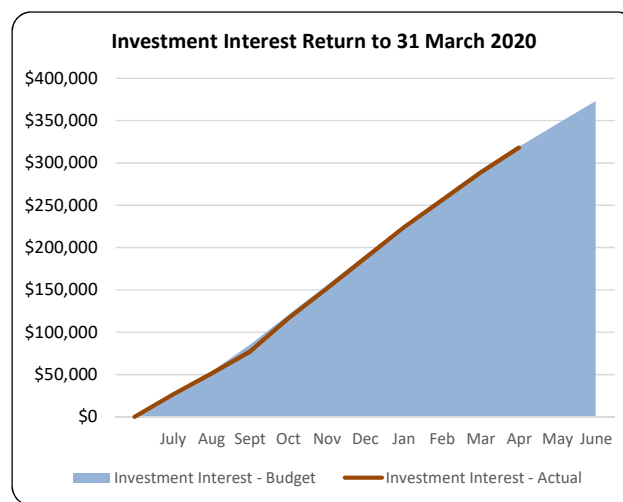
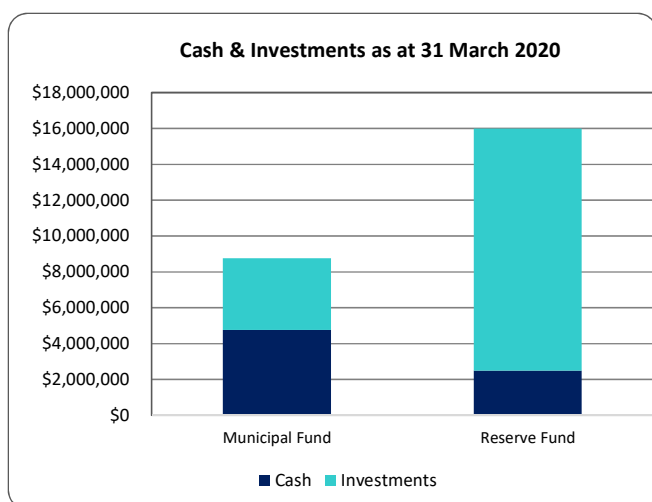
(Appendix ORD: 12.14B)



Notes to the Statement of Financial Activity For the Period Ended 30 April 2020

5. STATEMENT OF INVESTMENTS

BANK	TYPE	AMOUNT	RATE	DAYS	COMMENCEMENT	MATURITY	ESTIMATED INTEREST	INTEREST CREDITED 2019-2020
MUNICIPAL FUND								
CBA	Municipal Fund Bank Account	\$ 4,769,766.60	0.40%				\$1,589.92	\$5,666.72
NAB	Term Deposit	\$ 1,000,000.00	1.05%	78	4/2020	6/2020	\$2,252.79	\$3,989.25
NAB	Term Deposit	\$ 1,000,000.00	0.67%	61	4/2020	6/2020	\$1,124.19	\$3,990.25
Macquarie	Term Deposit	\$ 1,000,000.00	1.65%	91	4/2020	6/2020	\$4,130.11	\$3,989.04
Macquarie	Term Deposit	\$ 1,000,000.00	1.70%	94	3/2020	6/2020	\$4,378.08	\$0.00
		<u>\$ 8,769,766.60</u>					<u>\$13,475.09</u>	<u>\$17,635.26</u>
TRUST FUND								
CBA	Trust Fund Bank Account	\$ 1,089,433.86					\$0.00	\$2,467.49
		<u>\$ 1,089,433.86</u>					<u>\$0.00</u>	<u>\$2,467.49</u>
RESERVE FUND								
CBA	Reserve Bank Account	\$ 2,495,260.06					\$0.00	\$6,838.69
Westpac	Coupon Select Deposit (Tailored Deposit)	\$ 5,000,000.00	2.94%	1098	8/2017	8/2020	\$452,110.29	\$111,961.63
Members Equity	Term Deposit	\$ 1,100,000.00	1.65%	274	9/2019	6/2020	\$13,990.28	\$29,496.49
AMP	Term Deposit	\$ 1,900,000.00	1.80%	189	1/2020	8/2020	\$17,709.04	\$33,271.23
NAB	Term Deposit	\$ 1,500,000.00	1.55%	180	2/2020	10/2020	\$11,465.75	\$0.00
NAB	Term Deposit	\$ 1,000,000.00	1.10%	83	4/2020	6/2020	\$2,501.37	\$3,989.25
NAB	Term Deposit	\$ 1,000,000.00	1.62%	270	9/2019	6/2020	\$11,983.56	\$0.00
Macquarie	Term Deposit	\$ 1,000,000.00	1.70%	94	3/2020	6/2020	\$4,378.08	\$0.00
Macquarie	Term Deposit	\$ 1,000,000.00	1.70%	89	3/2020	6/2020	\$4,145.21	\$0.00
		<u>\$ 15,995,260.06</u>					<u>\$518,283.59</u>	<u>\$185,557.29</u>
Total Interest Received								<u><u>\$205,660.04</u></u>





Notes to the Statement of Financial Activity
For the Period Ended 30 April 2020

5. STATEMENT OF INVESTMENTS (continued)

Total Funds Invested

Total Funds Invested as at Reporting Date -

Municipal Fund Investment Portfolio	\$ 4,000,000.00
Trust Fund Investment Portfolio	\$ -
Reserve Fund Investment Portfolio	\$ 13,500,000.00
	<u>\$ 17,500,000.00</u>

Investment Policy - Portfolio Risk Exposure

Council's investment policy provides a framework to manage the risks associated with financial investments.

Portfolio - Terms of Maturity

Limits are placed on the term to maturity thereby reducing the impact of any significant change in interest rate markets and to provide liquidity.

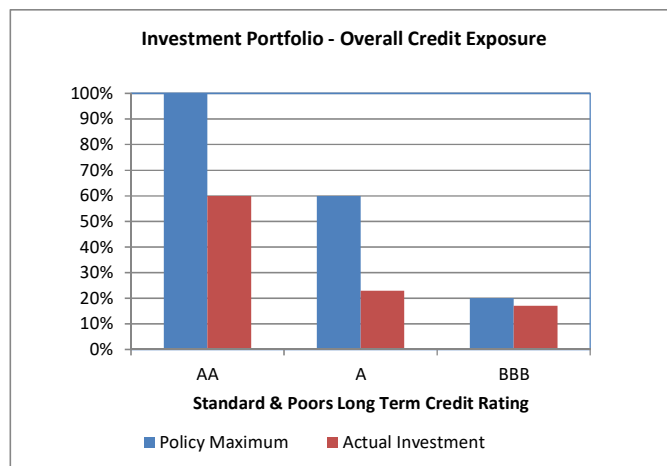
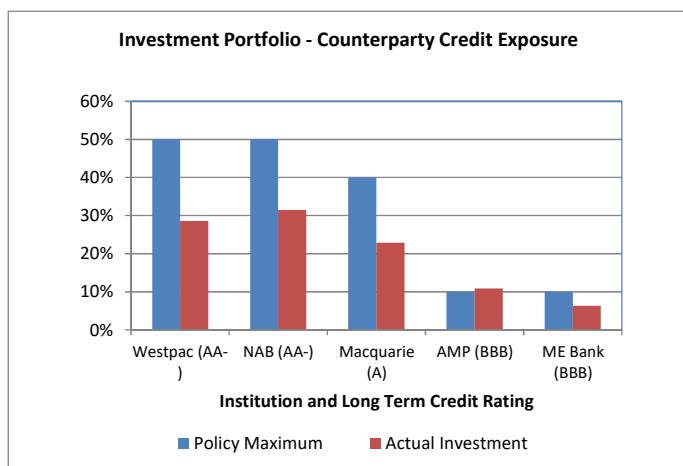
Counterparty Credit Exposure

Exposure to an individual authorised deposit-taking institution (ADI) counterparty will be restricted by their credit rating so that single entity exposure is limited.

Overall Credit Exposure

To control the credit quality on the entire portfolio, limits are placed on the percentage exposed to any particular credit rating category.

The following charts demonstrate the current portfolio diversity and risk compliance with the policy framework.



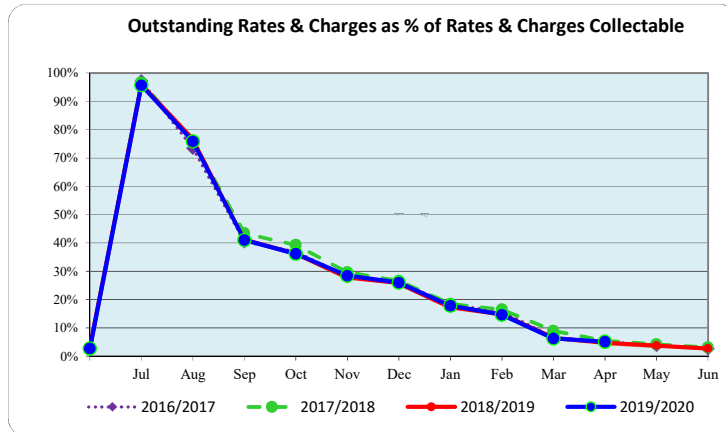


**Notes to the Statement of Financial Activity
For the Period Ended 30 April 2020**

6. Accounts Receivable as at 30 April 2020

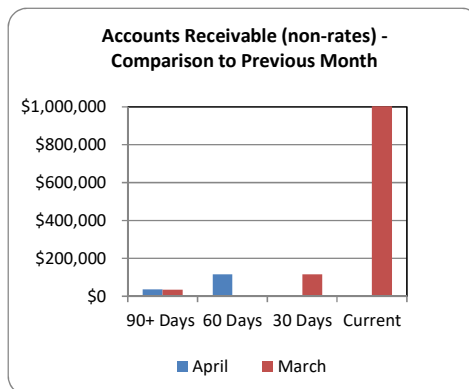
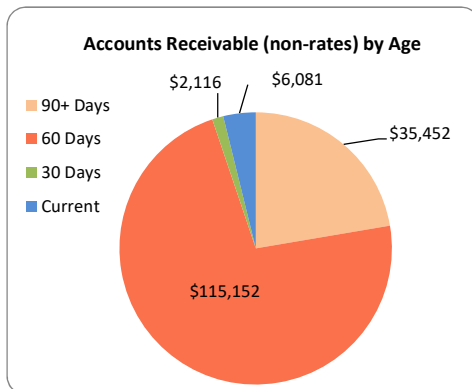
Rates and Charges Outstanding

2019/20 annual rates were raised on 17 July 2019 and were due for payment by 12 September 2019. As at the reporting date, total outstanding rates and charges (including pensioner deferred rates) is \$823,369. This equates to 5.06% of rates and charges collectable and is at a similar ratio to recent years. It is the objective of management to achieve less than 4% of rates and charges outstanding by 30 June.



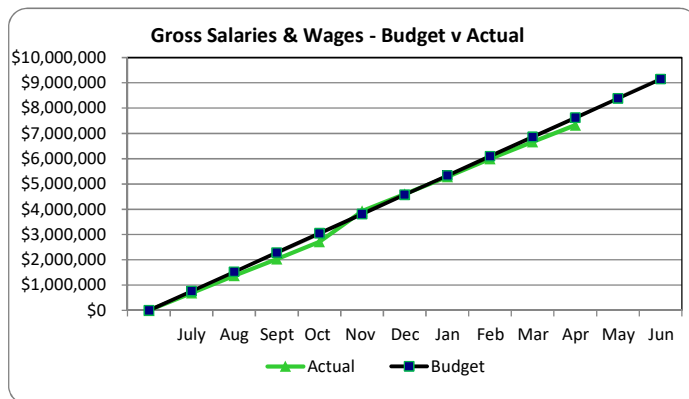
Sundry Debtors Outstanding (non-rates)

As at the reporting date, the total outstanding Sundry Debtors amount to \$158,801.



7. Salaries and Wages to 30 April 2020

At the reporting date, total salaries and wages expenditure is \$7,327,474 (80.12%) of the revised annual budget of \$9,145,748 for the 2019/20 financial year).





Notes to the Statement of Financial Activity
For the Period Ended 30 April 2020

8 RATING INFORMATION

RATE TYPE	Rate in \$	Number of properties	Rateable value \$	2019/20		2019/20		2019/20		2019/20		2018/19	
				Revised Budget rate	Revised Budget interim rates	Revised Budget back rates	Revised Budget total revenue	Actual total revenue	Actual total revenue	Actual total revenue	Actual total revenue		
Differential general rate or general rate													
Gross rental valuations													
General Rates - GRV: Residential	0.100662	3,085	55,836,980	5,620,662	0	0	5,620,662	5,620,662	5,309,324	5,309,324	5,309,324	5,309,324	5,309,324
General Rates - GRV: Commercial	0.100662	54	13,605,420	1,369,549	0	0	1,369,549	1,369,549	1,315,359	1,315,359	1,315,359	1,315,359	1,315,359
General Rates - GRV: Industrial	0.100662	65	7,529,898	757,975	0	0	757,975	757,975	727,562	727,562	727,562	727,562	727,562
General Rates - GRV: Small Holding	0.100662	360	8,010,860	806,389	0	0	806,389	806,389	761,329	761,329	761,329	761,329	761,329
General Rates - GRV: Interim and Back Rates	0.100662	0	0	0	75,000	0	75,000	82,218	85,991	85,991	230,000	230,000	230,000
Unimproved valuations													
General Rates - UV: Broad Acre Rural	0.006259	488	273,051,000	1,709,026	0	0	1,709,026	1,709,026	1,644,349	1,644,349	1,644,349	1,644,349	1,644,349
General Rates - UV: Mining	0.006259	0	0	0	0	0	0	0	0	0	0	0	0
General Rates - UV: Interim and Back Rates	0.006259	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Totals		4,052	358,034,158	10,263,601	75,000	0	10,338,601	10,345,819	9,843,914	9,843,914	9,987,923	9,987,923	9,987,923
Minimum payment													
Gross rental valuations													
General Rates - GRV: Residential	1,547.50	1,662	21,419,776	2,571,945	0	0	2,571,945	2,571,945	2,484,960	2,484,960	2,484,960	2,484,960	2,484,960
General Rates - GRV: Commercial	1,547.50	7	61,400	10,833	0	0	10,833	10,833	10,416	10,416	10,416	10,416	10,416
General Rates - GRV: Industrial	1,547.50	52	629,150	80,470	0	0	80,470	80,470	77,376	77,376	77,376	77,376	77,376
General Rates - GRV: Small Holding	1,547.50	72	607,980	111,420	0	0	111,420	111,420	104,160	104,160	104,160	104,160	104,160
General Rates - GRV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0	0	0	0	0	0
Unimproved valuations													
General Rates - UV: Broad Acre Rural	1,547.50	135	20,540,600	208,913	0	0	208,913	208,913	191,952	191,952	191,952	191,952	191,952
General Rates - UV: Mining	1,547.50	20	372,699	30,950	0	0	30,950	30,950	29,759	29,759	29,759	29,759	29,759
General Rates - UV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0	0	0	0	0	0
Sub-Totals		1,948	43,631,605	3,014,531	0	0	3,014,531	3,014,531	2,898,623	2,898,623	2,898,623	2,898,623	2,898,623
Discounts/concessions													
Total amount raised from general rates													
Specified area rates													
Total rates		6,000	401,665,763	13,278,132	75,000	0	13,353,132	13,360,350	12,742,537	12,742,537	12,886,546	12,886,546	12,886,546
Total amount raised from general rates													
Specified area rates													
Total rates		6,000	401,665,763	13,278,132	75,000	0	13,353,132	13,360,350	12,742,537	12,742,537	12,886,546	12,886,546	12,886,546



Notes to the Statement of Financial Activity
For the Period Ended 30 April 2020

9. INFORMATION ON BORROWINGS

Debenture Repayments

Particulars	Loan No.	Principal Opening Balance 01 July 2019		New Loans 2019/20		Principal Repayments 2019/20		Interest Repayments 2019/20		Principal Outstanding 30 June 2020	
		Actual \$	Revised Budget \$	Actual \$	Revised Budget \$	Actual \$	Revised Budget \$	Actual \$	Revised Budget \$	Actual \$	Revised Budget \$
Community Amenities											
Wanjui/Waterloo Industrial Park Developer Contribution Plans	New	0	750,000	0	0	0	0	0	0	0	750,000
Recreation and Culture											
Eaton Recreation Centre	59	363,773	0	0	83,083	83,083	21,366	22,423	280,690	280,690	
Eaton Recreation Centre Extensions	63	21,440	0	0	21,440	21,440	1,084	1,146	(0)	(0)	
Fitness Equipment	68	21,070	0	0	21,070	21,070	413	413	(0)	(0)	
Glen Huon Oval Club Rooms	69	1,005,108	0	0	39,638	39,638	41,700	45,072	965,470	965,470	
Transport											
Depot Land	66	559,417	0	0	56,313	56,313	24,073	25,841	503,104	503,104	
Economic Services											
Gravel Pit Land - Panizza Road	61	113,015	0	0	22,466	22,466	7,039	7,381	90,550	90,550	
Other Property and Services											
Administration Building Extensions	65	159,042	0	0	35,739	35,739	11,145	11,667	123,303	123,303	
		2,242,865	0	750,000	279,748	279,748	106,819	113,943	1,963,117	1,963,117	2,713,117

All debenture repayments were financed by general purpose revenue.



Notes to the Statement of Financial Activity
For the Period Ended 30 April 2020

10 BUDGET AMENDMENTS

Amendments to the original budget since budget adoption. Surplus/(Deficit)

GI/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Revised Budget Running Balance
	Budget Adoption						
	Permanent Changes						
	Opening surplus adjustment		Opening Surplus		103,568		132,227
J12596	2019/20 Upgrade of Gravel Pit East Road	26/06/2019 - 178-19	Capital Expense			(16,200)	235,795
1241002	Transfer from Reserve - Road Construction Reserve	26/06/2019 - 178-19	Capital Revenue		16,200		219,595
J11712	Ferguson Hall	17/07/2019 - 235-19	Capital Expense			(7,971)	235,795
1241010	Transfer from Reserve - Carried Forward Projects Reserve	17/07/2019 - 235-19	Capital Revenue		7,971		227,824
J11640	Depiazzi Park	17/07/2019 - 228-19	Capital Expense			(10,000)	235,795
1143001	Transfer from Reserve - Parks & Reserves Upgrades Reserve	17/07/2019 - 228-19	Reserve Transfer		10,000		225,795
J11636	Ferguson Valley Marketing for mobile visitor centre van.	14/08/2019 - 238-19	Operating Expense			(25,000)	235,795
J11636	Gnomesville master plan	14/08/2019 - 238-19	Capital Expense		25,000		235,795
1221505	Grant Revenue - Roads to Recovery	25/09/2019 - 277-19	Capital Revenue		63,204		298,999
1241002	Transfer from Reserve - Road Construction Reserve	25/09/2019 - 277-19	Reserve Transfer			(63,204)	235,795
0412506	Sundry Consultants - Other Governance	25/09/2019 - 286-19	Operating Expense			(20,000)	215,795
J12597	Road safety treatments - Hamilton Road and Recreation Drive	16/10/2019 - 294-19	Capital Expense		4,200		211,595
1241002	Transfer from Reserve - Road Construction Reserve	16/10/2019 - 294-19	Reserve Transfer			(4,200)	215,795
1036002	Changeover Vehicle DA004 - Mgr Development Services	16/10/2019 - 296-19	Capital Expense			(45,900)	169,895
1432001	Changeover Vehicle DA9668 - Mgr Information Services	16/10/2019 - 296-19	Capital Expense			(45,900)	123,995
1036002	New Vehicle - Director Sustainable Development	16/10/2019 - 296-19	Capital Expense			(71,400)	52,595
1046001	Sale of Vehicle - Town Planning	16/10/2019 - 296-19	Capital Revenue		22,950		75,545
1442003	Sale of Vehicle - Administration O/H	16/10/2019 - 296-19	Capital Revenue		22,950		98,495
1444007	Transfer from Reserve - Executive & Compliance Vehicles	16/10/2019 - 296-19	Reserve Transfer		117,300		215,795
J05005	Dardanup West Bush Fire Brigade Shed - Concrete Pad	06/11/2019 - 314-19	Capital Expense			(7,545)	208,250
0522501	Grant Revenue - Capital ESL	06/11/2019 - 314-19	Capital Expense		7,545		215,795
0521502	Grant - Fire Prevention - for Mitigation Activity Funding	27/11/2019 - 351-19	Operating Revenue		209,615		425,410
J05021	Grant Funding Expenditure - Bush Fire Mitigation Activity	27/11/2019 - 351-19	Operating Expense			(209,615)	215,795
0522501	Grant Revenue - Capital - Fire Prevention ESL	27/11/2019 - 344-19	Capital Revenue		15,134		230,929
0541001	Transfer from Reserve - Fire Control Reserve	27/11/2019 - 344-19	Reserve Transfer		2,885		233,814
J05009	Installation of water tank, pump & electricity supply	27/11/2019 - 344-19	Capital Expense			(18,019)	215,795
1422003	Reimbursements - Insurance Scheme Surplus	27/11/2019 - 351-19	Operating Revenue		33,620		249,415
1121001	Reimbursement Revenue - Public Halls	27/11/2019 - 351-19	Operating Revenue			(7,297)	242,118
1123003	Fees & Charges - Lease of Reserves	27/11/2019 - 351-19	Operating Revenue			(6,790)	235,328
1412006	Insurance - Admin OH	27/11/2019 - 351-19	Operating Expense			(15,000)	220,328

Continued next page



**Notes to the Statement of Financial Activity
For the Period Ended 30 April 2020**

10 BUDGET AMENDMENTS (continued)

Amendments to the original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Revised Budget Running Balance
	Brought forward from previous page						220,328
J11807	Building Special Maintenance - Eaton Recreation Centre	29/01/2020 - 09-20	Operating Expense			(35,000)	185,328
1141001	Transfer from Reserve - Building Maintenance	29/01/2020 - 09-20	Reserve Transfer	35,000			220,328
J11505	Eaton Foreshore Stage 1 - Colin Spragg Adventure Playground	29/01/2020 - 10-20	Capital Expense			(8,528)	211,800
J11594	Eaton Foreshore Stage 2	29/01/2020 - 10-20	Capital Expense	8,528			220,328
1113505	Consultation - fenced dog exercise area	29/01/2020 - 05-20	Operating Expense			(15,000)	205,328
1016503	Town Planning - General Consultants	26/02/2020 - 15-20	Operating Expense			(70,000)	135,328
1016503	Consultants - Strategic Planning	26/02/2020 - 15-20	Operating Expense	70,000			205,328
J11801	Construction - Eaton Recreation Centre	26/02/2020 - 21-20	Capital Expense			(36,895)	168,433
1141001	Transfer from Reserve - Building Maintenance	26/02/2020 - 21-20	Reserve Transfer	36,895			205,328
1113505	Consultants - Parks & Gardens Reserves	26/02/2020 - 28-20	Operating Expense			(4,400)	200,928
	Adoption of mid-year budget review - various amendments	25/03/2020 - 73-20	Various	1,772,504		(1,653,872)	319,560
1121001	Reimbursement Revenue - Public Halls	25/03/2020 - 59-20	Operating Revenue			(8,111)	311,449
1123003	Fees & Charges - Lease of Reserves	25/03/2020 - 59-20	Operating Revenue			(5,976)	305,473
				2,585,069	(2,397,736)		

RISK ASSESSMENT TOOL									
<p>OVERALL RISK EVENT: Failing to monitor the financial performance can increase the risk of a negative impact on the Shire's financial position. Non-compliance with legislative requirement could result if a qualified audit.</p> <p>RISK THEME PROFILE: 3 - Failure to Fulfill Compliance Requirements (Statutory, Regulatory)</p> <p>RISK ASSESSMENT CONTEXT: Operational</p>									
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.

SHIRE OF DARDANUP**MINUTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ELECTRONICALLY [VIDEO CONFERENCING] ON WEDNESDAY, 13 MAY 2020, AT 10.00AM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, Cr. M T Bennett declared the meeting open, welcomed those in attendance and acknowledged that the meeting would be conducted as an electronic meeting via video conferencing in accordance with the Local Government (Administration) Regulations 1996, Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

eMEETING PROCESS – ADVICE TO PUBLIC & ELECTED MEMBERS
--

The Presiding Member will confirm that each person expected to attend the meeting is connected to the eMeeting platform and therefore in attendance [Roll Call].

The Presiding Member will call the names of attendees. Each person is to respond when their name is called to confirm that they are in attendance.

Presiding Member will then ask “Is there anyone in attendance that has not yet been recorded?”

2.1 Attendance

Cr Michael Bennett	-	Shire President (Chairperson)
Cr Stacey Gillespie	-	Elected Member
Cr Patricia Perks	-	Elected Member
Mr Vik Cheema	-	Department of Fire & Emergency Services [10.15am]
Mr Peter Stewart	-	Department of Fire & Emergency Services
Ms Deb Leverington	-	Telstra
Senior Sgt Mark Smith	-	Australind Police
Mr Paul Maclean	-	St John Ambulance
Mr Paul Sanderson	-	Eaton Lions Club
Mr Peter Buckley	-	Water Corporation

2.2 Observer

Mr Andre Schönfeldt	-	Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Mrs Erin Hutchins	-	Coordinator – Emergency & Ranger Services
Mrs Gaylene Godfrey	-	PA - Director Sustainable Development
Mr John Kowal	-	Manager Sport & Recreation

2.3 Apologies

Mr Dave Smith	-	Main Roads
Ms Roma Boucher	-	Department of Communities
Mr John Carter	-	Department of Fire & Emergency Services
Ms Nicky Waite	-	Water Corporation
Mr Peter Westgate	-	Dept of Transport
Mr Tim Stevens	-	Department of Primary Industries & Regional Development

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held 12 February 2020

**OFFICER RECOMMENDED RESOLUTION
& LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION**

LEM 02-20 MOVED - Cr P Perks SECONDED - Mr Peter Stewart

THAT the Minutes of the Local Emergency Management Committee Meeting held on 12 February 2020, be confirmed as true and correct subject to the following corrections:

Page 5, Item 8.1 – Report on Cleanaway Fires – Chris Hynes, Dardanup CBFCO, amend by removing dot point 2:

~~– Crews encountered safety issues relating to applying water to the fire while being out of the smoke and not being in any danger.~~

and replace with:

– With few problems encountered for crews to apply water to the fire, being out of the smoke and not being in any danger.

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7. DECLARATION OF INTEREST

Discussion:

Chairperson, Cr. M T Bennett asked if there were any declarations of interest to be made.

There were no declarations of interest made.

8. REPORTS FROM OFFICERS AND COMMITTEE MEMBERS**8.1 Title: Update Report from Shire of Dardanup**

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mrs Erin Hutchins - Coordinator Emergency & Ranger Services
Legislation: Local Government Act 1995
Emergency Management Act 2005

- Acronyms & Terms

There have been no amendments or additions to the emergency management list of acronyms or terms.

- Confirmation of LEMA Contact Details and Key Stakeholders

An electronic copy of the Shire of Dardanup LEMA contact and key stakeholder details has been provided to LEMC members. It is requested that any changes to contact and key stakeholders details are notified to the Shire of Dardanup via records@dardanup.wa.gov.au.

- Committee Membership & Resources

There are no new membership requests at this time.

- Status of Local Emergency Management (Recovery) Arrangements (LEMA)

The Shire of Dardanup LEMA was adopted by Council at its Ordinary Council meeting held 1 April 2016. A full review will occur in 2021.

- Exercises that Tested the LEMA - Nil to report.

- Sub-Committees or Working Groups

As per the Local Emergency Management & Recovery Arrangements (LEMRA) the decision to activate the Recovery Plan (including sub-committee formation) is made by the Shire President/CEO on the advice of the Local Recovery Coordinator and the activation of the Recovery Plan would also normally be based on an assessment of the assistance needed for recovery in consultation with the –

- The Incident Support Group - currently the OASG
- Consultation between the HMA, Incident Manager and the Local Emergency Coordinator (through the OASG); or
- The local government.

At this stage the OASG/DEMA have not recommended the formation of Recovery Committees, but instead have recommended not to form Recovery Committees due to members/agencies being currently fully committed to the COVID-19 pandemic. However, not activating the Recovery Committee does not prevent the Shire continuing the work we are currently doing internally in response/recovery.

Further, due to the appointment of the State Recovery Controller (SRC) Sharyn O'Neil (Public Sector Commissioner) and formation of the State Recovery Coordination Unit (SRCU) in time the SRCU via the OASG may guide all agencies and LGA's on how we can/will support recovery activities in conjunction with the State to ensure a coordinated and unified approach to

recovery. This will most probably will be through the OASG due to COVID-19 pandemic impacting on a state wide/nationwide basis and not being confined to just LGA jurisdiction unlike a bushfire, flood or storm emergency event.

The effects due to the revocation of some restrictions are not yet known and further impacts may be endured. This may have the effect of changing the course of recovery activities identified.

Due to the above it is recommended that the Shire hold off formally activating the recovery arrangements and forming the LRCG, however form internal working groups that consider community and economy impacts within the Shire of Dardanup.

RESPONSE ACTIVITIES

- Activation of the Local Emergency Management Arrangements (LEMA) and Shires Business Continuity Plan (BCP)
 - Incident Management Team (IMT) established and meeting twice weekly;
 - Physical distancing – reintroduction of some staff back into the Administration building as well as some staff continuing working from home;
 - Additional safety measures in place to support the reintroduction of some staff back into the Administration building;
 - Focus on the delivery of critical activities.
- Support of Government Directives
 - Social Isolation;
 - Closures: Buildings, Facilities and Toilets;
 - Re-opening of some outdoor recreation areas in line with the State Government’s “cautious relaxing” of Covid-19 containment measures;
 - Events postponed or cancelled.
- Education and Engagement with Community (Communications)
 - Facebook: Dedicated Facebook Group with creation of content specifically aimed at developing a sense of community to reduce impact of isolation;
 - Website: Dedicated COVID-19 Information Hub designed to provide a simplified one-stop-shop to reduce sense of overwhelm;
 - Phone Calls: Dedicated COVID-19 Customer Care Line for enquiries plus cold calls to residents asking if they require any help or information about available support services;
 - Newsletter: Email Newsletter, Newspaper newsletter and hard copy newsletter with home-delivered library books to inform of available support activities;
 - Postcard: Delivered to every Shire household listing Customer Care Line number and seeking feedback on 5 questions related to current support requirements;
 - Digital Display Screens at Eaton Fair also displaying customer care line number.
- Volunteer Bushfire Brigade Operations
 - Protocols established for incident response, disinfection of buildings, appliances and equipment, hygiene, social distancing and welfare checks;
 - Organisation of an “Immunisation Day” for VBFB volunteers to take advantage of those who are not eligible for a flu vaccination through the National Immunisation Program to obtain a \$20.00 reimbursement from DFES towards the vaccination cost;

RECOVERY ACTIVITIES

- Community Support Initiatives (Virtual)
 - Workshops – Variety of workshops delivered as Facebook Live events enabling community members to interact with presenters. Supported by home delivery of materials packs for participating in the workshops.
 - Library – Mobile Library with home-delivered library books introduced.
 - Fitness - Variety of at-home workout videos by qualified ERC staff posted three times daily
 - Events – Interactive events delivered as Facebook Lives providing entertainment, education and community.

- Anzac Day Dawn Service Support – Over 700 Shire of Dardanup designed Dawn Driveway Service stickers were sold. Due to the excellent response an \$800 donation to RSLWA was made by Tint City.
- Economic Support
 - Temporary planning approvals (for up to three months) to enable existing approved restaurants, wineries, cellar door sales, breweries and lunch bars to operate takeaway or home delivery food and beverage services;
 - The previous requirement for businesses to apply for approval to display temporary signs within its road reserves to assist with promoting new services (during this period of virus containment) has been waived;
 - Zero rate increase for 2020/21;
 - Zero increase to the Shires Fees and Charges for 2020/21, with no new fees or charges being introduced;
 - Additional concession has been introduced from 1 July 2020 for the seniors membership fee at the Eaton Recreation Centre, which has been capped at \$50 for residents aged 80 years and over;
 - Suspended penalty interest on outstanding rates from 26 March 2020 until 30 September 2020, to be reviewed again in September;
 - Suspended all Eaton Recreation Centre gym and other membership fees and charges until 30 June 2020, to be reviewed again in June;
 - Suspended all current Council debt collection processes relating to debtors and outstanding rates from 26 March 2020 until 30 September 2020;
 - Support the increased use of outstanding debt repayment plans based on compassionate grounds; and
 - Needs Assessment of Local Business.
- Planning for Recovery
 - Needs Assessment (Customer Care Line);
 - Community Survey.
- Emergency Risk Management Processes/Treatment Strategies - Nil to report.
- Post Incident / Exercise Reports - Nil to report.
- Completion of Annual and Preparedness Report Capability Survey - Nil to report.
- Seasonal review – fire season preparedness
Refer DFES report if applicable.
- Seasonal review – storm season preparedness
 - Mr Peter Stewart, DFES, advised that the SES received 150 call outs during last week's storm as well as providing metro support. This storm was a test for the start of the season and the SES did a great job.
 -
 - DFES are completing weekly strength reports of BGUs.
 -
 - Superintendent Peter Norman is the DFES SW representative on the OASG with Peter Stewart being proxy.
 -

- Mr Stewart also confirmed that mitigation burning can take place, however, social distancing rules still apply. Bushfire Risk Mitigation Officers (BRMO) can provide assistance to LGs.
-
- DFES are currently making plans to reintroduce;
 - Mitigation burns (DFES);
 - Training;
 - Meetings.

Discussion:

- Mr Vik Cheema, DFES, advised that electricity supply disruption was the biggest issue from the recent storm.
- Appreciate, the COVID-19 recovery management work, conducted by the SW local governments including the Shire of Dardanup.
- Recent severe storm highlighted that whilst we are focused on COVID-19 response and recovery activities, we still have to prepare and respond to other hazards.
- Under the WA State Exercise Framework, pre-COVID, the state planned to focus on two hazards, bushfires and human epidemic as part of a three-year exercise plan.

8.2 Title: Agency Reports – Various

Reporting Department: Various

Reporting Officer: Various

*Legislation: Local Government Act 1995
Emergency Management Act 2005*

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Background

Each agency is invited to provide the meeting with a report of their activities for the benefit of the committee.

◇ **Office of Emergency Management – Vik Cheema**

- Mr Vik Cheema advised that the local governments have consistently been doing some great work and coming up with great initiatives in supporting their communities and encouraged them to keep it up.
- Mr Cheema advised that the Department of Health are holding fortnightly South West Operational Advisory Support Group (OASG) meetings.
- Mr Cheema advised that if the Shire needs assistance with something that is not working at the local level there are 3 options;
 - Report through the OASG;
 - Report through the District Recovery Group;
 - Direct liaison through the CEO.
- The District Recovery Group also meets fortnightly, however, they do not assist with economic recovery rolled out by the Federal Government.
- No advice received from the State yet regarding the State Recovery Plan.
- Mr Cheema is facilitating the district recovery, however, there is no framework. They will be seeking support from local government CEOs as part of the Mutual Aid During Emergencies and Post Incident Recovery MOU.

◇ Department of Communities - Roma Boucher

1. The Department has been busy with planning and arrangements in support of activation of the State Hazard Plan Human Biosecurity and State Emergency Welfare Plan (SEWP) with the following activities:
 - Weekly OASG meeting with HMA, Dept of Health and DEMC agencies on Tuesdays @ 10am;
 - Fortnightly SW Recovery Group Meeting with convened by Vik Cheema, District Advisor, SW LG's and various agencies on every 2nd Thursday @ 2pm;
 - Weekly ES Unit meeting with DC Director of Emergency Services, unit staff and DESOs;
 - Much work being done by Metro DESOs at Perth airport, isolation stations and setting up the call centre. Some work in the Goldfields and Kimberley with border closures and ppl required to complete isolation/quarantine.
 - Variety of phone calls re SW LG issues – transient travellers, homelessness, welfare issues etc.
 - Earlier work identifying accommodation facilities and food supply in the SW.
2. With the activation of the SEWP and Michelle Andrews, DC Director General as the Chair and the appointment of a State Recovery Controller, Diane O'Neill we are waiting on information as to how 'recovery' will look and any welfare assistance this Department may be required to provide to affected people. Several taskforces and working groups have been formed to identify potential needs and assistance.

Note: Unfortunately, staff of this Department are not able to participate in Zoom meetings at this stage due to security. Microsoft Teams is the recommended method.

◇ Department of Fire & Emergency Services – Peter Stewart**COVID 19**

- DFES current risk level has reduced to MINOR.
- We have Business Continuity Plans in place to ensure our staff, career firefighters and volunteers maintain an emergency response to any incidents as they occur.
- All SW Brigades Groups and Units (BGUs) report weekly to the SW Regional Duty Coordinator (RDC) on their availability to respond and whether or not they are impacted at all due to the COVID 19. This status is reported at a state level to our Incident Response Team (IRT).
- Superintendent Peter Norman represents DFES on the SW OASG meetings.

Assisting the SHICC

- DFES have a number of personnel seconded to the Dept of Health and imbedded in the State Health Incident Control Centre IMT.

Restrictions Easing

- At the time of writing this report DFES were planning on lifting restrictions on our BGUs in relation to:
 - Recommencing of meetings and maintenance training
 - Recommencing training programs
 - Mitigation burning
- # Strict social distancing guidelines (1.5m) and maximums of 10 persons only must still apply.

SEASONAL OUTLOOK

- The BOM have released their seasonal outlook for May to July. Access to this forecast is available via this link - <http://www.bom.gov.au/climate/outlooks/#/overview/video>

- Potential for wetter than average
- Warmer than average

◇ **WA Police**

- Senior Sargent Mark Smith advised that it has been an extremely busy and challenging time operationally.
- Daily operations have shifted the focus of daily operations with maintaining social stance continuity.
- There has been a slight reduction in crime and an increase in welfare issues and domestic violence.
- Snr Sgt Smith has had staff at the checkpoints on the Forrest Highway, however, these will be closed down this weekend.
- There will be an increased presence at night time to monitor movements and will still be checking reasons why people are out and about and checking social distancing.
- The team has met all challenges and are travelling well.
- Good quality PPE has been now issued to every police officer as their own personal kits.
- Hopefully once the restrictions ease we will get back to normal business.
- Still have to respond to drug and crime issues such as a local targets being caught last week with 1kg of Meth and firearms and another with 200g of Meth.

◇ **Water Corporation**

Mr Peter Buckley advised that it has been business as usual, however, a lot of operational staff are currently working from home and meetings being held online to minimize risk. Water Corporation were impacted by the recent storms with clean up being required.

◇ **St John Ambulance**

Mr Paul McClean advised there was a reduction in jobs for SJA after the introduction of the 1.5m social distancing rules, however this has since increased due to the lifting of restrictions.

◇ **Telstra**

Ms Deb Leverington advised the Telstra have business continuity measures in place so that they can keep operating. Telstra are currently encouraging the use of the Telstra 24/7 app to communicate due to an increase in calls as the call centres are outsourced overseas, COVID19 has had a significant impact. Ms Leverington has been working from home since 13 March and these arrangements will stay in place for another 4 weeks. Telstra has also put in place options for people experiencing financial hardship as well as provide customers with free additional data.

◇ **Eaton Lions Club**

Mr Paul Sanderson has advised that their caravan is ready to be activated if required.

9. NEW BUSINESS OF AN URGENT NATURE
--

None.

10. CLOSURE OF MEETING

The Chairperson advised that the date of the next Local Emergency Management Committee Meeting will be **Wednesday 12 August 2020**, commencing at 10.00am at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson to declare the meeting closed at 10.39.



MINUTES

INTEGRATED PLANNING COMMITTEE MEETING

Held

13 May 2020

At

eMeeting via
www.dardanup.wa.gov.au

This document is available in alternative formats such as:

- ~ Large Print
- ~ Electronic Format [disk or emailed]
Upon request.

VISION STATEMENT

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

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Members of Integrated Planning Committee

- Cr M T Bennett
- Cr P S Robinson
- Cr L Davies
- Cr T G Gardiner
- Cr C N Boyce
- Cr P R Perks
- Cr S L Gillespie
- Cr M R Hutchinson
- Cr J Dow

Terms of Reference

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2019 - ToR - Integrated Planning Committee](#)

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity that has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	Project risk has two main components: <ul style="list-style-type: none"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

SHIRE OF DARDANUP**MINUTES OF THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ELECTRONICALLY [VIDEO CONFERENCING] ON WEDNESDAY, 13 MAY 2020, COMMENCING AT 1.00PM.****Process:**

Prior to commencement of this electronic meeting Council Member and other attendee connections by electronic means were tested and confirmed.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairperson, Cr Michael Bennett declared the meeting open at 1.02pm welcomed those in attendance, advised and acknowledged that the meeting would be conducted as an electronic meeting in accordance with the Local Government (Administration) Regulations 1996 and refer to the Acknowledgement of Country; Emergency Procedures; and the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers and

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

2 RECORD OF ATTENDANCE/APOLOGIES

Process:

The Chairperson confirmed that each person expected to attend the meeting was connected to the eMeeting platform and therefore in attendance. This was carried out by Chairperson, Cr. M T Bennett calling the names of elected members and staff. The following attendees responded when their name was called to confirm that they were in attendance.

Cr. M T Bennett also asked if there was anyone in attendance where their name had not yet been recorded. There was no response. All attendees were accounted for as follows:

2.1 Attendance

Cr. Michael Bennett	-	Shire President (Chairperson)
Cr. Peter Robinson	-	Deputy Shire President (Deputy Chairperson)
Cr. Tyrrell Gardiner	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Cr. Carmel Boyce	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Stacey Gillespie	-	Elected Member
Cr Patricia Perks	-	Elected Member [1.07pm]
Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Mr Luke Botica	-	Director Infrastructure
Mrs Natalie Hopkins	-	Manager Financial Services
Mr Troy Williamson	-	Manager Assets
Mrs Donna Bailye	-	PA to Deputy Chief Executive Officer
Mr Zach Hall	-	Business Solutions Team Leader
Mr Sudi Mishra	-	Manager Information Services

2.2 Apologies

Cr. Luke Davies	-	Elected Member
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3 PRESENTATIONS

None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING
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4.1 Integrated Planning Committee Meeting Held 8 April 2020**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 24-20 MOVED - Cr T Gardiner SECONDED - Cr S Gillespie

THAT the Minutes of the Integrated Planning Committee Meeting held on 8 April 2020, be confirmed as true and correct subject to the following corrections:

- **Pages 21 & 22 - Amendment to Resolution IPC 17-20. Resolution 2 – Draft 10 Year Program – Parks & Reserves Upgrade and Expansion (Year 1 to 4) table had a typographical error in the numbers. The following is the corrected table.**

PARK NAME	COMMUNITY	ASSET TYPE / ACTIVITY	PRIORITY RANKING
Burekup Oval Playground - Yr 1	Burekup	Shade Sails	1
Eaton Foreshore	Eaton	Stage 4 - Pratt Road Upgrade	2
Peninsula Lakes Park – Yr 1	Eaton	Stage 2 - Softfall rubber and play equipment	3
Watson Reserve – Yr 1	Eaton	Filtration System - pending Watson Master Plan	4
Millars Creek – Yr 1	Millbridge	Lighting upgrade	1 5
Civic Precinct – Yr 2	Dardanup	Landscaping of Civic Precinct	2 6
Eaton Foreshore – Yr 2	Eaton	Bore	3 7
Eaton Foreshore – Yr 2	Eaton	Irrigation Upgrade	4 8
Watson Reserve – Yr 2	Eaton	Park Sign and bench - pending Watson Master Plan	5 9
Unknown – Yr 2	Unknown	Dog exercise area	6 10
Collie River Foreshore - Millbridge/Southbank ROS Yr 2 & 3	Millbridge	Establish New POS	7 11
East Millbridge Public Open Space Stage 1 – Yr 2	Millbridge	Irrigated turf	8 12
Dardanup Community Centre – Yr 3	Dardanup	Upgrade playground equipment	9 13
Eaton Town Centre – Yr 3	Eaton	Landscaping & Hands Creek	10 14
Recreation Centre - Yr 3	Eaton	Planting	11 15
Collie River Foreshore - Parkridge ROS – Yr 4	Eaton	Establish New POS	12 16
Peninsula Lakes Park – Yr 4	Eaton	Stage 3 - Hard landscaping and amenities	13 17

- **Page 3 change to be made:**

Chairperson, ~~Cr. T Gardiner~~, Cr M T Bennett read aloud the following listed disclosures of interest that were received before the meeting

- **Page 4 change to be made:**

Chairperson, ~~Cr. T Gardiner~~, Cr M T Bennett asked Councillors if there were any other Declarations of Interest to be made.

CARRIED
7/0

5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7 DECLARATION OF INTEREST

“Committee 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.”

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

eMEETING PROCESS – ADVICE TO ELECTED MEMBERS

Discussion:

Chairperson, M Bennett read aloud the following listed disclosures of interest that were received before the meeting.

The following Declarations of Interest were made:

- *Cr. S Gillespie declared a Proximity Interest in “Item 8.6 – Building Asset Management Plans” as she is a resident on Pratt Road, Eaton and the Eaton Bowling Club is in the BAMP and she lives near the Eaton Bowling Club.*

- Cr. S Gillespie declared a Proximity Interest in “Item 8.9 – Road Asset Management Plans” as she is a resident on Pratt Road, Eaton and the road is mentioned in the Road Asset Management Plan
- Cr. S Gillespie declared a Proximity Interest in “Item 8.10 – Pathway Asset Management Plans” as she is a resident on Pratt Road, Eaton and the path is mentioned in the Pathway Asset Management Plan
- Cr. S Gillespie declared a Proximity Interest in “Item 8.11 – Parks & Reserves Asset Management Plans” as she is a resident on Pratt Road, Eaton and the Eaton Bowling Club is in the PRAMP and she lives near the Eaton Bowling Club.

The following items were declared at the meeting

- Cr. M Bennett declared an Impartially Interest in “Item 8.6 – Buildings Asset Management Plans” as he is a patron of the Eaton Bowling Club
- Cr. M Bennett declared an Impartially Interest in “Item 8.6 – Buildings Asset Management Plans” as he is a life member of the Eaton Junior Football Club.
- Cr. M Bennett declared a Proximity Interest in “Item 8.9 – Road Asset Management Plans” as he owns property adjacent to the Pratt Road car park.
- Cr. M Bennett declared a Proximity Interest in “Item 8.10 – Pathway Asset Management Plans” as he is owns property adjacent to the Millars Creek pathway.
- Cr. M Bennett declared a Proximity Interest in “Item 8.11 – Parks & Reserves Asset Management Plans” as he owns property located near Millars Creek.

Note : Cr P Perks joined the eMeeting at 1.07pm.

Discussion:

The Chairperson, Cr. M T Bennett advised that he was moving a procedural motion to defer making a decision on Items 8.1, 8.2, 8.4 and 8.13 to a Special Integrated Planning Committee meeting on the 20 May 2020, to allow time for further workshopping of the items.

PROCEDURAL MOTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 25-20

MOVED -

Cr P Robinson

SECONDED -

Cr M Hutchinson

THAT the Integrated Planning Committee defer the following Items:

- **Item 8.1 – Strategic Community Plan 2018-2028 – Internal Review**
- **Item 8.2 – Draft Corporate Business Plan 2020/21 – 2029/30**
- **Item 8.4 – Draft Long Term Financial Plan 2020/21 – 2029/30**
- **Item 8.13 – Draft Strategic Financial Plan 2020/21 – 2029/30**

to a Special Integrated Planning Committee meeting to be held at 1.00pm on Wednesday 20 May 2020.

CARRIED
8/0

PROCESS

The Chairperson advised that the order of business would be changed to allow for the following items to be dealt with in the following order.

- *Item 8.1 – Strategic Community Plan 2018-2028 – Internal Review – DEFERRED*
- *Item 8.2 – Draft Corporate Business Plan 2020/21 – 2029/30 – DEFERRED*
- *Item 8.3- Differential Rating Strategy*
- *Item 8.4 – Draft Long Term Financial Plan 2020/21 – 2029/30 - DEFERRED*
- *Item 8.5 – Workforce Plan 2020/21 – 2029/30*
- *Item 8.7 – Plant & Vehicle Asset Management Plan 2020/21 – 2029/30*
- *Item 8.8 – IT Asset Management Plan 2020/21 – 2029/30*
- *Item 8.12 – Stormwater Asset Management Plan 2020/21 – 2029/30*

- *Item 8.6 – Building Asset Management Plan 2020/21 – 2029/30*
- *Item 8.9 – Road Asset Management Plan 2020/21 – 2029/30*
- *Item 8.10 – Pathway Asset Management Plan 2020/21 – 2029/30*
- *Item 8.11 – Parks & Reserves Asset Management Plan 2020/21 – 2029/30*
- *Item 8.13 – Draft Strategic Financial Plan 2020/21 – 2029/30 - DEFERRED*

8 REPORTS OF OFFICERS

Process:
This Item was Deferred as per IPC Resolution [IPC 25-20].

8.1 ITEM DEFERED - Title: Strategic Community Plan 2018-2028 – Internal Review -

Reporting Department: *Corporate & Governance Directorate*
Reporting Officer: *Mr Phil Anastasakis – Deputy Chief Executive Officer*
Legislation: *Local Government Act 1995*

Overview

The Committee is requested to consider the internal review conducted of the Strategic Community Plan 2018-2028 and endorse the amendments noted within the review report.

Background

In 2012 the Western Australian State Government introduced the Integrated Planning and Reporting Framework, requiring each Local Government to have a Strategic Community Plan, a Corporate Business Plan and other informing strategies in place to ensure the future provision of services and facilities is sustainable for local communities. The Strategic Community Plan expresses the long term aspirations of the community and is the overarching document that sets out the community’s vision, aspirations and values over the next 10 years.



Elements of Integrated Planning and Reporting

Council adopted its original 10 year Strategic Community Plan 2013–2023 on 28 November 2012. The statutory requirement is for the Strategic Community Plan to be fully reviewed every 4 years (minimum), with a desktop review after 2 years. A Desktop Review of the plan was undertaken in late 2014 which was received and endorsed by Council on the 17 December 2014.

A full review of the Strategic Community Plan was undertaken during 2017 in accordance with the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and Guidelines – September 2016. Elected Member briefings and workshops, surveys and community consultation formed part of the review process.

Tuna Blue Facilitators were engaged to facilitate two Strategic Planning workshops, one with Senior Council staff on the 13 December 2017, and one with Councillors on the 24 January 2018. The outcomes from these workshops were collated and guided the formulation of the Draft Strategic Community Plan and Corporate Business Plan.

The Strategic Community Plan 2018-2028 was developed to meet the vision, values and aspirations of the Shire of Dardanup community, while reflecting the updated standards outlined in the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and Guidelines.

The draft Strategic Community Plan 2018-2028 was presented to Council on the 14 February 2018 where Council resolved [Resolution 41-18] the following:

THAT Council receive and endorse the draft Shire of Dardanup Strategic Community Plan 2018-2028, and advertise the Plan for public comment.

Following a twenty one day public comment period which closed on the 5 March 2018, no comments were received from members of the public. The final Strategic Community Plan 2018-2028 was presented to Council on the 28 March 2018 where Council resolved [Resolution 89-19] the following:

THAT Council receive and endorse the Shire of Dardanup Strategic Community Plan 2018-2028, (Appendix ORD:12.10A) and advertise the availability of the Plan to the public.

In accordance with statutory requirements, Council is now required to conduct an internal review of the Strategic Community Plan, as it has been two years since the full review last occurred.

This report recommends that Council receive the Strategic Community Plan internal review Agenda report and endorses the updated elements within the Shire of Dardanup Strategic Community Plan, which will form the basis for the generation of future prioritised Strategies and Actions within the four year Corporate Business Plan 2020-2024.

A Strategic Community Plan 2020-2030 – Internal Review Summary has also been produced as an additional and smaller easy to read document which can be used to guide Council over the next two years until the next complete review of the Strategic Community Plan, and as a support for promotional, marketing and business development initiatives of Council (refer to Appendix IPC: 8.1A).

Legal Implications

Local Government (Administration) Regulations 1996:

19C. Strategic community plans, requirements for (Acts. 5.56)

- (1) *A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to —*
 - (a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
 - (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
 - (c) *demographic trends.*
- (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*
- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

19DA. Corporate business plans, requirements for (Acts. 5.56)

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

19D. Adoption of plan, public notice of to be given

- (1) *After the adoption of a strategic community plan, or modifications of a strategic community plan, under regulation 19C, the local government is to give local public notice in accordance with subregulation (2).*
- (2) *The local public notice is to contain —*
- (a) *notification that —*
- (i) *a strategic community plan for the district has been adopted by the council and is to apply to the district for the period specified in the plan; and*
- (ii) *details of where and when the plan may be inspected;*
- Or*
- (b) *where a strategic community plan for the district has been modified —*
- (i) *notification that the modifications to the plan have been adopted by the council and the plan as modified is to apply to the district for the period specified in the plan; and*
- (ii) *details of where and when the modified plan may be inspected.*

The *Integrated Planning and Reporting - Framework and Guidelines* produced by the Department of Local Government, Sport & Cultural Industries states that the following requirements need to be met in order to achieve the minimum standard when developing the Strategic Community Plan:

- Council has adopted a Strategic Community Plan that meets all the regulatory requirements:
 - i) minimum 10 year timeframe.
 - ii) States community visions, aspirations, and objectives.
 - iii) Developed or modified through engagement with the community and this is documented.
 - iv) Has regard to current and future resource capacity, demographic trends and strategic performance measurement.
 - v) Is adopted, or modifications to it are adopted, by an Absolute Majority of Council.
 - vi) Is subject to a full review scheduled for 4 years from when it is adopted.
- The Local Government has a community engagement policy or strategy.
- Community engagement involves at least 500 or 10% of community members, whichever is fewer, and is conducted by at least 2 documented mechanisms.
- A Strategic Review is undertaken every two years, alternating between a Minor Strategic Review and a Major Strategic Review.

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

The Shire of Dardanup Strategic Community Plan 2013–2023 was adopted by Council on 28 November 2012, with the updated Strategic Community Plan 2018-2028 adopted by Council on the 28 March 2018.

Budget Implications

The 2019/20 budget includes within "Other Governance" an expenditure line item for Consultants / Special Projects (GL#04112506) of \$76,550. Funding of \$2,000 is allocated within this area for the Strategic Community Plan internal review.

Budget – Whole of Life Cost

As no assets have been created as part of this agenda item, there are no whole of life cost implications.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year.

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.1B) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Strategic Community Plan 2018-2028 – Internal Review
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Legislative requirements and compliance determine the need for the production of Corporate Business Plan.</p> <p>Financial The financial implications associated within the elements of the Corporate Business Plan can affect the financial sustainability of Council.</p> <p>Reputational The inclusion of projects and works within the various plans within the Corporate Business Plan build community expectation.</p>

Officer Comment

Council's Strategic Community Plan is the pinnacle of Council's Corporate Planning documents. The Strategic Community Plan outlines the community's long term vision, values, aspirations and priorities, with reference to other Local Government plans, information and resourcing capabilities. Resource allocation occurs through medium and long term financial projections based on the costing of services and assets, reviewed every two years and refined through each year's Annual Budget.

These financial projections form the foundation of Council's Corporate Business Plan, Long Term Financial Plan, Workforce Plan, Asset Management Plans and Service Strategies. The medium term priorities will be taken forward into the four year Corporate Business Plan.

As part of reviewing the existing Strategic Community Plan, the Executive Management team have met on a number of occasions to review the current plan. The following topics have been considered with a series of conclusions formulated as follows:

- ***Vision Statement***

A well-written Vision Statement should describe a future position or direction that the organisation wants to achieve over time, and is effectively the anchor point of a Strategic Plan. It should also be able to motivate and focus employees so that they are clear why the organisation exists, where they want to be in five to ten years, and how they can play an active role in the process.

Based on a review of Council's existing Vision Statement, this statement should be reviewed and workshopped with Councillors in two years' time when a full review of the Strategic Community Plan is required, to ensure the Vision is distinctive to the Shire of Dardanup, forward looking, concise, flexible, easily communicated, and reflects its core competencies including being innovative and progressive. The 2050 Visioning Document will assist in shaping Councils future Vision Statement to be in the Strategic Community Plan.

- ***Mission Statement***

A Mission Statement describes what your company does and how you are different from other organisations. It should define your "present business and purpose" - Who you are; What you do; and Why you are here, and should be regularly reviewed.

The Council does not currently have a separately defined Mission Statement, as its purpose, present business and future direction are rolled into a single Vision Statement. This is partly a reflection of the not-for-profit Local Government sector that the organisation is placed within, and partly attributed to the regulated Integrated Planning and Reporting Framework. Council reviews and updates annually the Corporate Business Plan which effectively becomes the De-facto Mission.

In conjunction with the full review of the Strategic Community Plan in two years' time, a Mission Statement should be considered for Council that reflects: Who we are; What we do; and Why we are here. This Mission Statement should be formulated through the involvement of employees and Councillors. Noted below is an example of a possible Mission.

MISSION OF THE SHIRE OF DARDANUP

We provide good governance, quality services and modern facilities to our local community in a timely, competent and cost effective manner.

- ***Values***

Values are the beliefs, traits and behavioural norms that personnel (Councillors and employees) are expected to display in conducting the organisation's business and pursuing its strategic vision and mission. This means that when you start to implement the various organisational strategies and actions, the established values are acted out by Councillors, managers and staff in their daily activities.

The organisation needs to have a common set of core organisational values, as it enables unity and a shared understanding of what is needed and expected from each person associated with the business, ranging from the Councillors and Chief Executive Officer through to the operations staff. People may at times have their own desires, beliefs and values that differ from organisational values, hence the importance of establishing what is expected within the organisation. Establishing clear values also ensures that staff are attracted and recruited to the

organisation knowing what the organisation stands for, including its ethical standards and level of corporate responsibility.

Council currently has two sets of Core Values:

1. Council's values for serving the community are: quality of service; continuous improvement; people concern; and teamwork.
2. The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; excellence and best practice; open, fair, accountable and efficient work practices; and staff development.

Council's values for the community reflect the values of the organisation as an entity, while the values which govern the conduct of management and employees relate to the individual people working within the Council. These values are reflected throughout the organisation and are encapsulated within the Council's existing Vision and recommended Vision and Mission. To assist in these values becoming part of the culture and normal practices of the organisation, Council has included them within a formal "Code of Conduct" for both employees and Councillors.

In reviewing these core Values, the Executive Management Team have proposed a number of small amendments to better describe these Values (refer to Appendix IPC: 8.1A). The proposed updated core Values are:

- Council's values for serving the community are: ***friendly service; continuous improvement; people concern; and teamwork.***
- Council's values to guide the conduct of management and employees are: ***Respect, Excellence, Supportive and Trust.***

- ***Strategic Objectives***

It is proposed that Council's Strategic Objective categories remain largely unchanged, except for renaming Amenity to Infrastructure to better reflect the purpose of this category. Updated descriptions have also been produced to emphasize a clear objective:

- **LEADERSHIP** – *To provide strong civic leadership representing the whole of the Shire which is supported by responsible and transparent corporate governance.*
- **ENVIRONMENT** – *To achieve a balanced respect for our natural assets and built environment, while retaining our lifestyle values, community spirit and identity.*
- **COMMUNITY** – *To create a safe, healthy and vibrant community which is inclusive and welcoming for all ages and interests.*
- **PROSPERITY** – *To promote and facilitate a diverse and resilient economy that supports a range of local employment opportunities.*
- **INFRASTRUCTURE** - *To provide and maintain facilities, assets and services that promote the Shire as an attractive and desirable place to live.*

- ***Strategic Outcomes***

Council's Strategic Outcomes were reviewed by the Executive Management Team where it was proposed that they remain largely unchanged, with some minor updates proposed to a number of descriptions to better reflect the outcomes sought by Council (refer to Appendix IPC: 8.1A).

- **Strategies**

Council's Strategies within the Strategic Community Plan were reviewed by the Executive Management Team, in addition to the quarterly management review undertaken of the various Strategies and Actions (refer to Appendix IPC: 8.1A). This process identified and assessed whether certain strategies had been completed over the last two years, or whether the description should be updated, reallocated or amended. Appendix 8.1A incorporates the recommended Strategy updates and changes.

The strategic direction of Council is translated into services and projects that are delivered to the community through the Corporate Business Plan. This ensures strategic priorities are translated into real actions. The Council's Corporate Business Plan is reviewed annually and reported to community through the Annual Report. The updated Corporate Business Plan and Long Term Financial Plan will continue to be developed to align with the Strategic Community Plan 2018-2028, and will be presented to Council in the coming month.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) the Committee records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION RESOLUTION

THAT the Integrated Planning Committee recommends that Council receive the Strategic Community Plan Internal Review report and endorses the noted amendments to the Strategic Community Plan 2018-2028 values, strategic objectives, strategic outcomes and strategies contained within (Appendix IPC: 8.1A).

By Absolute Majority

Process

This Item was Deferred as per IPC Resolution [IPC 25-20].

8.2 **ITEM DEFERRED - Title: Draft Corporate Business Plan 2020/21 – 2023/24**

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Mr Phil Anastasakis – Deputy Chief Executive Officer
Legislation:	Local Government Act 1995

Overview

The Committee is requested to consider and endorse the draft Corporate Business Plan 2020/21-2023/24 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Workforce Plan will be incorporated into the 2020/21 Annual Budget.

Background

Council adopted its reviewed and updated Strategic Community Plan 2018 – 2028 on the 28 March 2018, which runs for a 10 year period. This review was conducted 4 years after the development of its first Strategic Community Plan and is consistent with the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements.

The Shire of Dardanup Strategic Community Plan reflects a vision for the future and is the principal strategic guide for future planning and activities. Based on the community engagement, the Plan has set a vision for the Shire's future and captured the community's aspirations and values.

A strategic objective has been developed for each of the five identified key areas of community interest. These five areas are:

- Leadership,
- Environment,
- Community,
- Prosperity, and
- Infrastructure (previously Amenity).

Desired outcomes have been determined to achieve each of the objectives after considering the Council's current and future resources, demographic trends and internal and external influences.

Achieving the community's vision and Council's strategic objectives requires the development of actions to address each strategy contained within the Strategic Community Plan. In addition, achieving these Strategies may require a series of actions over time as they may not be able to be achieved concurrently taking into account limited financial, staffing or other resources. Careful operational planning and prioritisation is required due to the limited availability of resources. This planning process is formalised in the Corporate Business Plan.

- *Corporate Business Plan*

The Corporate Business Plan contains details of the actions and resources (human and financial) to achieve each strategy. It is a 4 year plan which acts as an organisational guide to the Council and management.

The financial capacity to undertake these tasks is evidenced in the long term financial plan for the period. This long term financial planning provides an assurance the actions contained in the Corporate Business

Plan can be adequately resourced over the next 4 years and highlight the long term consequences of the application of human and financial resource to undertaking various projects.

The previous Corporate Business Plan 2019/20 – 2022/23 has been reviewed to produce the current Corporate Business Plan 2020/21 – 2023/24. This is part of an annual review conducted to assess the progress of projects and realign actions and priorities with current information and funding availability. The first year of the Corporate Business Plan will be ‘sliced off’ to form the basis of the draft annual budget for consideration by the Council.

- *Linkage with Informing Strategies and Service Plans*

The Corporate Business Plan is informed by three other major plans developed in response to the Department of Local Government’s Integrated Planning and Reporting Framework. The Asset Management Plans, Long Term Financial Plan, and Workforce Plan inform the Council as to its resource options and financial circumstances.

This report recommends Council endorse the draft Shire of Dardanup Corporate Business Plan 2020/21 - 2023/24 under separate cover (refer to Appendix IPC: 8.2A – Under Separate Cover).

Legal Implications -

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

Local Government (Administration) Regulations 2011

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

**Absolute majority required.*

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Action 1.3.1.2 is to *review and update annually the Shire of Dardanup Corporate Business Plan.*

Environment - None.

Precedents

The previous Shire of Dardanup four year Corporate Business Plan 2019/20 to 2022/23 was reviewed and adopted last year in accordance with legislative requirements, and formed the foundation of the current Shire of Dardanup Corporate Business Plan 2020/21 to 2023/24.

Budget Implications

Revenue and expenditure forecasts for the next four years are incorporated within the current Shire of Dardanup Corporate Business Plan 2020/21 to 2023/24.

Budget – Whole of Life Cost

Financial commitments made within the various plans that form part of the Corporate Business Plan in the year of the planned activity. This financial commitment will be in the form of:

- a) Project Expenditure;
- b) Equipment acquisition / replacement;
- c) Annual Reserve allocations; and
- d) New borrowings and subsequent loan repayments.

Alteration to financial commitments can be changed by amendment to the relevant plans.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year.

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.2B) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Draft Corporate Business Plan 2020/21 – 2023/24
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Legal and Compliance	Legislative requirements and compliance determine the need for the production of Corporate Business Plan.
	Financial	The financial implications associated within the elements of the Corporate Business Plan can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the Corporate Business Plan build community expectation.

Officer Comment

Council’s Corporate Business Plan was developed two years ago in conjunction with the reviewed Strategic Community Plan 2018-2028, and was workshopped with Council management to identify actions required to meet Council’s Strategic Objectives and Strategies. The document has therefore been developed to be read in conjunction with the original and updated Shire of Dardanup Strategic Community Plan, with the layout and imagery reflective of the same corporate theme and branding.

Resource allocation has occurred within the Plan through medium and long term financial projections based on the costing of services and assets, reviewed and refined through each year’s Annual Budget, Long Term Financial Plan, Workforce Plan, Asset Management Plans and Service Strategies.

The medium term priorities of Council’s Strategic Community Plan have been incorporated in the four year Corporate Business Plan.

The strategic direction of Council is translated into services and projects that are delivered to the community through the Corporate Business Plan. This ensures strategic priorities are translated into real actions. The Council’s Corporate Business Plan is reviewed annually and reported to community through the Annual Report.

The draft Corporate Business Plan is presented to Council for its endorsement. It is anticipated that the final Shire of Dardanup Corporate Business Plan 2020/21 to 2023/24 will be presented to Council in June for adoption.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) the Committee records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION RESOLUTION

THAT the Integrated Planning Committee recommends that Council receive and endorse the Shire of Dardanup draft Corporate Business Plan 2020/21 - 2023/24 (Appendix 8.2A – Under Separate Cover).

By Absolute Majority

8.3 Title: Differential Rating Strategy

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

This report seeks Council's consideration of the Differential Rates review, and recommends deferral for two years of any decision on whether to consider raising Differential Rates as the method of rating to enable further evaluation and consideration by Council.

Background

As part of the Council's Strategic Community Plan and Corporate Business Plan, a review of Differential Rates was identified to be undertaken during the 2019/20 budget period.

It was also identified, through Council Resolution [134-19] that the Eaton Landscaping & Specified Area Rate be reviewed as part of the 2019/20 rating strategy review.

In accordance with the above review process, a report was brought to Council on the 29 January 2020 where Council resolved the following:

THAT Council:

1. *Receive the Differential Rating Strategy Report;*
2. *Workshop the concept further seeking to get closer to a consensus;*
3. *Return the item to an Ordinary Council Meeting by May 2020;*
4. *If approved, seek Public Comment on the outcome; and*
5. *Acknowledge that this would mean Differential Rates will not be able to be applied to the 2020/2021 Annual Budget.*

Legal Implications

Local Government Act 1995

6.32. *Rates and service charges*

- (1) *When adopting the annual budget, a local government —*
- (a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —*
 - (i) *uniformly; or*
 - (ii) *differentially;**and*
 - (b) *may impose* on rateable land within its district —*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment; and*
 - (c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

6.33. Differential general rates

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
- (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the Planning and Development Act 2005; or
 - (b) a purpose for which the land is held or used as determined by the local government; or
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
- (2) Regulations may —
- (a) specify the characteristics under subsection (1) which a local government is to use; or
 - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
- (3) In imposing a differential general rate a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
- (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
- (5) A differential general rate that a local government purported to impose under this Act before the Local Government Amendment Act 2009 section 39(1)(a) came into operation¹ is to be taken to have been as valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

[Section 6.33 amended: No. 38 of 2005 s. 15; No. 17 of 2009 s. 39; No. 28 of 2010 s. 34.]

6.36. Local government to give notice of certain rates**6.37. Specified area rates****6.47. Concessions****Strategic Community Plan**

- Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)
- Strategy 1.3.5- Review Rating Strategies. (Service Priority: High)

Environment - None.

Precedents

Council has not previously introduced Differential Rating. An Eaton Landscaping Specified Area Rate has been applied by the Shire of Dardanup for residents in the Eaton/Millbridge areas since 2009/2010.

Budget Implications

The Differential Rating Strategy review will have no budget impact for the 2019/20 or 2020/21 periods.

Budget – Whole of Life Cost

As no assets have been created as part of this agenda item, there are no whole of life cost implications.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.3) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Differential Rating Strategy
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assess Against	Legal and Compliance Compliance with rates raising process

Officer Comment

Council resolved in January 2020 [OCM 04-20] that Differential Rates will not be applied to the 2020-21 Annual Budget.

As a result of the other changes to the current draft 2020/21 budget through Council’s decision to apply a 0% rate increase for the 2020/21 period due to the impact of the COVID-19, officer’s recommend that Council endorse the rescheduling of the Differential Rates review workshop for a period of 2 years, with the item to be brought back to Council in January 2022 through a Councillor workshop for further consideration and deliberation.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 26-20 MOVED - Cr C Boyce SECONDED - Cr P Perks

THAT the Integrated Planning Committee recommends that Council:

- 1. Defer the Councillor workshop on Differential Rating for two years; and**
- 2. Request that this item is brought back to Council in January 2022.**

CARRIED
8/0

Process

This Item was Deferred as per IPC Resolution [IPC 25-20].

8.4 **ITEM DEFERRED - Title: Draft Long Term Financial Plan 2020/21 – 2023/24**

Reporting Department: **Corporate & Governance Directorate**
Reporting Officer: **Mr Phil Anastasakis – Deputy Chief Executive Officer**
Legislation: **Local Government Act 1995**

Overview

The Committee is requested to consider and endorse the Draft Long Term Financial Plan 2020/21 - 2029/30 which has been updated as part of the annual review of the Corporate Business Plan. Year one of the Long Term Financial Plan will form the basis of the 2020/21 Annual Budget.

Background -

As part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements, Council is to develop a Long Term Financial Plan for a minimum period of 10 years.

The Long Term Financial Plan (LTFP) is a ten year rolling plan that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool for prioritisation and ensuring the financial sustainability of the Local Government (refer to Appendix IPC: 8.4A – Under Separate Cover). Annual Budgets are directly aligned to the Corporate Business Plan and LTFP.

The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index, local government cost index, interest rates, etc. Major capital and operational expenditure implications included in the Integrated Planning and Reporting suite are included and specifically referenced in the LTFP.

The LTFP includes strategies regarding:

- Rating Structure;
- Fees and Charges;
- Alternative Revenue Sources ;
- Pursuit of Grants;
- Workforce;
- Reserves;
- Debt Funding ;
- Asset Disposal; and
- Investment Policy.

The use of asset and financial ratios are key sustainability measures that can highlight where attention needs to focus in order to keep on track. Note that there are a number of mandatory ratios, however each Local Government is able to supplement these with other ratios.

The Department of Local Government and Communities and Western Australian Treasury Corporation have partnered to release long term financial planning tools for Local Governments. The tools include the Financial Health Indicator calculator, which enables a Local Government to project changes to its financial position over the course of the long term financial plan. Local Governments can use this to calculate projections of their financial health using the Financial Health Indicator methodology. These ratios are provided for discussion (refer to Appendix IPC: 8.4B).

Scenario modelling is used to explore alternative futures (such as optimistic, conservative and worst case scenarios) to determine the level of flexibility in the LTFFP, and sensitivity testing is used to ascertain the impact of variations in the key assumptions (such as CPI estimates, payroll, interest rates, recurrent grant funding).

The impact of increasing rate income by 0%, 2.0% and 4.0% has been estimated as follows, recognising that last year Council resolved to apply a 4.0% rate increase in 2020/21 which was later reduced to a 0.0% increase due to the financial impact of the Corona Virus:

Rate Increase Percentage	Minimum Rate	Total Rates \$ Raised	Growth Rate/Change from UV to GRV plus % Increase	Increase on previous year
0%	\$1,547.50	\$13,398,132	0.90%	\$120,000
2.0%	\$1,578.45	\$13,665,495	2.92%	\$387,363
4.0%	\$1,609.40	\$13,932,857	4.93%	\$654,725

For the purposes of the draft Long Term Financial Plan, the following rate increases have been forecast:

Year	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29
Rate % Increase	0.0	3.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Growth % **	0.97	0.96	0.72	0.80	1.07	1.30	1.73	1.72	2.0	2.15

** Growth projections are based on forecast population growth projections produced by ID.Solutions in 2018.

Legal Implications

Local Government (Administration) Regulations 1996:

19C. *Strategic community plans, requirements for (Acts. 5.56)*

19DA. *Corporate business plans, requirements for (Acts. 5.56)*

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and **long term financial planning**.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*

*Absolute majority required.

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Action 1.3.1.3 is to develop, review and update annually the Shire of Dardanup Long Term Financial Plan.

Environment - None.

Precedents

The previous Shire of Dardanup Long Term Financial Plan 2019/20 - 2028/29 that was reviewed and adopted last year has formed the foundation of the current draft Long Term Financial Plan 2020/21 - 2029/30.

Budget Implications

Revenue and expenditure forecasts for the next 10 years are incorporated within the current Shire of Dardanup Long Term Financial Plan.

Budget – Whole of Life Cost

Financial commitments made within the various plans that form part of the Long Term Financial Plan in the year of the planned activity. This financial commitment will be in the form of:

- a) Project Expenditure;
- b) Equipment acquisition / replacement;
- c) Annual Reserve allocations; and
- d) New borrowings and subsequent loan repayments.

Alteration to financial commitments can be changed by amendment to the relevant plans.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year.

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.4C) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Long Term Financial Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Legislative requirements and compliance determine the need for the production of a Long Term Financial Plan.</p> <p>Financial The financial implications associated within the elements of the LTFP can affect the financial sustainability of Council.</p> <p>Reputational The inclusion of projects and works within the various plans within the LTFP build community expectation.</p>

Officer Comment

The financial elements and plans integrated with the Long Term Financial Plan have been modelled to produce a 10 year Rate Setting Statement (refer to Appendix IPC: 8.4D), which identifies the projected rate income required to achieve a sustainable financial position. For the later part of 2019/20 and 2020/21, there has been a significant financial impact on Council due to the financial impact of the Corona Virus, and Council’s decision to minimise the financial burden on residents and ratepayers through a 0% increase in rates and a freezing of general interest charges.

While Council has lost a significant amount of revenue in the later part of 2019/20 due largely to membership fees and usage charges from the Eaton Recreation Centre being suspended, through tight budgetary measures and reduced staffing costs, this reduced expenditure has offset a large proportion of the lost revenue. This has enabled the anticipated surplus estimated as part of the mid-year budget review as at 30 June 2020 to be maintained at \$395,186. Based on this projected end of year financial position for Council, and the above rate and forecast growth increases, the annual estimated carried forward surplus/(deficit) for the 10 year LTFP is as follows:

Year	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Closing Carried Forward Surplus / (Deficit)	\$263,454	\$147,586	\$236,932	\$459,544	\$278,605	\$129,443	(\$59,952)	\$189,712	\$458,101	\$555,745

The above projections illustrate that Council’s expenditure will need to be closely monitored to ensure over expenditure does not occur, however over the long term Council’s financial position remains strong and sustainable provided the assumed increased rate revenue anticipated from the next stage of the Citygate development and the new administration building lease income eventuates as anticipated.

Council’s overall cash reserves have been utilised and replenished during term of the LTFP to assist in funding capital works, with a noticeable impact during the building of the new Council administration/Library building. Additional reserve transfers to the Council Land Development Reserve and Building Reserve have been included in the LTFP from 2027/28, together with some amendments to other reserve transfers in later years to smooth out the forecast surplus or deficit in each year, however these are contingent upon earlier year’s rate increases occurring as forecast. As there is some

uncertainty as to whether these forecast rate increases will occur, these longer term transfers should be viewed only as discretionary.

Due to the Building Asset Management Plan not being finalised at the time that the Integrated Planning Committee agenda had been prepared, the LTFP cannot be finalised and will therefore need to be presented as a draft LTFP at this time. Once the other Plans are adopted by Council, it will enable the final balancing process to be undertaken for the LTFP, after which time the final version will be presented to Council for adoption. This is anticipated to be at the 10 June 2020 Special Council meeting.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) the Committee records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION RESOLUTION

THAT the Integrated Planning Committee recommends that Council receive and endorse the Shire of Dardanup draft Long Term Financial Plan 2020/21-2029/30, based on a projected rate increase of 0.0% for the 2020/21 budget (Appendix IPC: 8.4A).

8.5 Title: Workforce Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anasataskis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The Committee is requested to consider and endorse the Workforce Plan 2020/21 - 2029/30, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Workforce Plan will be incorporated into the 2020/21 Annual Budget.

Background

Through the Strategic Community Plan and Corporate Business Plan (Council's legislated *Plan for the Future*), the focus of Council is to provide the community with a broad range of facilities and services that meet their current and future needs, while ensuring the principles of good governance and financial sustainability are maintained. The Council's strategic, corporate and operational planning is developed, implemented and monitored through an Integrated Planning and Reporting Framework.

A Workforce Plan is created within this integrated framework as part of Council's Strategic Human Resource Management (HRM) system, which establishes a clear alignment between Council's *Plan for the Future* and its HRM strategy. Human Resource Planning is an ongoing process, therefore an annual review should be performed on the Workforce Plan which will enable continuous monitoring, review and updating of the Plan.

A review has been undertaken of the 10 year forecast staffing in the current Workforce Plan to assess the staffing resources required to achieve the Objectives, Strategies and Actions of Council, as outlined in the Strategic Community Plan and Corporate Business Plan.

Legal Implications -

Local governments' are required by legislation to adopt an integrated strategic planning approach to financial management.

*Local Government (Administration) Regulations 2011**19DA. Corporate business plans, requirements for (Act s. 5.56)*

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Strategic Community Plan

A stable and well-resourced workforce is required to deliver the Strategic Community Plan and the aspirations of the community contained within the Plan.

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Action 1.3.1.4 is to review and update annually the Shire of Dardanup Workforce Plan.

Environment - None.

Precedents

The Workforce Plan is reviewed annually to ensure the staff resources are provided to meet the strategic and operational objectives of the Shire.

Budget Implications -

The revised Workforce Plan and staffing changes are accounted for in the Long Term Financial Plan 2020/21 - 2029/30 and Corporate Business Plan 2020/21 - 23/24.

The Plan for 2020/21 includes 115.57 Full-Time Equivalent (FTE) staff at a total cost (salaries plus superannuation) of \$10,391,237, including new employees and changes to duties and hours for some positions to cater for the changing demands on staff through growth of the Shire and new services. This compares favourably with what was included in last years' Long Term Financial Plan for 2020/21 of 120.17 FTE's, which was based on a 5% rate increase.

Adopted of 2019/20 Long Term Financial Plan Projections										
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Growth	0.89%	0.97%	0.96%	0.72%	0.80%	1.07%	1.30%	1.73%	1.72%	2.00%
FTE's	119.07	120.17	126.47	129.37	132.57	136.97	141.17	141.97	142.17	142.17
Rate Increase	4.0%	5.0%	6.0%	6.5%	6.0%	6.0%	6.0%	6.0%	6.0%	6.0%

During 2019/20 there has been considerable review by management of the FTE numbers to balance the reduced revenue anticipated from rate revenue reductions, based on Council's initial resolution to reduce rate increases to 4% for four years, followed by Council's later decision to have a 0% increase in 2020/21, 3% increase in 2021/22 and 4% thereafter.

The current draft 2020/21 Long Term Financial Plan is based on the following:

Draft 2020/21 Long Term Financial Plan Projections										
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Growth	0.97%	0.96%	0.72%	0.80%	1.07%	1.30%	1.73%	1.72%	2.00%	2.15%
FTE's	115.57	115.67	116.97	116.97	119.77	120.77	122.47	125.17	126.37	127.07
Rate Increase	0%	3.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%

Budget – Whole of Life Cost

Employee costs are accounted for in the various Asset Management Plans and the 10 Year Long Term Financial Plan.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.5A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Workforce Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Employee costs are a significant proportion of Council's operating expenditure.
	Service Interruption If employee vacancies or new positions are not filled, it can impact on the level of service provided by Council to the community.
	Reputational High employee costs and employee turnover impact the Council's reputation.

Officer Comment

During the 2019/20 financial year there have been some changes to the allocation of the FTE allocations to adapt to changing staffing needs and to optimise the approved resources. These changes have not resulted in an increase above the total FTE approved by Council for 2019/20 budget of 118.97 FTE's.

The Workforce Plan changes during 2019/20 are summarised as follows:

WORKFORCE PLAN - 2019/20	Previous FTE's	Revised FTE's
Executive Department	13.20	2.70
Corporate & Governance	44.78	29.70
Sustainable Development	0	39.78
Infrastructure Services	60.99	46.79
Total Full-time Equivalent Staff (FTE)	118.97	118.97

The 2020/21 draft Workforce Plan has been significantly adjusted from the 2019/20 Plan (Appendix IPC: 8.5B) to reflect the reduced rate increases adopted by Council.

Last year's adopted Workforce Plan (contained within the Long Term Financial Plan) projected a 1.1 FTE increase for 2020/21, with a total increase of 23.1 FTE's by 2028/29. The amended draft Workforce Plan results in an overall decrease of 3.5 FTE's for 2020/21, with the projected increase to 2028/29 reduced to 7.3 FTE's over this same nine year period.

The impact of these changes in the Workforce Plan over the next four year Corporate Business Plan period is an overall reduction of 15.6 FTE's (previously 132.57 FTE's by 2023/24 reduced to 116.97 FTE's).

The draft Workforce Plan (contained within the Long Term Financial Plan) identifies the following amended positions for 2020/21:

WORKFORCE PLAN - 2020/21	COMMENT	FTE
Rates Officer	Allocated Resource reduced	-0.10
Accounts Receivable Officer	Allocated Resource reduced	-0.10
Director Sustainable Development	New role -resource reallocated	+1.00
Planning Officer	Resource reallocated	-1.00
Building Surveyor	Allocated Resource reduced and reallocated	-0.80
Ranger	Resource reallocated	+0.80
Emergency & Ranger Services Officer	Resource reallocated	-1.00
Emergency Management Officer	Resource reallocated	+0.20
Events Officer	Allocated Resource reduced	-0.20
Building Assets Officer	Resource reallocated	-0.20
ETO Design	Resource reallocated	-1.00
Parks & Gardens Apprentice	Allocated Resource reduced	-1.00
Engineering Services	Change from LTFP to Budget	-0.10
	Total	-3.50

The updated Workforce Plan for the period 2020/21 to 2029/30 is included in (Appendix IPC: 8.5B).

Council Role - Executive.

Voting Requirements - Simple Majority.

Discussion:

Cr. J Dow moved an alternate resolution to adjust the FTE figure to 117 for the period 2024/25 onwards within the Long Term Financial Plan and that a report be brought back to the Council by the Chief Executive Officer should an increase in staff be required after the 204/25 period. Cr Dow also recommended that the Workforce Plan be reviewed every 2 years instead of the current practice of an annual review.

Change to Officer Recommendation

As per Local Government (Administration) Regulations 1996 11(da) the Committee records the following reasons for amending the Officer Recommended Resolution:

- *Adjust the FTE figure to 117 for the period 2024/25 onwards within the Long Term Financial Plan*
- *A report to be brought back to the Council by the Chief Executive Officer should an increase in staff be required after the 204/25 period.*
- *The Workforce Plan be reviewed every 2 years instead of the current practice of an annual review.*

ALTERNATE RESOLUTION

MOTION MOVED - Cr J Dow SECONDED - Cr M Hutchinson
LOST

THAT the Integrated Planning Committee recommends to Council that:

1. The Shire of Dardanup Work Force Plan be adjusted to, reflect from 2024/25 the FTE be set at 117 for the entire term of the LTFP.
2. That the Chief Executive Officer bring a report to Council for a justification for increase in staff for Councils prior approval; and
3. The Shire of Dardanup Work Force Plan be reviewed every 2 years rather than annually.

LOST
3/6

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
<i>Cr. J Dow</i>	<i>Cr. P S Robinson</i>
<i>Cr. M Hutchinson</i>	<i>Cr. P R Perks</i>
<i>Cr. S Gillespie</i>	<i>Cr. C N Boyce</i>
	<i>Cr. L Davies</i>
	<i>Cr. T G Gardiner</i>
	<i>Cr M Bennett</i>

Process:

As the previous resolution was lost, the original officer recommended resolution was put.

Change to Officer Recommendation - None.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 27-20 MOVED - Cr P Robinson SECONDED - Cr C Boyce

THAT the Integrated Planning Committee recommends that Council adopt the Shire of Dardanup Workforce Plan 2020/21 - 2029/30 as per (Appendix IPC: 8.5B).

CARRIED
6/2

8.6

Title: Building Asset Management Plan 2020/21 – 2029/30

Reporting Department:

Infrastructure Directorate

Reporting Officer:

Mr Troy Williamson – Manager Assets

Legislation:

Local Government Act 1995

*Local Government (Function & General)
Regulations 1996*

Note: This item was dealt towards the end of the meeting. Refer to page 48 of the Minutes.

8.7 Title: Plant & Vehicle Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Luke Botica – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

The Committee is requested to consider and endorse the Plant & Vehicle Asset Management Plan 2020/21 - 2029/30 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

The Plant & Vehicle 10 Year Program is reviewed annually and provides a structured program for the plant and vehicles utilised in the Council's Operations Section (i.e. depot based). The Program covers the following:

1. Replacement of the Council's existing plant and vehicle fleet – plant and vehicles are replaced at the optimal point in the serviceable life of each item, the triggers being as adopted by Council in Council Policy CP048 (Appendix IPC: 8.7A);
2. Disposal of plant and vehicles which are deemed as not being required anymore; and
3. Acquisition of new plant and vehicles in the Council's Operations Section, which are determined as being necessary as an addition to the fleet.

The Program contains estimates of purchase and sales prices, together with recommended reserve transfers to fund changeovers and new purchases. The Program closely aligns with the Shire of Dardanup Workforce Plan, as well as the Council's Capital and Maintenance Programs. The Program has been reviewed in preparation for the 2020/2021 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

At the Integrated Planning Committee meeting held on the 8 April 2020, it was resolved to adopt the following annual reserve transfers for the renewal of existing and acquisition of new plant and vehicles for the Infrastructure Directorate:

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
	(x \$1,000)										
Proposed Transfers	205.5	205.5	206	250	256.5	276.5	280	317	327.5	347.5	2,672

The 10 Year Program has been adjusted to meet the adopted annual reserve transfers and is presented to the committee for adoption.

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

*Local Government (Administration) Regulations 2011***19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (3) A corporate business plan for a district is to —
- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually and the Plant & Vehicle AMP as and when amendments are made.

Budget Implications

The information contained in the Plant & Vehicle 10 Year Program will be used annually to develop the Council's Long Term Financial Plan. The following tables from the Plant & Vehicle 10 Year Program are provided with the agenda and indicate the projected expenditure and income for the next ten years:

- Plant Expenditure Summary (Appendix IPC: 8.7B);
- Plant Revenue Summary (Appendix IPC: 8.7B); and
- Plant Reserve Fund Summary (Appendix IPC: 8.7B).

The following shows the latest adopted annual transfer compared to the previous year adopted amounts.

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
	(x \$1,000)										
Previous Transfers	200	200	200	300	300	300	350	410	420	430	3,110
Proposed Transfers	205.5	205.5	206	250	256.5	276.5	280	317	327.5	347.5	2,672

Budget – Whole of Life Cost -

The purpose of the Plant & Vehicle 10 Year Program is to plan for the acquisition of new and the replacement of existing plant and vehicles. The triggers adopted by Council aim to minimise the overall life cycle cost of the Council's plant and vehicle fleet.

Council Policy Compliance

Replacement triggers used are in accordance with Policy CP048.

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.7C) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Plant & Vehicle Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.</p> <p>Reputational Risk that assets are not acquired to meet demand or needs of the Shire. Risk that customer levels of service are reduced or are not maintained to meet public expectation.</p> <p>Service Interruption Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.</p>

Officer Comment

The reduction in Annual Transfer to Reserve has required some adjustments to the Plant & Vehicle 10 Year Replacement Program.

Staff have conducted a review of the proposed new plant and vehicle acquisitions and have made adjustments to these (i.e. new plant and vehicles to be added to the fleet over the next ten years). It was decided to remove the purchase of a new road sweeper (1/2 share with another Council) from the 10 Year Program. This change will ensure that the Reserve balance can be maintained under the reduced Transfer to Reserve. It is proposed to continue the use of contractors for a road sweeping service as has been the current method.

The replacement schedule of existing plant and vehicles has not been amended except for the replacement of one tractor with a new backhoe loader. The replacement of existing plant and vehicles is scheduled in accordance with Council's Policy CP048 – *Plant & Vehicle Acquisition and Disposal Policy*.

This Policy was established and adopted by Council to ensure that the Shire's plant and vehicle fleet is replaced at an optimal time, striking a balance between lifecycle cost and serviceability for each class of plant and vehicle.

The changes are summarised as follows:

New Plant or Vehicle	Forecast Cost	Scheduled
Backhoe Loader	New \$198,900	2020-21
Less: Trade-in of tractor	Trade-in \$24,097	
	Net Cost \$174,803	
Road Sweeper (1/2 share)	\$147,176	Removed from the program

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 28-20 MOVED - Cr T Gardiner SECONDED - Cr P Robinson

THAT the Integrated Planning Committee recommends that Council endorses the 10 year Plant & Vehicle Asset Management Plan 2020/21-2029/30 acquisition and replacement program (Appendix IPC: 8.7B).

CARRIED
8/0

8.8 Title: IT Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Sudi Mishra – Manager Information Systems</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The Committee is requested to consider the report on the Information Technology Asset Management Plan 2020/21-2029/30, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

On the 8 April 2020 the Integrated Planning Committee resolved to recommend that the Council adopt the Annual Transfers to Reserve for the delivery of the IT Asset Management Plan 2020/21 – 2029/30. Council subsequently resolved to support the recommendation at the 29 April 2020 Ordinary Council Meeting [Res: 110-20].

The IT budget services the day to day operational functions of the Council. It provides technologies and infrastructure to assist staff in delivering meaningful services to the community. It also satisfies the need to provide external data and informational services to the various stakeholders who interface with the Council.

Some of the primary objectives of the IT Asset Management Plan are to:

1. Enable the achievement of various strategies within the Community Strategic Plan;
2. To improve the quality and effectiveness of information services and business systems provided by the Shire of Dardanup; and
3. To minimise the impact of organisational growth and systems development on the budget by planning and prioritising the various Information Technology and Systems initiatives.
4. To inform the long term financial plan and support the corporate business plan.

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

*Local Government (Administration) Regulations 2011**19DA. Corporate business plans, requirements for (Act s. 5.56)*

- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

Strategic Community Plan

Various Strategies across the organisation within the Strategic Community Plan.

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None

Precedents

Council reviews and adopts the 10 Year Program annually and the IT AMP as and when amendments are made.

Budget Implications

The following allocations have been provided in the 2019/20 budget and 2020/21 draft LTFP:

	2019/20	2020/21
IT Equipment	\$18,795	\$19,601
Software Purchases	\$134,593	\$102,491
Software Annual License expenses	\$412,644	\$490,696
IT Equipment Leases	<u>\$272,745</u>	<u>\$260,252</u>
Total	\$838,362	\$873,040

A copy of the IT Asset Management Plan 2020/21 – 2029/30 is attached (Appendix IPC: 8.8A).

The current reserve transfers on which the IT Asset Management Plan – 10 Year Programs are based are listed below:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
400	400	400	400	400	450	500	500	500	500	4,450

The balance of required funds each year is budgeted to come from general operating revenue. In 2020/21 this would be \$474,376.

Budget – Whole of Life Cost

Budgeted expenditure and reserve transfer requirements are included annually in the IT Asset Management Plan to enable the ongoing replacement of IT assets and infrastructure at the end of its useful life. In recent years more, IT infrastructure and hardware items have been treated as leased assets rather than outright purchase assets, due to consideration of the overall life cycle cost of these items and the frequency of replacement. In many instances, IT items only have a useful life of 4 years.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.8B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	IT Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial Adoption of this Item is required for funding of IS and IT services</p> <p>Service Interruption Services of IT and IS depend on adoption of IT Asset Management Plan</p> <p>Reputational Compromised Quality of IT and IS might affect the reputation of council in providing services.</p>

Officer Comment

The Council has invested in both people and technologies to achieve a level of information technology service and capability that is typically beyond an organisation of this size. For this reason the Shire of Dardanup is regarded within the Industry as a high achiever in the application of IT to its business services.

- *Future – 10 year ICT Plan*

The strategic focus over the next 5-10 year horizon must capture those strategies defined in the Strategic Community Plan 2018 – 2028 (SCP). There are a range of actionable strategies in the Plan that can benefit significantly from the astute application of the technology.

The ICT Plan does not currently include the installation of a new Enterprise Resource Planning (ERP) system to replace the existing mixture of software systems ie: synergy, fusion, tardis, etc. The decision on this topic will be made in the future and considered as part of the ICT Strategic Plan which will be presented to Council in the near future. It is anticipated that the outcome of this review and decision will be incorporated into next years IT Asset Management Plan, assuming Council resolves to support any proposed changes.

- *Next Budget – 2020/21*

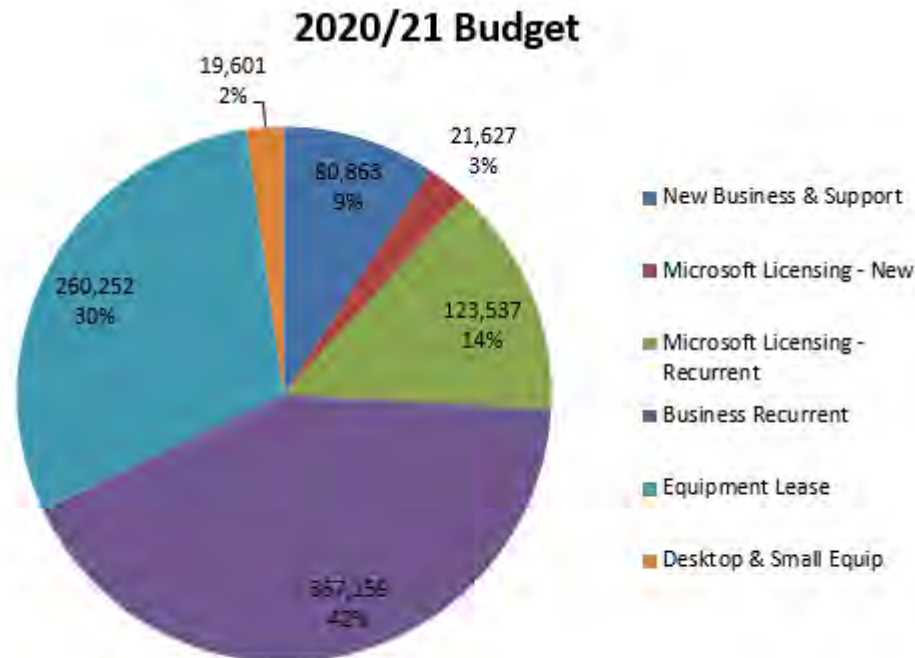
The major outcomes for Information Services for this coming year include:

1. A brand new Councillor Portal to provide Councillors and Council staff with the ability to collaborate and do better business.
2. Upgrade the current online application portal to include more applications like planning and health. This will enable the community to apply for more services online.

3. Upgrade to the TARDIS Electronic Document and Records Management System (EDRMS), which will enhance some of the features within the EDRMS and move toward packaging the software which can be utilised later for commercialisation – if determined by Council.

The 2020/21 budget can be more clearly visualised by referring to the pie chart below. Comment on the 2020/21 budget is made against each of the items in the Legend.

- o *Information Services – Total Budget 2020/21 - \$876,315*



- *New Business and Support*

These are funds specifically assigned to develop new business models for existing services using technology. Compared to other parts of the 'pie' this slice is quite small, however offsetting this is our investment in skilled staff who, in part, reduce our reliance on external consultancy services.

- *Microsoft Licences and Microsoft Recurrent*

This relates to the cost of using Microsoft (MS) technologies as the base for all our business. It is a significant part of the costs associated with our business and is unavoidable. The new Enterprise M365 contract packages from MS will assist in bundling products which may be financially beneficial to the Council. This change has been a part of our continuous review of MS technology package options.

- *Business Recurrent*

This covers the annual maintenance or the recurrent part of 'owning' software. All of the Council's product have some form of annual cost and this is the sum total of all business products. As an example, these product includes SynergySoft, Mapping, ICON, Zoodata and others.

- *Equipment Lease*

This relates to the annual lease cost for both desktop and some of the backroom technologies used by the Council. This is an unavoidable cost and the roll over period is four years for desktop and up to seven years for some server room infrastructure.

- *New Desktop and Hardware*

This is a small allocation for the outright purchase of IT equipment. Not all equipment is leased and typically these are 'smaller' but narrow technologies found in the Server room such as communications servers, firewalls, etc.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

ITEM 8.8- FURTHER INFORMATION

Process

The following information was provided to Councillors via email prior to the meeting.

Officer Comment

It has been identified that an error has been found in the IT Asset Management Plan. The error is on page 14 in Appendix IPC: 8.8A.

The Committee is advised that this is a typographical error within the spreadsheet and does not affect the IT Budget. The final figures provided for under "New Business" for the 2019 to 2030 does not change as a "0" total has been provided for in both schedules.

It is requested that the attached replace page 14 in Appendix IPC: 8.8A and the amended schedule will be noted within the resolution at the meeting on Wednesday.

Change to Officer Recommendation No Change

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION**

IPC 29-20 MOVED - Cr T Gardiner SECONDED - Cr P Robinson

THAT the Integrated Planning Committee recommends that Council adopts the IT Asset Management Plan 2020/21 – 2029/30 (Appendix IPC: 8.8A) with the amended schedule provided for on page 14.

CARRIED
6/2

8.9 Title: Road Asset Management Plan 2020/21 – 2029/30

Reporting Department: Infrastructure Directorate

*Reporting Officer: Mr Troy Williamson – Manager Assets
Mr Luke Botica – Director Infrastructure*

*Legislation: Local Government Act 1995
Local Government (Function & General) Regulations
1996*

Note: This item was dealt towards the end of the meeting. Refer to page 53 of the Minutes.

8.10

Title: Pathway Asset Management Plan 2020/21 – 2029/30

Reporting Department: Infrastructure Directorate
Reporting Officer: Mr Troy Williamson – Manager Assets
Mr Luke Botica – Director Infrastructure
Legislation: Local Government Act 1995
Local Government (Function & General) Regulations
1996

Note: This item was dealt towards the end of the meeting. Refer to page 58 of the Minutes.

8.11 Title: Parks & Reserves Asset Management Plan 2019/20 – 2028/29

Reporting Department:

Infrastructure Directorate

Reporting Officer:

Mr Troy Williamson – Manager Assets

Legislation:

Local Government Act 1995

Local Government (Function & General)

Regulations 1996

Note: This item was dealt towards the end of the meeting. Refer to page 63 of the Minutes.

8.12 Title: Stormwater Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets Mr Luke Botica – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

The Committee is requested to consider and endorse the Stormwater Asset Management Plan 2020/21 - 2029/30 that has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

The Stormwater 10 Year Program (10 Year Program) is a document that summarises all renewal, upgrade and expansion works programmed for the Shire's existing and proposed Stormwater Assets. The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The Stormwater 10 Year Program considers the Shire of Dardanup Strategic Community Plan (SCP) and has been reviewed in preparation for the 2020/2021 Long Term Financial Planning process and is provided for Council consideration and adoption.

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

Local Government (Administration) Regulations 2011

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually and the SWAMP as and when amendments are made.

Budget Implications -

The information contained in the 10 Year Program will be used annually to develop the Council's Long Term Financial Plan. The following tables from the Stormwater 10 Year Program are provided with the agenda and indicate the projected expenditure and income for the next ten years:

- 10 Year Financing Strategy Summary (Appendix IPC: 8.12A); and
- 10 Year Program of Works – Upgrades & Expansion (Appendix IPC: 8.12A).

The following shows the proposed annual transfer compared to the previous year adopted amounts.

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)									
2019-2020 LTFP	25	25	25	25	25	25	50	100	150	
2020-2021 LTFP	0	25	25	25	25	50	50	50	50	100

Budget – Whole of Life Cost

The purpose of the SWAMP is to plan for the expansion, upgrade, renewal and maintenance of the Shire's Stormwater assets and is essentially dealing with the full life cycle requirements of stormwater infrastructure.

Due to the extremely long useful life of stormwater infrastructure (up to 90 years), there is no renewal works required within the 10 year timeframe of the Program. Currently, the first renewal works are predicted in 2030.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.12B) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Stormwater Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Risk that assets are not renewed at the end of their useful lives.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Risk that assets are not upgraded or created to meet demand. Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

Currently, the SWAMP covers concrete stormwater pits and pipes. It will be expanded to cover other drainage infrastructure including sub soil drainage, drainage basins and other infrastructure over the coming years.

New stormwater infrastructure is generally ceded to the Council by developers as land is progressively developed. In this manner, all new drainage infrastructure is designed and constructed to current standards.

There is currently a requirement to condition assess the existing drainage infrastructure. In addition to this, it is necessary to capture and update the Council’s drainage infrastructure data. Due to the nature of stormwater infrastructure (i.e. hidden underground), it is imperative to have a high level of confidence in the asset data and the condition of these assets.

There are no upgrade/expansion or renewal projects programmed for construction during 2020/2021.

The renewal of drainage infrastructure is currently largely programmed using the age of the drainage infrastructure and a prediction of serviceable life of the asset components. It is important that detailed inspections be carried out on the Council’s assets to determine asset condition and to more accurately program the replacement of assets. This is particularly important on critical assets, which are costly to replace and/or could have a detrimental impact on roads and property if resulting in a failure.

Shire staff will be undertaking further condition assessments in 2020. This is important for the further development of the SWAMP. Condition assessments will enable staff to forecast the expected asset life more accurately and will provide the ability to better predict the future financial needs to maintain a sustainable stormwater network.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 30-20 MOVED - Cr M Bennett SECONDED - Cr T Gardiner

THAT the Integrated Planning Committee recommends that Council endorses the 10 year Stormwater Asset Management Plan 2020/21-2029/30 program of works (Appendix IPC 8.12A).

CARRIED
8/0

8.6 Title: Building Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

DECLARATION OF INTEREST

Cr S Gillespie declared a Proximity Interest in Item 8.6 Building Asset Management Plan 2020/21 – 2029/30 as she is a resident on Pratt Road, Eaton and the Eaton Bowling Club is in the BAMP and she lives near the Eaton Bowling Club.

Cr. M Bennett declared an Impartially Interest in “Item 8.6 – Buildings Asset Management Plans” as he is a patron of the Eaton Bowling Club and he is a life member of the Eaton Junior Football Club.

Cr Gillespie and Cr M Bennett left the eMeeting at 2.06pm
Deputy Chairperson, Cr P Robinson assumed the Chair.

Overview

The Committee is requested to consider and endorse the Building Asset Management Plan 2020/21 - 2029/30 that has been updated in response to the priorities set out at the Ordinary Council Meeting held on 29 April 2020 and as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

The Building 10 Year Program (10 Year Program) is a document that summarises all preservation, renewal, improvement and new works programmed for the Council’s existing and proposed Building Assets. The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The 10 Year Program considers the Shire of Dardanup Strategic Community Plan (SPC). The Building 10 Year Program has been reviewed in preparation for the 2019-2020 Strategic Planning process and is provided for Council consideration and adoption.

The 10 Year Program aims at ensuring that the operations within the Shire of Dardanup remain sustainable.

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

Local Government (Administration) Regulations 2011

19DA. Corporate business plans, requirements for (Act s. 5.56)

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and

- (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
- (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Strategic Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually and the BAMP as and when amendments are made.

Budget Implications -

The information contained in the 10 Year Program will be used annually to develop the Council's Corporate Business Plan. The following tables from the 10 Year Program are provided with the agenda (Appendix IPC: 8.6A - under separate cover) and indicate the projected expenditure and income for the next ten years:

- Consolidated Summary;
- Expenditure – New / Improvements Summary; and
- Expenditure – Preservation / Maintenance Summary.

The proposed annual reserve transfer for buildings has changed from that adopted in the Long Term Financial Plan (LTFP) of 2019/2020. The following shows the adopted annual transfer compared to the previous year adopted amounts.

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)									
2019-2020 LTFP	200	7,230	1,000	330	360	390	420	455	490	-
2020-2021 LTFP	300	7,330	1,100	430	440	460	500	500	500	500

It should be noted that the BAMP requires a significant amount of external funding to maintain a Reserve balance in the positive over the ten-year period. It will be necessary to source grant funding and government commitments for many of the larger projects to be viable.

Budget – Whole of Life Cost -

The purpose of the BAMP is to plan for the construction of new buildings and the upgrade, renewal, disposal and maintenance of the Council's existing buildings and is essentially dealing with the full life cycle requirements.

The BAMP is being developed to take into consideration functional hierarchy, usage and operational performance of buildings to ensure that the building assets remain viable and sustainable.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.6B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Building Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial Risk that assets are not renewed at the end of their useful lives. Risk that assets are not upgraded or created to meet demand.</p> <p>Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.</p> <p>Service Interruption Risk to service for public buildings if assets are not renewed or maintained to an operational standard</p> <p>Legal & Compliance Possible damages claims against the Council if there is injury due to buildings not being maintained.</p>

Officer Comment

The latest draft of the upgrade and expansion program has changed when compared to the program presented last year.

In early 2020, Councillors and staff conducted a bus trip to Dardanup to view the existing buildings and discuss possible options. Discussion ensued in regards to the condition, current usage and future usage of the buildings. The BAMP indicates that there will be a need for significant expenditure in future years on the buildings in regards to renewal and preservation works as well as some significant upgrades and expansion works.

Project Information Sheets were prepared for various building concepts, which were presented to the Ordinary Council Meeting, held on 29 April 2020. At this meeting, Council prioritised the order of building projects for staff to use when reprogramming the 10 Year Programs. The Programs provided with this report have been developed using the priority list adopted by Council.

In many cases, upgrade and expansion works also rely (in part) on funding from developers and contributions from users and clubs. Due to the slower than originally anticipated development in Dardanup, several projects to be partially funded from developer contributions have been reviewed and adjusted accordingly. Similarly, the need to fund some projects through contributions sourced from

clubs has also been removed. In order to cover the shortfalls generated by the reductions in these sources of project income, it will be necessary to source grant funding and government commitments for many of the larger projects. This has been indicated in the program and it will be important for the Council to seek government funding and other funding opportunities for some of the projects to become viable options.

It is expected that during the next ten year period significant changes will occur (such as Wanju and Waterloo Industrial Park) that will increase the Shire's revenue raising capacity. However, further assets are also expected to be acquired through development.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

ITEM 8.6– FURTHER INFORMATION

Process:

The following information was provided to Councillors via email prior to the meeting.

Director Infrastructure Comment

In Appendix IPC: 8.6A (Under Separate Cover) Councillors will find the following tables that accompany the Building Asset Management Plan 2020/21 – 2029/30 report.

- 10 Year Program tables from the Building Asset Management Plan (BAMP) which includes the following tables:
 - Consolidated Summary;
 - Expenditure – New / Improvements;
 - Expenditure – Preservation / Renewal;
 - Building Reserve Fund Summary;
 - Loans Summary;
 - Grants Summary; and
 - Contributions Summary.
- Summary of Main Projects / Works in the 10 Year Building Program tables, which includes:
 - New & Improvements; and
 - Significant Preservation & Renewal Works

The Summary of Main Projects / Works in the 10 Year Program tables are provided to assist Councillors by providing a snapshot of the projects and significant works included in the 10 Year Building Program. It also demonstrates the construction timing nominated in the program, and how it relates to the Council priority given to each project at the Ordinary Council Meeting held on 29 April 2020.

The program indicates the following for the major projects included as new and improvements:

- Total expenditure across the ten years for the projects shown is \$41.5M;
- There is \$6M of loans allocated for the new Admin and Library Building Project;
- The Shire has secured \$3.29M of grants so far for the program;
- The Shire will need to find another \$18.2M in grants for the program over the 10 Years;
- There is \$0.67M in contributions allocated to the program some of which is already collected and held by the Shire and others that are scheduled to be received through further development;
- The Shire would be eligible to use \$210,000 of cash-in-lieu of public open space (POS) funds it is holding. These funds require approval of the Minister before spending;

- A total of \$1.64M of unspent project funds currently held in Reserve is allocated to the Program; and
- The program as it currently stands allocates \$11.4M of Council own source funds over the 10 years.

It should be noted that the \$18.2M in grants required over the 10 year period is not yet secured and will require staff and Council to work on securing these funds now and in future years.

Furthermore, several of the larger projects are based on the Project Information Sheets previously provided to Council. These sheets outline high-level concepts and costings for projects. Staff have commenced engagement with stakeholders and users and will continue to develop these concepts with a view to having these concepts agreed and settled in the near future.

Change to Officer Recommendation

No Change.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 31-20

MOVED -

Cr T Gardiner

SECONDED -

Cr P Perks

THAT the Integrated Planning Committee recommends that Council endorses the 10 year Building Asset Management Plan 2020/21-2029/30 program of works (Appendix IPC: 8.6A – Under Separate Cover).

CARRIED
6/0

8.9 Title: Road Asset Management Plan 2020/21 – 2029/30

Reporting Department: Infrastructure Directorate
Reporting Officer: Mr Troy Williamson – Manager Assets
 Mr Luke Botica – Director Infrastructure
Legislation: Local Government Act 1995
 Local Government (Function & General) Regulations 1996

DECLARATION OF INTEREST

Cr. S Gillespie declared a Proximity Interest in “Item 8.9 – Road Asset Management Plans” as she is a resident on Pratt Road, Eaton and the road is mentioned in the Road Asset Management Plan.

Cr. M Bennett declared a Proximity Interest in “Item 8.9 – Road Asset Management Plans” as he owns land adjacent to the Pratt Road Car Park.

Cr S Gillespie and Cr M Bennett had previously left the eMeeting at 2.06pm and had not returned at this time.

Overview

The Committee is requested to consider and endorse the Road Asset Management Plan 2020/21 - 2029/30 that has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

At the 8 April 2020 Integrated Planning Committee Meeting it was resolved to recommend that Council reduce the Annual Transfer to Reserve for the Roads asset class. A reduction in Annual Transfer to Reserve for the Roads asset class has required staff to reschedule the draft 10 Year Expansion, Upgrades and Renewal Programs.

The Road 10 Year Program considers the Shire of Dardanup Strategic Community Plan (SCP) and has been reviewed in preparation for the 2020/2021 Long Term Financial Planning process and is provided for Council consideration and adoption.

The Road Asset Management Plan (RAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Council’s road network. The RAMP looks at the existing network, determines standards and processes for determining an overall master plan of roads for the Shire and recommends a program of works for the improvement, expansion and renewal of the road network. The RAMP is reviewed as required to take into consideration any changes resulting from traffic changes, development and subdivisions, newly constructed roads, changes to the Main Roads Western Australia network and any other factors that affect the information contained within the document. The RAMP is written in consideration of the Shire of Dardanup Strategic Community Plan (SCP).

The rate of improvement of the network is dependent on the amount of resources that the Council allocates to such works annually. The amount of improvement works carried out annually should be controlled so that renewal and preservation works are not compromised or delayed to the point of pavement failure (resulting in greater cost to Council).

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

Local Government (Administration) Regulations 2011

19DA. *Corporate business plans, requirements for (Act s. 5.56)*

- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment

The project unit costs have provision for expenses relating to environmental approvals and offset requirements for road projects. However, this will be monitored closely and adjusted if needed in future reviews of the RAMP.

Precedents

Council adopts the 10 Year Programs annually and the RAMP as and when it is reviewed.

Budget Implications

The following Programs are provided in (Appendix IPC: 8.9A) and indicate the projected expenditure and income for the next ten years. The full copy of the RAMP will be provided to Councillors for their information following the adoption of the Road Asset Management Plan 2020/21 – 2029/30.

- 10 Year Plan – Gravel Resheeting;
- 10 Year Plan – Gravel Formation Works;
- 10 Year Plan – Rural Construction;
- 10 Year Plan – Rural Resurfacing;
- 10 Year Plan – Urban Resurfacing;
- 10 Year Plan – Other Projects;
- 10 Year Plan – Bridge Preservation;
- 10 Year Projected Expenditure and Income; and
- 2020-2021 Construction Program.

The ability of the Council to deliver the minimum required expenditure on the road network is reliant on the Council's ability to attract external funding. Under the current structure, the Council would not

be able to meet its road preservation and maintenance needs purely from rates. Adding improvement works on top of this exacerbates the situation.

The recommendations in the Road 10 Year Programs will be used to develop the 10 year Long Term Financial Plan and Corporate Business Plan.

Costings provided in the Road 10 Year Programs are based on generic unit rates. Therefore, detailed estimates will be carried out for projects recommended prior to construction. It is expected that the overall cost of each project should not vary greatly; however, the distribution of labour, plant and goods and services costs may vary once each project is examined in more detail.

Budget – Whole of Life Cost

The purpose of the RAMP is to plan for the preservation, renewal, improvement and expansion of the Shire's road network and deals with the full life cycle requirements of road infrastructure.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.9B) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Roads Asset Management Plan 2020/21 – 2029/30	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the end of their useful lives.
	Financial	Risk that assets are not upgraded or created to meet demand.
	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

In order for the Council to manage a sustainable road network, it is essential that the existing road network is preserved and renewed. Therefore based on the reduced Annual Transfer to Reserve for the Roads asset class the intent by staff has been to prioritise required preservation and renewal works and delay the rate of improvement and expansion over the 10 Year Program where possible. The RAMP 10 Year Programs have been developed to provide the Council with a plan that outlines the minimum requirements to achieve a sustainable road network in the long term.

The Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a Local Government are being replaced as they reach the end of their useful lives. The Shire's 10 year average Asset Sustainability ratio for roads is 0.84 (\$2,024,079/\$2,400,000), which is slightly below the 0.90 benchmark recommended by the Department of Local Government and Communities – Integrated Planning and Reporting Framework. This ratio is important in terms of a sustainability guide and needs to be taken into consideration when making changes to future renewal projects.

The current replacement cost and annual depreciation of the Roads Asset Class is listed below:

	Current Replacement Cost	Annual Depreciation
Roads	\$127,200,000	\$2,400,000

The current forecast average expenditure currently identified in draft Roads Asset Management Plan is listed below (i.e. annual average taken over 10 years):

	Identified in 10 Year Programs				
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Roads	\$2,024,079	\$1,305,998	\$3,330,076	\$1,781,498	\$1,550,000

It should be noted that a significant portion of the projected income beyond 2020/2021 is estimated and may vary subject to the future amounts available under each source and the success of the Council obtaining the funds.

The following shows the proposed annual transfer compared to the previous year adopted amounts.

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)									
2019-2020 LTFP	1,700	1,700	1,800	1,900	1,985	2,130	2,325	2,520	2,720	
2020-2021 LTFP	1,350	1,350	1,350	1,350	1,550	1,600	1,700	1,725	1,750	1,775

The projected net cost to Council of the recommended 2020/2021 Construction Program is \$1,162,095.

The following comments are provided on the major projects in the 2020/2021 Construction Program:

- Pile Road – this project involves the widening of the road from the Pile Road intersection 1.65km to the east, and the widening and reconstruction of 1.97km between the Henty Road intersection and Blakiston Access Track. This is an on-going project to upgrade the entirety of Pile Road. As Pile Road is a road of regional significance, the project is funded on a two thirds, one third basis through the Regional Road Group.
- Eaton Drive – Extension of Second Carriageway – the construction of the second carriageway of Eaton Drive between Millbridge Boulevard and to the north of Jindalee Way. This project is fully funded through the Joint Town Planning Scheme.
- Eaton Drive - Intersection Modifications (Stage 1) – This is the first stage of intersection upgrades along Eaton Drive from 0.40 SLK to 1.70 SLK (north of Blue Wren Drive to north of Glen Huon Boulevard) and consists of the modification and installation of traffic signals at Watson Street. As Eaton Drive is a road of regional significance, the project is funded on a two thirds, one third basis through the Regional Road Group.

8.10 Title: Pathway Asset Management Plan 2020/21 – 2029/30

Reporting Department: *Infrastructure Directorate*

Reporting Officer: *Mr Troy Williamson – Manager Assets*
 Mr Luke Botica – Director Infrastructure

Legislation: *Local Government Act 1995*
 Local Government (Function & General) Regulations
 1996

DECLARATION OF INTEREST

Cr. S Gillespie declared a Proximity Interest in "Item 8.10 – Pathway Asset Management Plans" as she is a resident on Pratt Road, Eaton and the path is mentioned in the Pathway Asset Management Plan.

Cr. M Bennett declared a Proximity Interest in "Item 8.10 – Pathway Asset Management Plans" as he owns property adjacent to Millars Creek pathway.

Cr S Gillespie and Cr M Bennett had previously left the eMeeting at 2.06pm and had not returned at this time.

Overview

The Committee is requested to consider and endorse the Pathways Asset Management Plan 2020/21 - 2029/30 that has been updated in response to the priorities set out at the Integrated Planning Committee Meeting held on 8 April 2020 and as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

The Pathway Asset Management Plan (PAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Shire's pathway network. The PAMP looks at the existing network, determines standards and processes for determining an overall master plan of pathways for the Shire and recommends a program of works for the improvement, expansion and renewal of the pathway network. The PAMP is reviewed as required to take into consideration any changes resulting from traffic changes, development and subdivisions, newly constructed pathways and any other factors which affect the information contained within the document. The PAMP is written in consideration of the Shire of Dardanup Strategic Community Plan (SCP).

The Pathway 10 Year Programs (10 Year Program) are documents that summarise all renewal, upgrade and expansion works programmed for the Shire's existing and proposed Pathway Assets. The document contains estimates of expenditure and revenue, together with recommended Reserve transfers to fund the works. The 10 Year Program is derived from the PAMP and is produced for the 2020/2021 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

Local Government (Administration) Regulations 2011

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (3) A corporate business plan for a district is to —
- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually and the PAMP as and when amendments are made.

Budget Implications

The information contained in the 10 Year Program will be used annually to develop the Shire of Dardanup Corporate Business Plan. The following tables from the 10 Year Program are provided with the agenda and indicate the projected expenditure and income for the next ten years:

- 10 Year Financing Strategy Summary (Appendix IPC: 8.10A);
- 10 Year Program of Works – Upgrades & Expansion(Appendix IPC: 8.10A); and
- 10 Year Program of Works – Renewals (Appendix IPC: 8.10A).

The recommended annual reserve transfer has been amended from that adopted in the Long Term Financial Plan in 2019/2020.

The following shows the proposed annual transfer compared to the previous year adopted amounts.

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)									
2019-2020 LTFFP	156	162	170	178	184	190	200	250	270	
2020-2021 LTFFP	56	162	170	178	184	190	215	240	240	240

It should be noted a significant portion of the upgrade and expansion expenditure is also contingent on receiving external funding for projects. The success or otherwise of funding will have an impact on the Council to deliver upgrade and expansion projects and may result in some projects being delayed until sufficient funds are secured.

A proportion of expansion projects are also contingent upon road funding (i.e. Regional Road Group and Black Spot). Accordingly, these projects are scheduled to coincide with the corresponding road

projects in order to maximise the amount of external funding that can be sourced, including an allocation towards pathways.

Budget – Whole of Life Cost

The purpose of the PAMP is to plan for the expansion, upgrade, renewal and maintenance of the Shire’s pathway network and is essentially dealing with the full life cycle requirements of pathway infrastructure.

The current need for the renewal of the pathway network is relatively low; however, there will be a significant increase beyond the current 10-year timeframe. The bulk of the works scheduled in the current 10-year period of the PAMP relates to upgrades and expansion. Upgrade and expansion projects can be delayed if needed; however, projects should not be delayed to the extent that it will create a bigger impost on Council resources when the renewal of the existing network becomes critical.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.10B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Pathway Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial</p> <p>Risk that assets are not renewed at the end of their useful lives.</p> <p>Risk that assets are not upgraded or created to meet demand.</p> <p>Reputational</p> <p>Risk that customer levels of service are reduced or maintained to meet public expectation.</p>

Officer Comment

The Council’s responsibilities relating to the management of pathways will undoubtedly increase significantly in future, particularly as the existing pathway infrastructure starts to reach the end of its useful life. The PAMP is an essential tool for the Council to plan and prepare for the increase in expenditure required in future. Not only does the Council need to manage new pathways being handed over from development, but there is an expectation that existing areas will be better serviced in accordance with the PAMP.

The programming of renewal works is scheduled based on the age of the pathway assets and where the condition of the asset has been assessed. Upgrade and expansion works are scheduled by staff based on the criteria in Table 7 of the PAMP.

It is recommended that the 10-Year Program be adopted as presented.

The following expansion and upgrade projects are proposed for construction in 2020/2021:

PATHWAY SECTION	EXPENDITURE (\$)	INCOME (\$)	NET COST TO COUNCIL (\$)	NOTES / COMMENTS
Watson Street: Eaton Drive – Pratt Road	60,474	12,095	48,379	To tie in with Watson St intersection upgrade
Scott Street: Casuarina Street - Lucretia Street	20,183	0	20,183	Connection to existing network
O'Meara Drive: Shenton Road - Gardiner Street	61,063	18,319	42,744	Connection to existing network
Link from Eaton Recreation Centre to Glen Huon Oval	3,071	0	3,071	To formalise pedestrian traffic flow from school
Eaton Drive: Millbridge Boulevard - Jindalee Way	163,521	163,521	0	To tie in with Eaton Drive second carriageway works
Eaton Drive (RHS): Jindalee Way – New Bridge	114,888	114,888	0	Second connection to new bridge
Access to Scout Hall fishing platform & retaining wall	12,300	0	12,300	Formalised access to fishing platform
Cudliss Street: Bus shelter to Hands Avenue	22,961	0	22,961	Connection to existing network
TOTAL	\$458,461	\$308,823	\$149,638	

There are no renewal projects programmed for construction during 2020/2021.

The criteria for determining the need for a pathway were developed and adopted in 2007. The reason for adopting criteria was to provide a consistent and methodical approach to the master planning of pathways in the Shire and to ensure that the Council does not over-capitalise on pathway assets that will ultimately place an impost on Council in terms of maintenance and renewal costs in future. For example, Council could seek a pathway on every street in a new subdivision, to be funded by the developer. Although initially the assets would be gifted to the Council at no cost, it will result in ongoing maintenance and repair costs and its ultimate replacement at the cost of Council and funded directly from the Council's own sources (note that renewal projects (like-for-like) rarely attract grant funding). The greater the asset base, the greater the cost impost will be on Council.

Even with the adopted criteria, modelling undertaken by Shire staff has indicated that the current pathway network and the expected growth (under the adopted criteria) will require significant renewal expenditure in future. The current age and condition of the pathway network does not require any significant renewal expenditure in the next ten years. However, the following table clearly indicates that this will not be the case beyond the ten year timeframe as a large portion of the pathway network ages and starts to reach the end of its serviceable life:

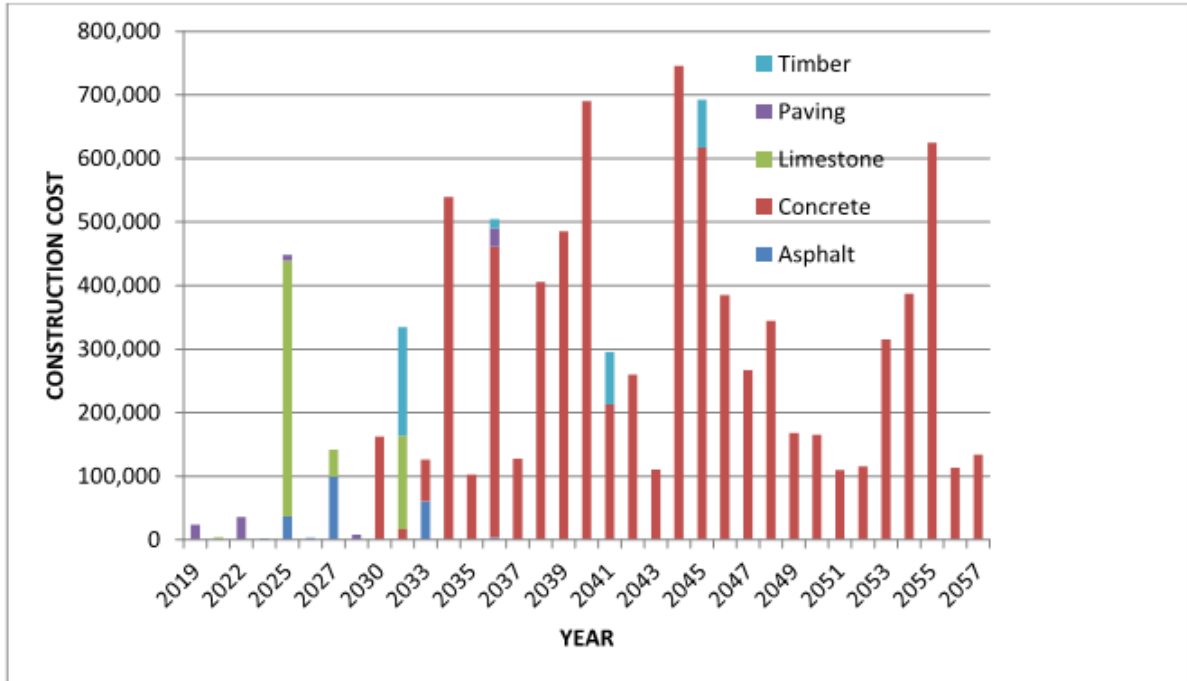


Chart 3 - Future Pathway Network Renewal Requirements by Annual Cost

It is therefore recommended that when determining whether additional pathways are included into the program, Council should be mindful of the future cost implications of the additional asset.

The current asset management plans, although reviewed each year as part of the annual strategic financial planning, will receive a major review in the coming years. This will include a review of the technical levels of service which are used to define the Shire’s Master Plan for upgrades and expansion. Council has been engaged via a workshop in the development of the Parks & Reserves levels of service and a similar process will be followed for pathways.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 33-20 MOVED - Cr J Dow SECONDED - Cr P Perks

THAT the Integrated Planning Committee recommends that Council Endorses the 10 Year Pathway Asset Management Plan 2020/21-2029/30 program of works (Appendix ORD: 8.10A).

CARRIED
6/0

8.11 Title: Parks & Reserves Asset Management Plan 2019/20 – 2028/29

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

DECLARATION OF INTEREST

Cr. S Gillespie declared a Proximity Interest in "Item 8.11 – Parks & Reserves Asset Management Plans" as she is a resident on Pratt Road, Eaton and the Eaton Bowling Club is in the PRAMP and she lives near the Eaton Bowling Club

Cr. M Bennett declared a Proximity Interest in "Item 8.11 – Parks & Reserves Asset Management Plans" as his property is located adjacent to Millars Creek.

Cr S Gillespie and Cr M Bennett had previously left the eMeeting at 2.06pm and had not returned at this time.

..

Overview

The Committee is requested to consider and endorse the Parks & Reserves Asset Management Plan 2020/21 - 2029/30 that has been updated in response to the priorities set out at the Integrated Planning Committee Meeting held on 8 April 2020 and as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

The Committee is also requested to consider an increase in the scope of the East Millbridge POS Upgrade Project to include a playground recently requested via a petition considered at the 26 February 2020 Ordinary Council Meeting.

Background

The Parks & Reserves Asset Management Plan (PAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Council's parks and reserves assets. The PRAMP looks at the existing asset base, determines standards and processes for determining an overall master plan of parks and reserves for the Council and recommends a program of works for the improvement, expansion and renewal of the parks and reserves. The PRAMP is reviewed as required to take into consideration any changes resulting from development and subdivisions, newly constructed parks and reserves and any other factors which affect the information contained within the document. The PRAMP is written in consideration of the Shire of Dardanup Strategic Community Plan (SCP).

The Parks and Reserves 10 Year Programs (10 Year Program) are documents that summarises all maintenance, renewal, upgrade and expansion works programmed for the Council's existing and proposed Parks and Reserves Assets. The document contains estimates of expenditure and revenue, together with recommended Reserve transfers to fund the works. The 10 Year Program is derived from the PRAMP and is produced for the 2020/2021 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

The adoption of the 10 Year Program is also useful for seeking external funding for parks and reserves projects as it clearly demonstrates that the Council has identified the project in a forward capital works plan and its relevance to the Council.

At the Ordinary Council Meeting held on 26 February 2020, Council considered a report regarding a petition that was presented to Council for a playground to be included in east Millbridge. The following procedural motion was carried by Council :

“That the matter of the proposal of establishing a new playground in east Millbridge be deferred to the budget workshops and reported back through the Integrated Planning Committee.”

The report presented to the Ordinary Council Meeting held on the 26 February 2020 is provided in (Appendix IPC: 8.11A) The matter is hereby presented as part of this report to the Integrated Planning Committee.

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

Local Government (Administration) Regulations 2011

19DA. Corporate business plans, requirements for (Act s. 5.56)

- (3) A corporate business plan for a district is to —
- (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Strategic Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

Council adopts the 10 Year Program annually and the PRAMP as and when updated.

Budget Implications

The following tables from the Parks and Reserves 10 Year Program are provided with the agenda and indicate the projected expenditure and income for the next ten years:

- 10 Year Plan – Summary (Appendix IPC: 8.11B);
- 10 Year Plan – Expansion & Upgrades (Appendix IPC: 8.11B); and
- 10 Year Plan – Renewals (Appendix IPC: 8.11B).

The information contained in the Parks and Reserves 10 Year Program will be used annually to develop the Council's Long Term Financial Plan and Corporate Business Plan.

The recommended annual reserve transfer has changed from that adopted in the Long Term Financial Plan in 2019-2020, as shown in the following table.

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)									
2019-2020 LTFP	200	200	250	300	320	340	360	380	400	
2020-2021 LTFP	150	225	225	225	385	525	525	525	525	525

In the 10 Year Expansion & Upgrade Program provided in the appendices, the following upgrades are listed for the east Millbridge public open space (POS):

Stage	Year	Description	Cost	Funding	Net Cost
1	2021/2022	Reticulation of existing field	\$69,915	0%	\$69,915
2	2029/2030+	Import sand, install drainage, lighting, new turf	\$1.057M	67%	\$349,000

If a playground was added to the scope of Stage 1 of the upgrade (i.e. not change to Stage 2), the following project allocation could be included into the 10 Year Program.

Stage	Year	Description	Cost	Funding	Net Cost
1	2021/2022	Reticulation of existing field and playground	\$185,000	30%	\$129,500

Based on the proposed figures above, and if funding is secured at 30% of the project value, the Shire would require an additional \$59,585 (i.e. difference between \$129,500 and \$69,915). This amount can be included within the current reserve transfers without adversely affecting the balance of the Reserve (remains positive). It is expected that a playground should be able to attract external funding.

Budget – Whole of Life Cost

The purpose of the PRAMP is to plan for the upgrade, renewal and maintenance of the Council's parks and reserves and is essentially dealing with the full life cycle requirements of parks furniture, equipment and treatments.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.11C) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Parks & Reserves Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial Risk that assets are not renewed at the end of their useful lives.</p> <p>Financial Risk that assets are not upgraded or created to meet demand.</p> <p>Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.</p>

Officer Comment

The 10 Year Program outlines the renewal requirements for parks and reserves assets over the next ten years. Renewal expenditure relates to the replacement of park furniture and equipment when they reach the end of their useful life.

Expenditure on renewal is expected to remain high beyond the 10 Year Program as assets within parks and reserves handed over to the Council through subdivisional development reach the end of their useful life. These parks and reserves are generally appointed to a higher level than older parks and reserves in the Shire. However, Shire staff are in the process of developing new levels of service which will better manage the development and standards applied to parks and reserves.

Expansion of the Council’s parks and reserves is due largely to new public open spaces that are ceded to the Council as a requirement of subdivision. These new public open spaces are handed to the Council in a developed state. Accordingly, this increases the Shire’s renewal obligations as these new areas reach the end of their useful life.

There is an expectation that existing areas are upgraded to new improved standards. The PRAMP is an essential tool for the Council to plan for these upgrades, however it is important that the expectations of the community are managed. A current review of the existing Parks and Reserves Asset Management Plan is currently being undertaken and will provide a framework within which future asset renewal and upgrade expenditure can be rationalised into the future.

The programming of renewal works is scheduled based on the age of the parks and reserves assets and where the condition of the asset has been assessed.

The following expansion and upgrade projects are proposed for construction in 2020/2021:

LOCATION / PROJECT	EXPENDITURE (\$)	INCOME (\$)	NET COST TO COUNCIL (\$)	NOTES / COMMENTS
Burekup Oval Playground: Shade sails	28,448	14,224	14,224	
Eaton Foreshore Upgrade: Stage 4	Included in RAMP	Included in RAMP	0	Pratt Road & verge upgrade
Peninsula Lakes Park: Stage 2	61,200	61,200	0	Softfall rubber and play equipment

LOCATION / PROJECT	EXPENDITURE (\$)	INCOME (\$)	NET COST TO COUNCIL (\$)	NOTES / COMMENTS
Watson Reserve: Filtration System	86,780	0	86,780	Wason Reserve Master Plan
Millars Creek: Lighting Upgrade	35,363	0	35,363	Final stage, walkway lighting upgrade
Eaton Drive / Blue Wren Drive Roundabout Entry Statement	50,000	0	50,000	Landscaping enhancement associated with road project
TOTAL	\$211,791	\$75,424	\$136,367	

Voting Requirements - Simple Majority.

Council Role - Executive/Strategic.

OFFICER RECOMMENDED RESOLUTION

THAT Integrated Planning Committee recommends that Council endorses the 10 year Parks & Reserves Asset Management Plan 2020/21-2029/30 program of works (Appendix IPC: 8.11B).

OR

OFFICER RECOMMENDED RESOLUTION

THAT Integrated Planning Committee recommends that Council endorses the 10 year Parks & Reserves Asset Management Plan 2020/21-2029/30 program of works (Appendix IPC: 8.11B) with the inclusion of a playground for east Millbridge, and the following amendment made to the 10 Year Expansion & Upgrade Program:

Park Project	Year	Description	Cost	Funding	Net Cost
East Millbridge Public Open Space – Stage 1	2021/2022	Reticulation of existing field and playground	\$185,000	30%	\$129,500

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION "A"

IPC 34-20 MOVED - Cr P Perks SECONDED - Cr C Boyce

THAT Integrated Planning Committee recommends that Council endorses the 10 year Parks & Reserves Asset Management Plan 2020/21-2029/30 program of works (Appendix IPC: 8.11B).

CARRIED
6/0

Note: Cr M Bennett and Cr S Gillespie joined the eMeeting at 2.14pm. Cr M Bennett resumed the Chair.

Process

This Item was Deferred as per IPC Resolution [IPC25-20].

8.13 **ITEM DEFERRED - Title: Draft Strategic Financial Plan 2020/21 - 2029/30**

Reporting Department: **Corporate & Governance Directorate**
Reporting Officer: **Mr Phil Anastasakis – Deputy Chief Executive Officer**
Legislation: **Local Government Act 1995**

Overview

The Committee is requested to consider and endorse the Draft Strategic Financial Plan 2020/21-2029/30 which has been updated as part of the annual review of the Long Term Financial Plan, Corporate Business Plan, Asset Management Plans and Workforce Plan.

Background

The Committee is requested to review its Draft Strategic Financial Plan for 2020/21. This document is provided under a separate cover (Appendix IPC: 8.13A – under separate cover). The Draft Strategic Financial Plan provided in the appendices does not in this draft form include the Asset Management Plans.

Council’s corporate planning framework (Chart 1) articulates the financial planning framework.

The Strategic Financial Plan is a rolling 10 year forecasting and planning document primarily focused on asset planning. The asset management plans not only plan project expenditure and their timing, but also incorporate funding planning through the setting aside of monies into respective reserve funds to ensure projects are funded in the planned year of activity.

The Strategic Financial Plan includes the following documents;

a) *Long Term Financial Plan*

The purpose of this Plan is to project the financial income and expenditure of Council for the next 10 years, and in doing so determine the rating, grant and other income requirements. The Long Term Financial Plan is an integrated financial model which incorporates the financial requirements associated with the Workforce Plan, Asset Management Plans and other Service Strategies and is presented to this Committee as a separate report for adoption by Council.

b) *Debt Management Plan*

The general purpose of this document is to plan and monitor Council’s debt levels. The Debt Management Plan consolidates all Councils current & future borrowings into one document that allows the impact of new borrowing decisions to be readily identified.

c) *Reserve Fund Summary*

This document summarises Reserve Fund requirements for the period of the Long Term Financial Plan. It consolidates the proposed funding that will be required to meet existing asset funding gaps.

There has been a number of changes in annual reserve transfers to offset the anticipate reduced income associated with the financial impact of the Corona virus, and to generate some savings

for the Corporate Business Plan which will assist Council in achieving its target in relation to the projected zero percent rate increase for 2020/21.

d) *Rating Strategy*

This document will define and articulate Council's rating objectives associated with a General Rating methodology, and incorporate the decisions made by Council during 2019/20 as part of the review of Differential Rates and Specified Area Rates.

e) *Workforce Plan*

This document details staffing levels for the next 10 years. The 2020/21 - 2029/30 Workforce Plan is presented to this Committee as a separate report for adoption by Council and is based on the previously adopted Workforce Plan, with noted adjustments.

f) *10 Year Building Asset Plan – 2020/21*

This is a 10 year asset management budget. It details the construction, additions and major maintenance of Council buildings.

g) *10 Year Engineering Services Plant & Vehicle Asset Plan – 2020/21*

This is a 10 year asset management budget. It details the acquisition and replacement of works plant & vehicles within Council's Infrastructure Services Department.

h) *10 year Executive & Compliance Vehicle Asset Plan – 2020/21*

This is a 10 year asset management budget. It details the acquisition and replacement of Council's Executive & Compliance vehicle fleet.

i) *10 year Information Technology Asset Plan – 2020/21*

This is a 10 year asset management budget. It details the acquisition and replacement of Council's Information Technology hardware and software requirements.

j) *10 year Recreation Centre Equipment Asset Plan – 2020/21*

This is a 10 year asset management budget. It details the acquisition and replacement of gym and other equipment at the Eaton Recreation Centre.

k) *Road Asset Management Plan Summary – 2020/21*

This asset management plan details Council's road transport preservation and expansion requirements.

l) *Pathway Asset Management Plan Summary – 2020/21*

This asset management plan details Council's pathway network preservation and expansion requirements.

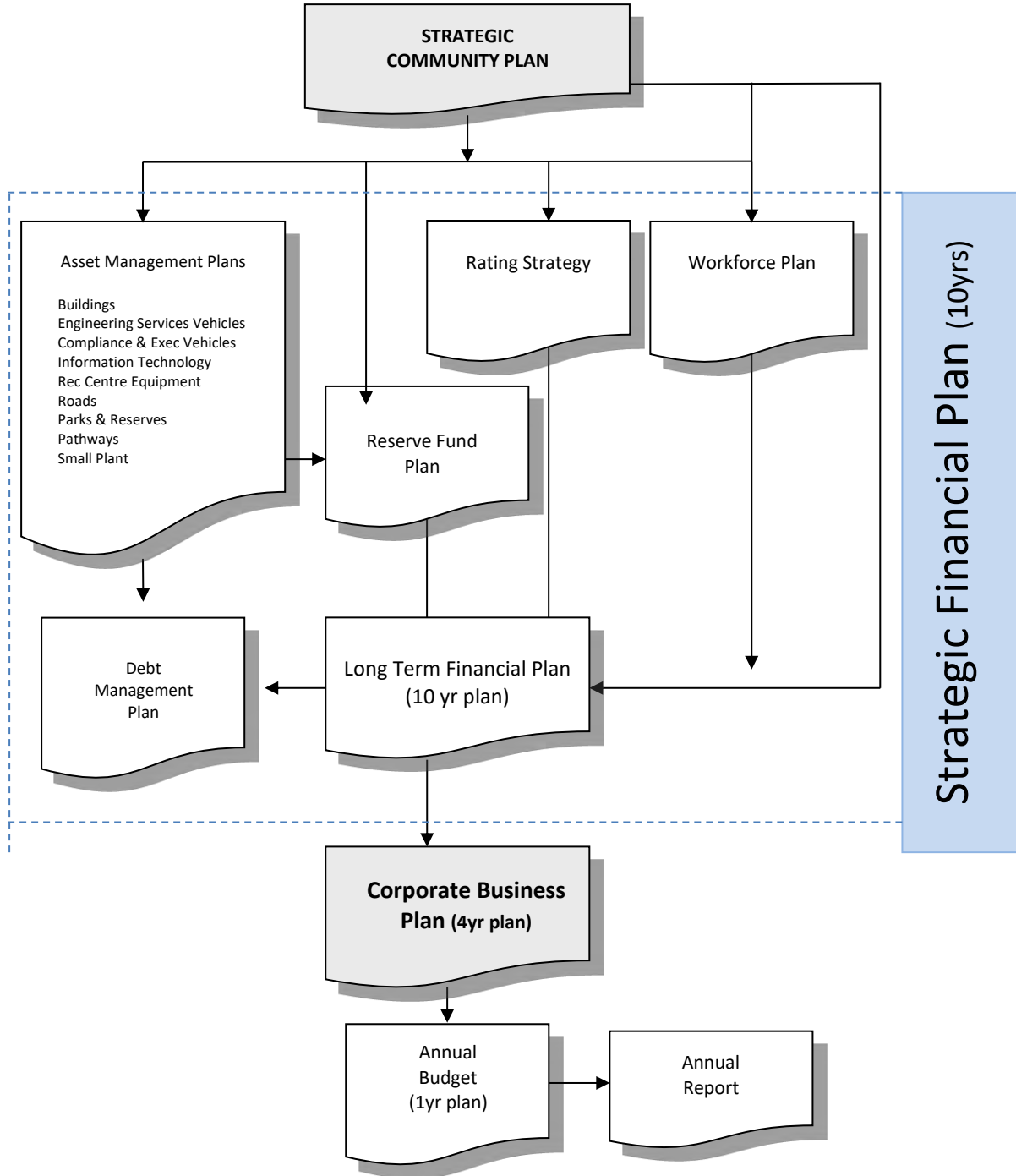
m) *Parks & Reserves Asset Management Plan Summary – 2020/21*

This asset management plan details Council's Parks & Reserves preservation and upgrades.

n) Storm Water Asset Management Plan Summary – 2020/21

This asset management plan details Council’s storm water assets identified for major drainage upgrades.

Corporate Planning Flow Chart
(Chart 1)



Legal Implications

Local Governments are required to adopt a Long Term Financial Plan. It is a 10 year rolling plan that informs the Corporate Business Plan (4yr plan) to activate the Strategic Community Plan priorities.

Council has a legislative requirement to comply with section 5.56 of the Local Government Act 1995, which requires all local governments to produce a 'Plan for the Future' of its district, with the Strategic Community Plan and Corporate Business Plan making up this Plan.

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

This Strategic Financial Plan is adopted annually and is the lead document for the Annual Budget and Long Term Financial Planning.

Budget Implications

The Strategic Financial Plan impact on the budget is in line with 2020/21 forecasts.

Budget – Whole of Life Cost

Financial commitments made within these plans will be included in the Corporate Business Plan in the year of the planned activity. This financial commitment will be in the form of:

- a) Project Expenditure;
- b) Equipment acquisition / replacement;
- c) Annual Reserve allocations; and
- d) New borrowings and subsequent loan repayments.

Alteration to financial commitments can be changed by amendment to the relevant plans.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year.

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.13B) for full assessment document

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Strategic Financial Plan 2020/21 - 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Legislative requirements and compliance determine the need for the production of various plans and financial projections.</p> <p>Financial The financial implications associated within the elements of the Strategic Financial Plan can affect the financial sustainability of Council.</p> <p>Reputational The inclusion of projects and works within the various plans within the Strategic Financial Plan build community expectation.</p>

Officer Comment

Financial planning as a driver of the Annual Budget has greatly enhanced Council’s ability to plan in detail the priority, affordability and timing of future community projects. These plans not only forecast expenditure requirements, but more importantly, plan for cash flow requirements necessary to fund planned activity.

The Long Term Financial Planning process indicates a Local Government’s long term financial sustainability and allows early identification of financial issues and their longer term impacts.

Upon adoption of the Strategic Financial Plan, staff will continue to develop the Annual Budget. The Annual Budget provides the opportunity to fine tune the estimates from year 1 the Long Term Financial Plan, therefore it is anticipated that there will be some minor changes in the final budget document.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) the Committee records the following reasons for amending the Officer Recommended Resolution:

OFFICER RECOMMENDED RESOLUTION

THAT the Integrated Planning Committee recommends that Council adopts the Draft 2020/21 Strategic Financial Plan (Appendix IPC: 8.13A – Under Separate Cover).

9 MATTERS BEHIND CLOSED DOORS

None.

10 CLOSURE OF MEETING

Process:

Before closing the meeting, Chairperson, Cr. M T Bennett made a final 'roll call' so the Minutes evidence continued attendance of Elected Members at the eMeeting and record attendance. The following were confirmed as in attendance:

Cr. Michael Bennett	-	Shire President (Chairperson)
Cr. Peter Robinson	-	Deputy Shire President
Cr. Tyrrell Gardiner	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Cr. Carmel Boyce	-	Elected Member
Cr Patricia Perks	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Stacey Gillespie	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Mr Luke Botica	-	Director Infrastructure
Mrs Natalie Hopkins	-	Manager Financial Services
Mr Troy Williamson	-	Manager Assets
Mrs Donna Bailye	-	PA to Deputy Chief Executive Officer
Mr Zach Hall	-	Business Solutions Team Leader

The Chairperson advises that the date of the next Integrated Planning Committee Meeting is per Resolution [IPC 25-20], and is to be held on the 20 May 2020, commencing at 1.00pm.

There being no further business the Chairperson declared the eMeeting closed at 2.17pm.



WORKFORCE PLAN

2020/21 – 2029/30

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EXECUTIVE SUMMARY

The Shire of Dardanup Vision Statement reads:

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of the community”

The leadership provided by Council and passed on to the Chief Executive Officer, Directors and staff stem from the authority provided by the Local Government Act, the Planning and Development Act and in excess of four hundred other statutes that empower the elected Council to develop policy strategies and make decisions for the good governance of the community.

This Workforce Plan identifies the staff resources required for the development of the Shire in a practical way and is drawn from the adoption of the following plans:

- Strategic Community Plan
- Long Term Financial Plan
- Long Term Financial Plan
- Long Term Financial Plan
- Asset Management Plans

Once adopted by Council the Workforce Plan provides the Chief Executive Officer with the resources to implement the works and services identified in the Corporate Business Plan.

As the population of the Shire of Dardanup continues to grow at the rate between 1% and 3% per year, it is important for the Council and staff to forecast future demands on the resources needed to serve the growing community.

A 2% growth equates to another 292 new people moving into the Shire every year, requiring the attention of the Shire to deliver cost effective sustainable services.

The Workforce Plan has been developed through a consultative process with elected members and staff. Matters addressed in the workshop included:-

- Gaps in service delivery; internal and external
- Current staff numbers
- Legislation impacts
- Staff turnover rates
- Government policy impacts
- Demographics of staff
- Impacts on the budget
- Workload
- Risk associated with being under resourced
- Population growth
- Levels of Service

The Plan is reviewed annually with a comprehensive review every four years in keeping with the review of the Strategic Community Plan.



CR. MICHAEL T BENNETT
Shire President



MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

1. AIM

The Workforce Plan aims to ensure that the Shire of Dardanup workforce has the right skills, at the right time and in the right quantities to ensure sustainable service delivery today and into the future.

2. INTRODUCTION

The inaugural Strategic Community Plan was adopted on 28 November 2012. The Plan was developed following nine months of community consultation that included community workshops, focus groups, discussions with school children and youth and a community survey. A full review of the Plan was conducted in 2017, with the updated Strategic Community Plan 2018/19 – 2027/28 adopted by Council on 3 April 2018. In June 2019 Council endorsed a structural change to the organisation that resulted in changes to the workforce plan which is reflected in this updated document.

The Strategic Community Plan sets out the vision, aspirations and objectives of the Shire and the community over the next 10 years and will guide the Shire's delivery and commitment to community services, facilities and infrastructure to the year 2027/28.

The Plan provides a concise overview of five key strategic objectives for action and sets out action plans and timeframes for Council to achieve the outcomes. The community's major priorities have been grouped under the following key strategic objectives:

- Leadership
- Environment
- Community
- Prosperity
- Infrastructure

The Plan will allow the Council to approach the future with a clear direction and the community will know exactly what the Shire of Dardanup will be providing. (Shire of Dardanup, Strategic Community Plan Executive Summary, www.dardanup.wa.gov.au)

This Workforce Plan identifies human resources required to deliver the objectives of the Strategic Community Plan, and has been developed using risk management principles.

3. PRIORITIES

The Shire has identified the following priorities necessary to achieve the objectives of the Strategic Community Plan:

1. Attracting and retaining the right people.
2. Developing a high performing workforce.
3. Promoting collaboration.
4. Creating a positive workplace culture.
5. Supporting diversity.
6. Improving performance.
7. Supporting a healthy and productive organisation.

3.1 ATTRACTING AND RETAINING THE RIGHT PEOPLE

3.1.1 ATTRACTION

A number of employment conditions have been adopted to compete in an economy that offers many opportunities from manual labourers to degree and masters qualified professionals. To attract and retain staff the conditions of employment and the rewards need to be competitive.

The Shire of Dardanup must be able to attract and retain its talent through flexible and competitive working arrangements that offer value and quality of life for employees.

To maintain a competitive attraction and retention advantage, the Council will need to continue to make available financially responsible working arrangements and employee benefits; These should both enable employees to meet personal requirements whilst being able to maintain productivity levels needed to meet workplace objectives and serve customer expectations. For instance, an ageing workforce will likely value different working arrangements to a younger cohort, for whom digital technologies and support will become an increasing expectation.

A challenge for the Council is to adopt a balance that is affordable within the financial constraints of the Council that has room for increasing the staff numbers as growth and workload demand.

The Shire of Dardanup is fortunate to have recruited personnel that are professionally qualified in their area of discipline and have the added attributes of very good managers of people and budgets.

To achieve this, the Shire will endeavour to:

- Have market competitive salaries and conditions of employees.
- Provide flexible work hours.
- Provide opportunities to work from home.
- Provide modern facilities and equipment.
- Co-contribute to the superannuation guarantee levy.
- Offer corporate discount on private health insurance.
- Provide career development and professional memberships.
- Provide professional development, training and study assistance.
- Provide discounted gym membership.
- Provide free health & wellness initiatives.
- Provide a Uniform allowance.
- Provide free parking.
- The shire is located close to a regional city, providing opportunities for families within and beyond the shire's boundaries.

3.1.2 RECRUITMENT, SELECTION & APPOINTMENT

The Shire of Dardanup commits to the following initiatives in the recruitment process:

- Comprehensive recruitment process.
- Merit based selection.
- Independent reference checking.
- Rigorous independent selection process managed by Human Resource professionals.
- Verification of qualification claims.
- Thorough and fair interview process.
- Council will endeavour to hire qualified personnel.



3.1.3 RETENTION

To encourage longevity of employment, the Shire of Dardanup:

- Acknowledges the importance of family commitments.
- Endeavours to provide competitive salaries/wages.
- End of year celebrations.
- Encourages employees to participate in health & wellness initiatives.
- Commits to being an Equal Opportunity Employer.
- Provides an employee grievance process.
- Provides employees with access to confidential counselling services.
- Acknowledges performance through employee recognition and safety awards plus annual appraisals.
- Provides career development.

- Offers membership to professional associations
- Offers leave and financial assistance for study.
- Offers training and professional development.

3.1.4 COUNCIL POLICIES

Attraction and retention of staff is an ongoing challenge for the Shire of Dardanup. The Council offers attractive salaries and wages and conditions of employment. The following policies outline additional benefits to attract and retain staff:

POLICY NAME	BENEFIT
Purchased Leave	In order to provide employees with greater work-life balance, this initiative has been adopted as an attraction and retention incentive for employees wishing to access one full paid year off following a four-year period receiving 80% of their regular salary.
Defence Reservist Leave	To ensure that members of the Defence Reserve Service employed by the Organisation are able to access a reasonable amount of additional leave for that purpose.
Private Motor Vehicle Use	Provision for CEO, Directors and Managers as deemed appropriate, receive as a benefit the private use of a motor vehicle.
Travel Expenses	To provide resources in a fair way that will enable more staff to attend training courses and/or meetings, whilst reimbursing staff for reasonable costs.
Staff Training Travel Costs	To encourage staff to attend training courses Council will recognize part of their travelling time.
Legal Representation	Designed to protect the interests of employees where they become involved in civil legal proceedings because of their official functions. In most situations the local government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.
Secondary Employment	To allow staff to make application for secondary employment which will not interfere with or prejudice their employment with Council.
Employee Assistance Program	To assist in the identification and resolution of problems associated with employees that need support with personal concerns including health, marital, family, financial, alcohol/drug, emotional, stress and any other problems that adversely affect job performance.
Study	Supports granting Study Leave and reimbursing part of Study Expenses, for permanent full time or part-time employees who are undertaking studies relevant to their Shire of Dardanup role and responsibilities,
Severance Policy	The policy sets out the circumstances in which the Shire of Dardanup will pay an employee an amount in addition to any amount which the employee is entitled under a contract of employment or award relating to the employee.

3.2 DEVELOPING A HIGH PERFORMANCE WORKFORCE

3.2.1 STAFF DEVELOPMENT

The Shire of Dardanup offers staff the following opportunities for personal development:

- Acting in senior positions.
- Study assistance.
- Attendance at relevant training courses and conferences.
- Opportunities to develop project management skills.
- Professional Memberships.

3.2.2 LEADERSHIP DEVELOPMENT

The Shire of Dardanup desires to develop the leadership of staff by providing the following opportunities:

- Acting in higher position.
- Training and study opportunities in leadership.
- Encouraged to use initiative.
- Leadership Development Programs.
- Delegated responsibility.

3.2.3 SUCCESSION PLANNING

To retain experienced personnel the Shire of Dardanup offers the following opportunities:

- Comprehensive training plan.
- Coaching / mentoring.
- Knowledge sharing – best practice.
- Career path.

3.3 PROMOTING COLLABORATION

3.3.1 KNOWLEDGE MANAGEMENT

Gaining, retaining and sharing knowledge develops a healthy organisation. To share knowledge the Shire of Dardanup has adopted the following initiatives:

- Developing technology to improve knowledge sharing.
- Integration of departments to encourage collaboration.
- Knowledge sharing through staff meetings.

3.4 CREATING A POSITIVE WORKPLACE CULTURE

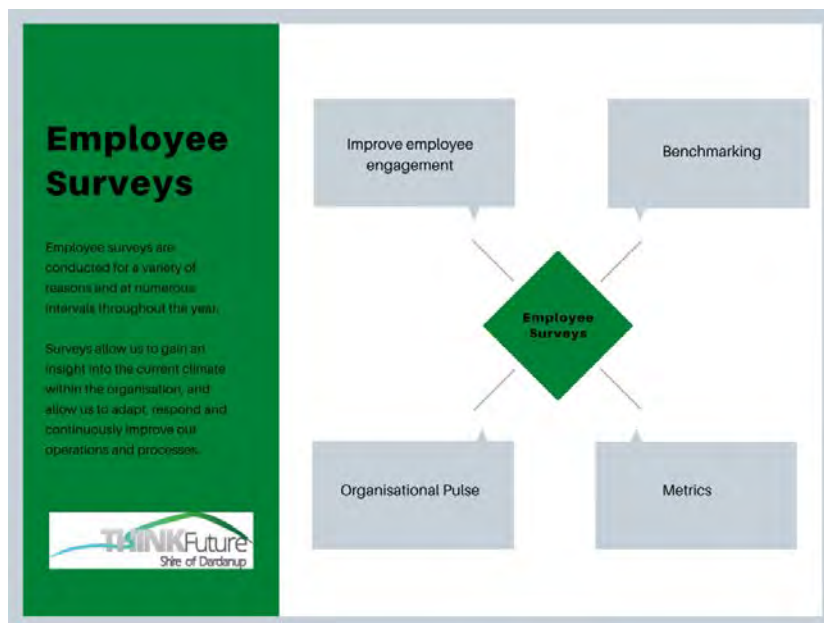
A positive workplace culture creates a health working environment. The Shire of Dardanup has adopted the following initiatives to create a positive workplace culture:

3.4.1 EXIT PROCESS

Exit interview to assess why people leave the organisation.

3.4.2 WORKFORCE SURVEYS

Workforce surveys undertaken on a biennial basis.



3.4.3 RECOGNITION

- Annual performance reviews.
- Annual salary/wage reviews.
- Publication of recognition of achievements.
- Reward system for employee performance.

3.5 SUPPORTING DIVERSITY

3.5.1 EQUAL EMPLOYMENT OPPORTUNITIES

The Shire of Dardanup supports workplace diversity and promotes merit based appointment. The Council achieves this by:

Acknowledging and applying merit based and unbiased selection processes.

Council has an Equal Employment Opportunity & Diversity Plan and policy.



3.6 IMPROVING PERFORMANCE

To provide effective and efficient services the workforce needs to continue developing and improving the performance of staff. This is achieved by:

3.6.1 MEASURABLE OBJECTIVES

- All staff will have performance goals in their performance review and development plans.
- Annual non salary linked annual performance reviews.
- Three month performance reviews for new staff members.
- Biennial staff satisfaction survey.
- Benchmark staff turnover to be less than the industry average of the previous year as provided by WALGA salary survey.

3.7 SUPPORTING A HEALTHY AND PRODUCTIVE ORGANISATION

3.7.1 OS&H

The Shire of Dardanup provides a safe place for people to work, all employees are educated on the need for safe work practises and to use Council's plant, equipment and facilities in a manner that preserves value and gains optimum whole of life use.

The Shire has created and supports a healthy and productive workforce and has adopted the following initiatives to support their policies.

- Regular review of the Occupational Safety and Health Plan.
- Provision of training for safety representatives.
- Provision of safety training for all staff.
- Provision of rewards for reduced loss time through injury.
- Provision of risk management training.
- Active OSH Committee.
- Provides optional flu vaccinations and skin checks annually.

3.7.2 EMPLOYEE ASSISTANCE PROGRAMS

The Shire of Dardanup provides support for the well-being of staff by:

- Provision of employee counselling service.
- Provision of paid time off to attend counselling service.

4 SKILLS NEED ANALYSIS

The Shire of Dardanup has adopted a plan to guide the development of employee skills – Competency Standards. The Competency Standards to be met:

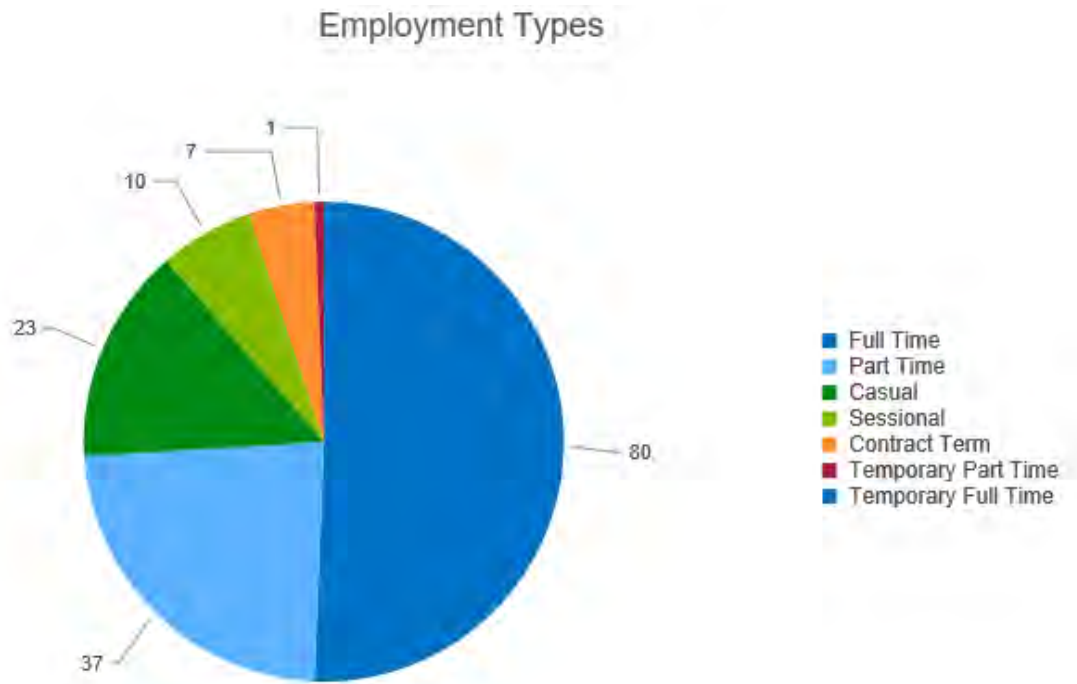
- Identify skill gaps and succession plans for high risk positions for specialist areas.
- Audit skills base.
- Identify support staff.

5 STAFF PROFILE

The majority of the workforce is within the age range of 36-45, with 41 employees aged 51 and above.

Staff Numbers March 2020

	CASUAL	FULL TIME	PART TIME	GRAND TOTAL
FEMALE				
	18	38	31	87
MALE				
	16	48	7	71
GRAND TOTAL	34	86	38	158



6. OUR WORKFORCE – ORGANISATION STRUCTURE CHARTS

Figure 1 – Shire of Dardanup Organisational Chart

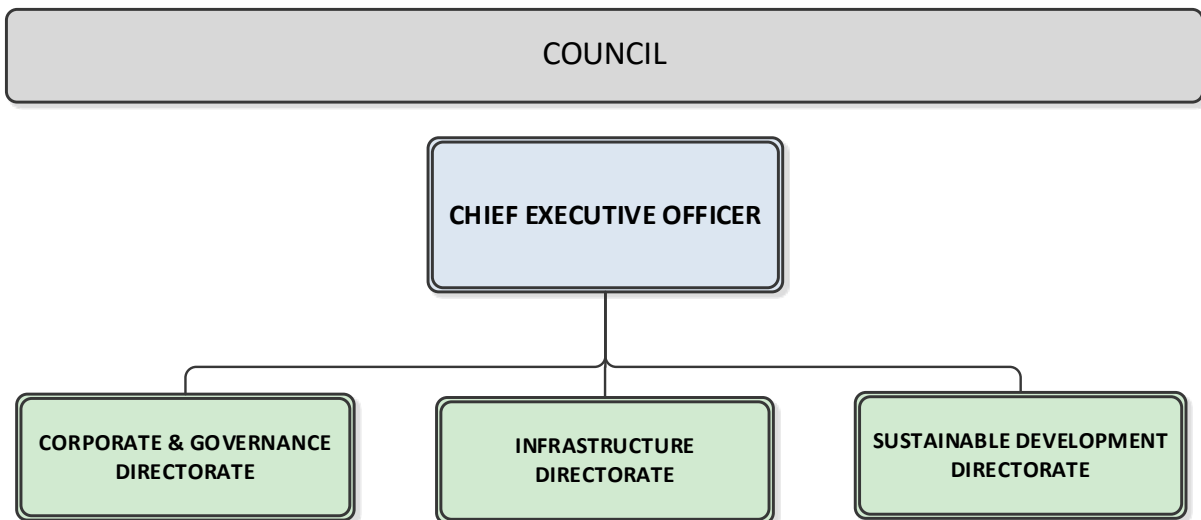


Figure 1 – Service Areas - Corporate & Governance Directorate

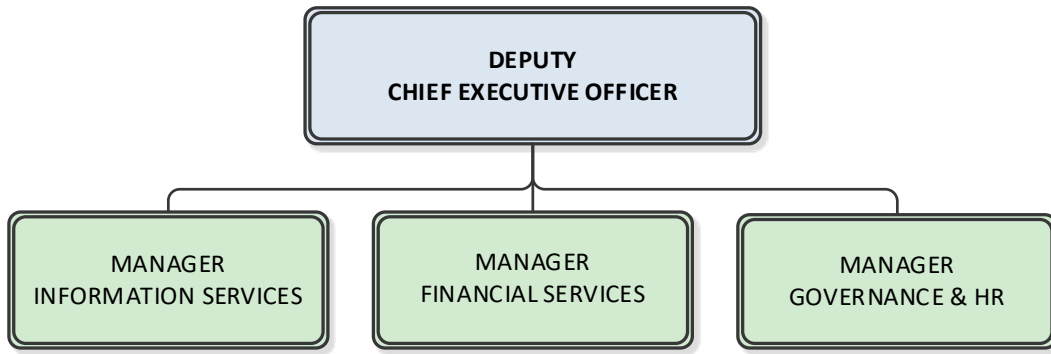


Figure 2 – Service Areas – Infrastructure Directorate

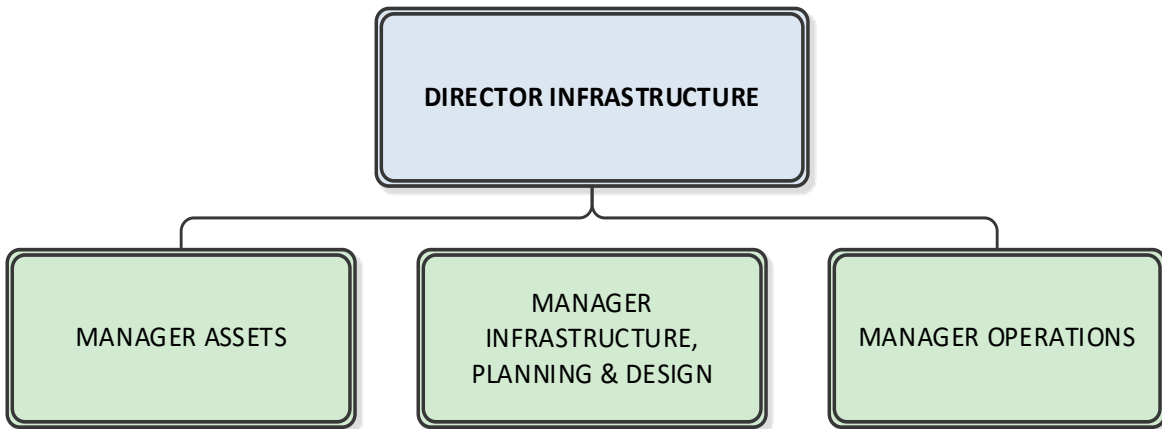
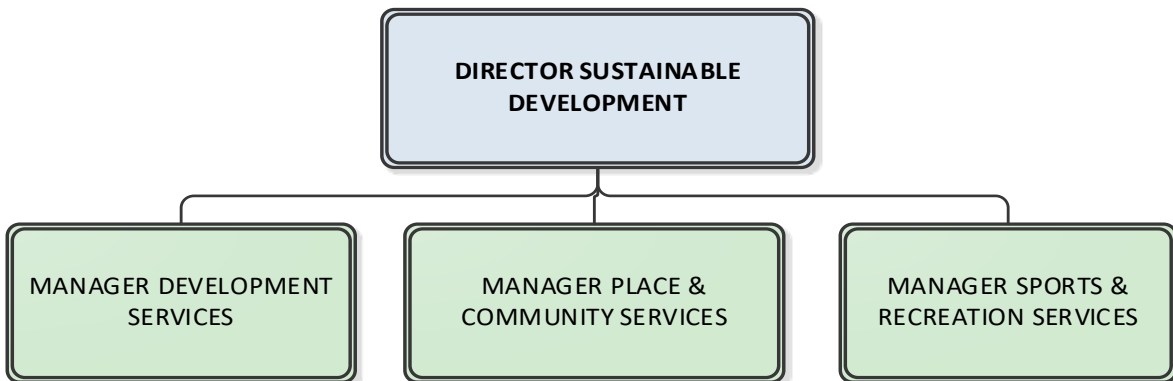


Figure 3 – Service Areas – Sustainable Development Directorate



7. TURNOVER

Turnover Rates 2011 to 2019

Includes Eaton Recreation Centre Staff

	2011	2012	2013	2014	2015	2016	2017	2018	2019
STAFF RECRUITED									
Female	19	26	17	21	33	28	21	18	25
Male	24	16	23	16	18	12	15	7	8
Total [Actual]	43	42	40	37	51	40	36	25	33
STAFF RESIGNED									
Female	12	16	20	22	25	18	25	19	31
Male	20	19	12	11	17	17	12	16	16
Total [Actual]	32	35	32	33	42	35	37	35	47

Excludes Eaton Recreation Centre Staff

	2011	2012	2013	2014	2015	2016	2017	2018	2019
STAFF RECRUITED									
Female	6	11	8	11	18	11	6	14	12
Male	15	8	14	15	9	10	9	6	7
Total [Actual]	21	19	22	26	27	21	15	20	19
STAFF RESIGNED									
Female	6	6	7	10	14	6	6	7	12
Male	11	12	6	7	11	11	8	9	12
Total [Actual]	17	18	13	17	25	17	14	16	24

8. 10 YEAR RECRUITMENT PLAN

The following table details the current and future staffing requirements for the next ten years:

WORKFORCE PLAN 2020/21 CONSOLIDATED SUMMARY

FULL TIME EQUIVALENT (FTE) EMPLOYEES	Current Budget FTE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
		Executive Department	2.70	2.80	2.90	2.90	3.00	3.00	3.00	3.00	3.00
Corporate & Governance	29.70	29.50	29.50	29.50	30.20	31.20	31.70	32.20	32.20	32.20	32.70
Sustainable Development	39.78	38.78	38.78	37.98	38.98	38.98	40.18	40.38	40.38	40.58	40.78
Infrastructure Services	46.79	44.59	44.59	46.59	47.59	47.59	47.59	49.59	49.59	50.59	50.59
TOTAL FTE EMPLOYEES	118.97	115.57	115.67	116.97	119.77	120.77	122.47	125.17	126.37	127.07	

(Appendix ORD: 12.17B)

**2020/21
EXECUTIVE DEPARTMENT**

	Current	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Budget FTE											
Chief Executive Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Communications Officer	0.70	0.70	0.80	0.90	0.90	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FULL TIME EQUIVALENT (FTE)	2.70	2.70	2.80	2.90	2.90	3.00	3.00	3.00	3.00	3.00	3.00

(Appendix ORD: 12.17B)

**2020/21
CORPORATE & GOVERNANCE DIRECTORATE**

Current Budget FTE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Deputy Chief Executive Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PA to Deputy CEO	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FULL TIME EQUIVALENT (FTE)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<u>Financial Services</u>										
Manager Financial Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<u>Financial Accounting</u>										
Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Accountant						1.00	1.00	1.00	1.00	1.00
Senior Finance Officer	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
Accounts Payable Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Payroll Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<u>Rates / Revenue</u>										
Senior Rates Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Rates Officer	1.50	1.40	1.40	1.40	1.50	1.50	1.50	2.00	2.00	2.00
Accounts Receivable Officer	0.50	0.40	0.40	0.40	0.50	0.50	0.50	0.50	0.50	0.50
<u>Procurement</u>										
Procurement Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FULL TIME EQUIVALENT (FTE)	8.80	8.60	8.60	8.60	8.80	9.80	9.80	10.30	10.30	10.30

(Appendix ORD: 12.17B)

**2020/21
CORPORATE & GOVERNANCE DIRECTORATE**

	Current Budget FTE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<u>Information Services</u>											
Manager - Information Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<u>Information Technology</u>											
IT Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Systems & Network Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
IT Officer	1.00	1.00	1.00	1.00	1.00	1.50	1.50	2.00	2.00	2.00	2.00
<u>Business Solutions</u>											
GIS & Data Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Business Systems Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Business Solutions Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Business Solutions Developer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Graduate GIS Officer											0.50
<u>Information Document Services</u>											
Senior IDS Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
IDS Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FULL TIME EQUIVALENT (FTE)	10.00	10.00	10.00	10.00	10.00	10.50	10.50	11.00	11.00	11.00	11.50

(Appendix ORD: 12.17B)

**2020/21
CORPORATE & GOVERNANCE DIRECTORATE**

	Current Budget FTE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<u>Governance & Human Resources</u>											
Manager Governance & HR	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
HR Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resource Officer	1.00	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
OSH Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
OSH Support Officer	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Executive Support Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Governance Officer	3.00	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40
Compliance Officer	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
TOTAL FULL TIME EQUIVALENT (FTE)	8.90	8.90	8.90	8.90	8.90	8.90	8.90	8.90	8.90	8.90	8.90
TOTAL (FTE)	29.70	29.50	29.50	29.50	29.50	30.20	31.20	31.70	32.20	32.20	32.70

(Appendix ORD: 12.17B)

**2020/21
SUSTAINABLE DEVELOPMENT DIRECTORATE**

	Current Adopted FTE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<u>Development Services</u>											
Director Sustainable Development	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Manager Development Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PA to Director Sustainable Development	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<u>Planning Services</u>											
Statutory Enforcement Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Principal Planning Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Planning Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Planning Officer	1.00	1.00	1.00	1.00	1.00	1.00	0.50	0.50	0.50	0.50	0.50
Graduate Planning Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<u>Building Services</u>											
Principal Building Surveyor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Surveyor	0.80										
<u>Health Services</u>											
Principal Environmental Health Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Health Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Graduate Health Officer							0.20	0.20	0.40	0.60	0.80

(Appendix ORD: 12.17B)

**2020/21
SUSTAINABLE DEVELOPMENT DIRECTORATE**

	Current Adopted FTE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Law Enforcement											
Coordinator Emergency & Ranger Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Ranger	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ranger	1.00	1.80	1.80	1.80	1.80	1.80	1.80	2.30	2.30	2.30	2.30
Emergency & Ranger Services Officer	1.00										
Emergency Management Officer	0.40	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
Bushfire Risk Planning Coordinator (100% funded)	1.00	1.00	1.00								
TOTAL FULL TIME EQUIVALENT (FTE)	16.20	15.40	15.40	14.40	14.40	14.40	14.40	15.60	15.80	16.00	16.20

(Appendix ORD: 12.17B)

2020/21 SUSTAINABLE DEVELOPMENT DIRECTORATE

	Current Adopted FTE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Recreation Centre											
Manager Sport & Recreation	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Services											
Coordinator - ERC	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Children Service Team Leader	0.00	0.39	0.39	0.39	0.39	0.39	0.39	0.39	0.39	0.39	0.39
Creche Supervisor	0.46	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44
Creche Assistants	0.97	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13	1.13
Vacation Care Leaders	0.46	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Vacation Care Assistants	0.56	0.53	0.53	0.53	0.53	0.53	0.53	0.53	0.53	0.53	0.53
Administration Officer	0.68	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Officer	0.60	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
Café Assistant	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38	0.38
Receptionists	2.15	1.91	1.91	1.91	1.91	1.91	1.91	1.91	1.91	1.91	1.91
Operations											
Deputy Manager - Operations	0.66										
Sports & Venue Team Leader	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Centre Supervisors	0.00	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67	0.67
Members & Customer Service Team Leader	0.64	0.39	0.39	0.39	0.39	0.39	0.39	0.39	0.39	0.39	0.39
Membership Officers	0.38	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
Cleaner	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87	0.87
Fitness Centre Team Leader	1.00	0.66	0.66	0.66	0.66	0.66	0.66	0.66	0.66	0.66	0.66
Fitness Supervisors	1.40	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15	1.15
Group Fitness Team Leader	0.16	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32
Group Fitness Instructors	0.99	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86
Program Officers	0.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FULL TIME EQUIVALENT (FTE)	15.38	15.38	15.38	15.38	15.38	15.38	15.38	15.38	15.38	15.38	15.38

(Appendix ORD: 12.17B)

**2020/21
SUSTAINABLE DEVELOPMENT DIRECTORATE**

	Current Adopted FTE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<u>Community Services</u>											
Manager Place & Community Engagement	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<u>Community Services</u>											
Community Services Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Events Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Events Officer	0.20		0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Programs Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<u>Library Services</u>											
Coordinator Library Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Library Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Officer - Technology	0.00										
Library Officer	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Library Officer											
TOTAL FULL TIME EQUIVALENT (FTE)	8.20	8.00	8.00	8.20	8.20	9.20	9.20	9.20	9.20	9.20	9.20
TOTAL (FTE)	39.78	38.78	38.78	37.98	37.98	38.98	38.98	40.18	40.38	40.58	40.78

(Appendix ORD: 12.17B)

**2020/21
INFRASTRUCTURE DIRECTORATE**

	Current Adopted FTE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Director Infrastructure Services PA to Director Infrastructure Services	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00
TOTAL FULL TIME EQUIVALENT (FTE)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Assets											
Manager Assets	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Manager Infrastructure Planning & Design	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Design Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Asset Officer	1.00	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
ETO - Design	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
SETO - Assets	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Project Development Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Asset Inspector	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Landscape Design Officer	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
TOTAL FULL TIME EQUIVALENT (FTE)	8.50	7.30	7.30	7.30	7.30	7.30	7.30	7.30	7.30	7.30	7.30

(Appendix ORD: 12.17B)

2020/21 INFRASTRUCTURE DIRECTORATE

	Current Adopted FTE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Operations											
Manager Operations	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior ETO - Operations	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Projects Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Depot Clerk	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79
Parks & Environment											
Principal P&E Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Environmental Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Leader - Mowing & Turf	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Mowing & Turf	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Team Leader - Eaton Horticulture	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Eaton Horticulture	2.00	2.00	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00
Team Leader - Millbridge & Townsite Horticulture	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Millbridge & Townsite Horticulture	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00	4.00
Team Leader - Wanju Horticulture	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Member - Wanju Horticulture	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Leader - Reticulation	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Reticulation	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Leader - Nature Reserves	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Nature Reserves	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Parks & Gardens Apprentice	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Cleaners											
Cleaners	1.50	1.50	1.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50

(Appendix ORD: 12.17B)

**2020/21
INFRASTRUCTURE DIRECTORATE**

	Current Adopted FTE	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<u>Continued</u>											
<u>Transport</u>											
Principal Works Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Prin Leading Hand - Works	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Plant Operator - Works	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Members - Major Works	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Team Members - Minor Works	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Leading Hand - Maintenance	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Members - Maintenance	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
<u>Refuse Site</u>											
Landfill Attendants	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
<u>General Maintenance</u>											
Maintenance	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FULL TIME EQUIVALENT (FTE)	36.29	35.29	37.29	37.29	37.29	38.29	38.29	38.29	40.29	41.29	41.29
TOTAL (FTE)	46.79	44.59	44.59	46.59	46.59	47.59	47.59	47.59	49.59	50.59	50.59

(Appendix ORD: 12.17B)

9. REVIEW

This Workforce Plan is to be reviewed annually taking into account:

- Population growth.
- New strategic development/projects.
- New legislation.
- The needs of the community.
- New technology.
- Organisational requirements.

VERSION HISTORY

ADOPTED/AMENDED	DATE	RESOLUTION
Adopted by Council	17/12/2014	420/14
Amended by Council	20/05/2015	015/15
Amendments incorporated in Adoption of Corporate Business Plan	15/06/2015	184/15
Amended by Council	27/01/2016	012-16
Amended by Council	25/01/2017	014-17
Amended by Council at Special Meeting – Corporate Business Plan	30/06/2017	179-17
Adopted by Council at Special Council Meeting	20/06/2018	189-18
Adopted by Council	15/05/2019	140-19
Amended to Incorporate the Corporate Structure Changes To Council 2020	26/06/2019	198-19(2)
	TBA	TBA

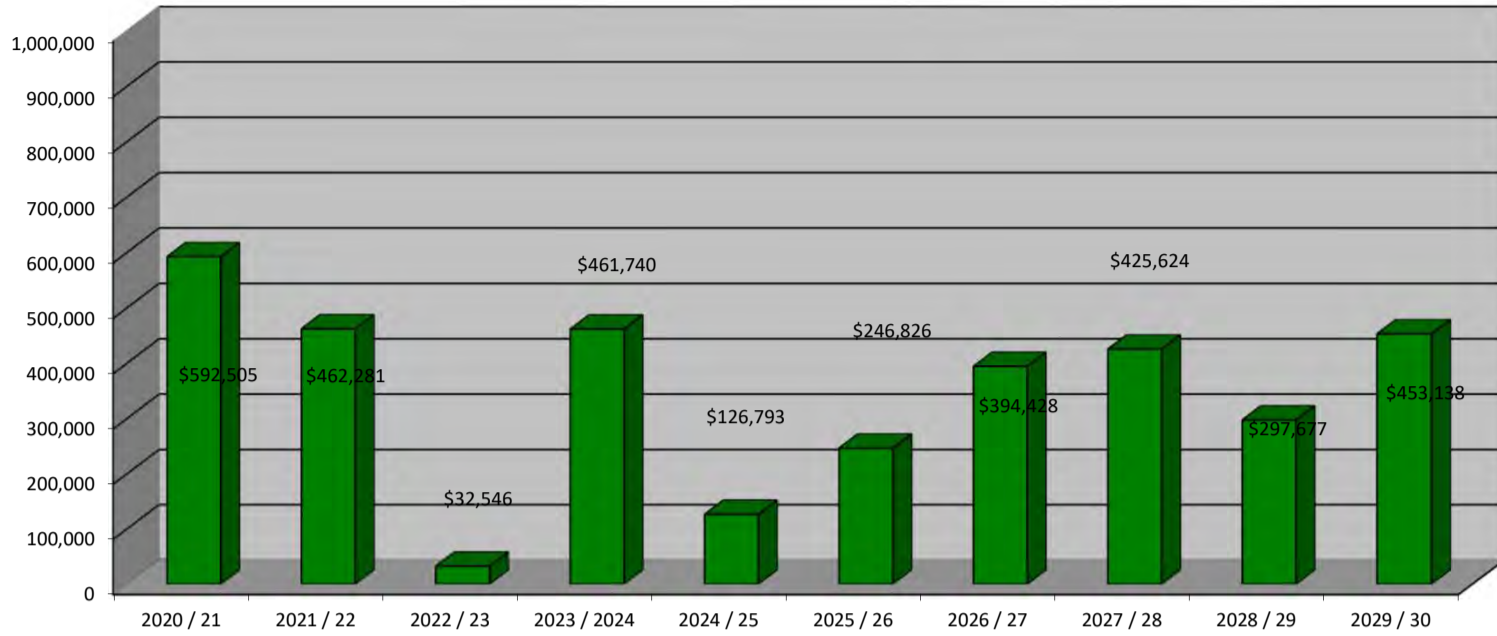
Shire of Dardanup

Asset Management Budget - Engineering Services Vehicle Fleet
2020 / 21

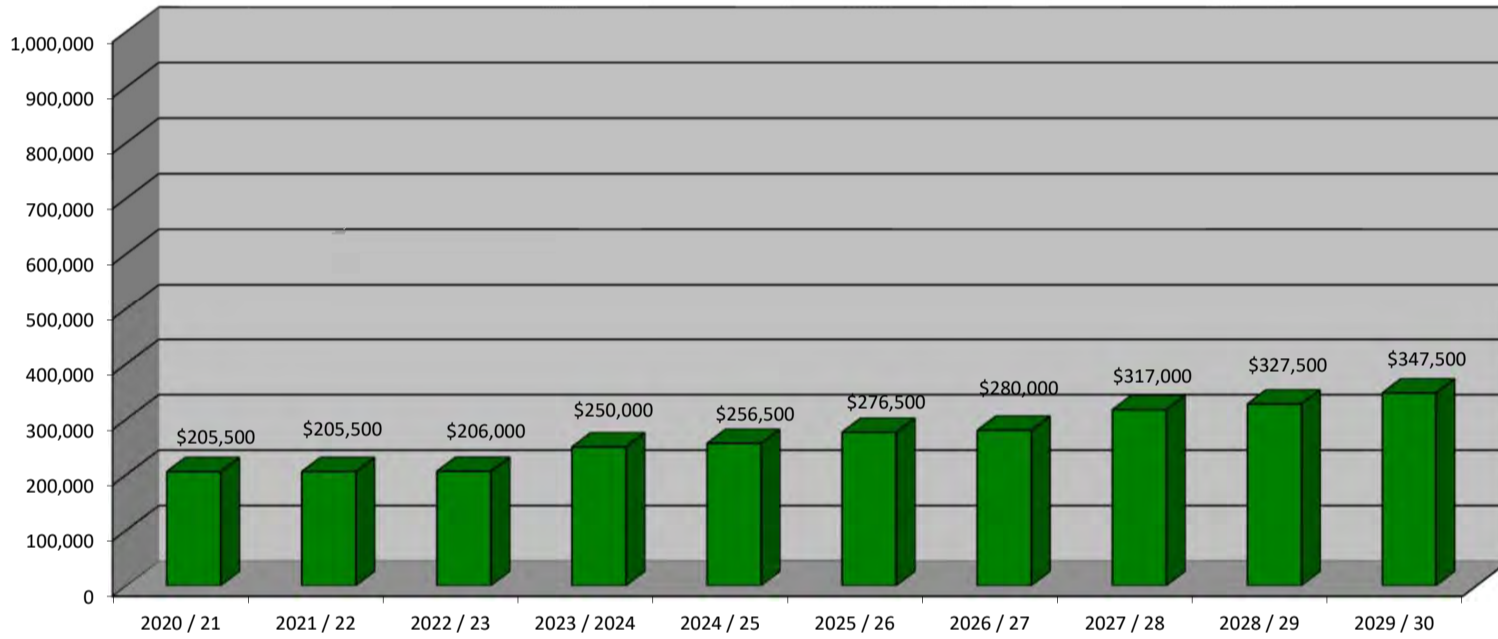
PLANT SALE REVENUE SUMMARY

			2020 / 21	2021 / 22	2022 / 23	2023 / 2024	2024 / 25	2025 / 26	2026 / 27	2027 / 28	2028 / 29	2029 / 30
Sale Revenue												
Replacement												
P010A	DA8170	2016 FORD RANGER DOUBLE PU XL 3.2D 4x4	0	0	21,036	0	0	22,324	0	0	23,690	0
P011A	DA005	2018 Mitsubishi Triton Dual Cab 4x4	16,619	0	0	17,636	0	0	18,715	0	0	19,861
P051A	DA8200	4x4 GLX DIESEL	0	0	0	0	15,240	0	0	0	0	16,827
P052A	DA588	4x4 GLX DIESEL	0	0	0	16,240	0	0	0	0	17,930	0
P053A	DA8514	2015 FORD RANGER DOUBLE PU XL 3.2D	20,219	0	0	0	0	22,324	0	0	0	0
P054A	DA9774	2011 JOHN DEERE 670GP ROAD GRADER	0	67,901	0	0	0	0	0	0	0	0
P055A	DA698	2013 CATERPILLAR 12M ROAD GRADER	0	0	0	70,644	0	0	0	0	0	0
P056A	DA873	2013 JOHN DEERE 544K LOADER	35,700	0	0	0	0	0	40,204	0	0	0
P057A	DA628	2020 HINO 500 SERIES AUTO TIP TRUCK	0	0	0	0	0	0	0	52,104	0	0
P058A	DA325	2014 HINO GH1728 500 SERIES TIP TRUCK	0	42,219	0	0	0	0	0	0	0	49,466
P059A	DA9781	2012 NEW HOLLAND T5040 CAB TRACTOR	24,097	0	0	0	0	0	0	0	28,234	0
P060A	DA2833	2012 NEW HOLLAND T5060 CAB TRACTOR	24,097	0	0	0	0	0	0	0	0	0
P062A	DA8457	2015 HINO 300 SERIES 921 AUTOMATIC TRUCK	0	0	0	26,264	0	0	0	0	0	0
P064A	DA9279	4x4 SINGLE CAB AUTO 2.8	0	0	0	0	19,488	0	0	0	0	21,516
P065A	DA9513	DA9513 2010 MITSUBISHI FUSO TIP TRUCK	0	0	0	0	0	0	35,119	0	0	0
P067A	DA9219	2014 HINO FD1124 500 SERIES TIP TRUCK	0	27,182	0	0	0	0	0	0	0	31,848
P068A	DA9406	4x4 DUAL CAB	0	0	0	0	15,990	0	0	0	0	17,654
P069A	DA9136	2015 HOLDEN COLORADO CREW CAB CAB 2.8L	17,651	0	0	0	0	17,651	0	0	0	0
P070A	DA9429	2016 TORO MOWER GM360 4WD	20,312	0	0	0	0	22,426	0	0	0	0
P071A	DA9581	2015 HINO 300 SERIES 717 MEDIUM DUMP TRUCK	0	0	0	25,609	0	0	0	0	0	28,840
P072A	DA648	STD CAB CHASSIS	0	0	0	0	13,796	0	0	0	0	15,232
P073A	DA10214	DUAL CAB PICKUP	14,034	0	0	14,893	0	0	15,804	0	0	16,771
SV001	1TCK914	TRAILER CMADE FLATOP (SIGNS)	451	0	0	0	0	0	0	0	0	0
SV019	DA8979	HONDA QUAD BIKE	6,232	0	0	0	0	6,881	0	0	0	0
SV021	1TJU113	2009 LDSTAR BOXTOP TRAILER - 8x5	0	0	0	0	0	0	0	0	0	612
SV024	DA9429	2012 ALUMINIUM TRAILER (FOR TORO MOWER)	1,229	0	0	0	0	0	0	0	0	0
SV025	7WN233	8X5 BOXTOP TRAILER	0	0	511	0	0	0	0	0	0	0
SV026	1TMX103	2012 8X5 BOXTOP TIP TRAILER	0	0	533	0	0	0	0	0	0	0
SV027	DA4311	8X5 BOXTOP TRAILER	0	0	469	0	0	0	0	0	0	0
SV029	1TPB147	TRAILER MOUNTED MESSAGE BOARD	0	0	0	0	0	5,880	0	0	0	0
SV030	DA15303	COASTMAC 7x4 BOXTOP TRAILER	0	0	0	0	0	0	438	0	0	0
SV031	DA15304	COASTMAC 8x5 BOXTOP TRAILER	0	0	0	0	0	0	625	0	0	0
SV032	DA15305	COASTMAC 8x5 BOXTOP TRAILER	0	0	0	0	0	0	625	0	0	0
SV033	DA15309	COASTMAC 10x5 TRAILER	0	0	0	0	0	0	1,199	0	0	0
SV034	DA15307	8x5 BOXTOP FUEL TRAILER	0	0	0	0	0	0	1,130	0	0	0
SV999	1TFN139	PLANT AND EQUIPMENT TRAILER	3,072	0	0	0	0	0	0	0	0	0
00693	DA4811	MOBILE SPEED TRAILER	0	0	0	0	0	0	0	0	0	0
00855	N/A	7000LTR WATER TANK	0	0	0	0	0	0	0	0	7,200	0
01762	N/A	3PL ROAD BROOM	0	0	0	0	0	0	0	3,172	0	0
01796	N/A	MP VERGE OFFSET MOWER	0	0	0	0	0	0	0	0	4,470	0
01925	N/A	BARRETT SLASHER 6FT	0	0	0	0	0	0	0	823	0	0
SV036	N/A	FORKLIFT 2.5T	0	0	0	0	0	8,451	0	0	0	0
TBA	TBA	EXCAVATOR - 2 tonne	0	0	0	0	21,661	0	0	0	0	23,916
New Plant												
NEW	N/A	3 TONNE TRUCK	0	0	0	0	0	0	0	0	0	0
NEW	N/A	ROAD SWEEPER	0	0	0	0	0	0	0	0	0	0
NEW	N/A	Skid Steer Loader	0	0	0	0	0	0	0	0	0	0
NEW	N/A	Backhoe Loader	0	0	0	0	0	0	0	13,863	0	0
Dispose of Asset (advertise and sell)												
00330	1TBF066	1997 CMADE TRAILER (WITH AUGER)	0	0	0	0	0	0	0	0	0	0
TOTAL SALE REVENUE			183,713	137,301	22,549	171,285	86,175	105,936	113,861	69,962	81,524	242,543

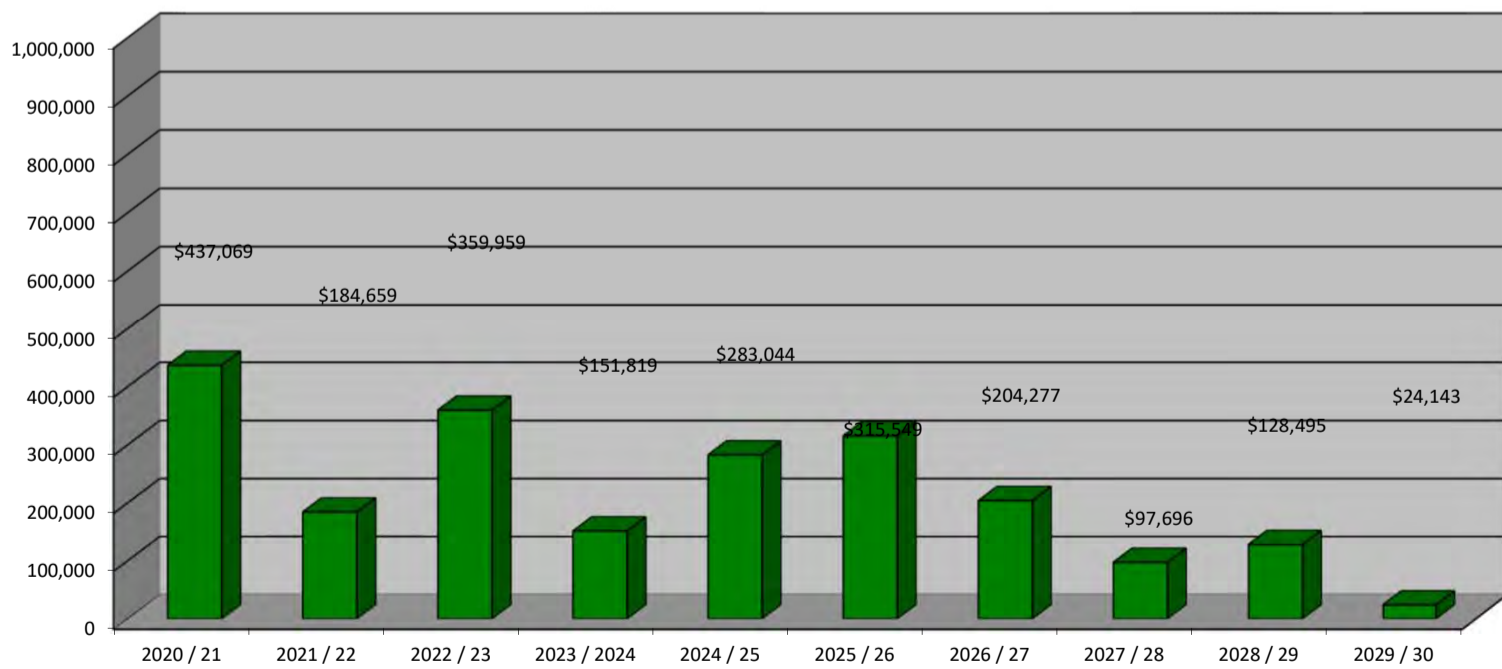
Forecast Plant Reserve Fund Requirements



Recommended Budget allocation to Plant Reserve Fund



Forecast Plant Reserve Fund Balance





10 Year
Asset Management Plan

Information Technology

2020/21
TO
2029/30

(Appendix ORD: 12.17D)

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Introduction

The purpose of this document is to provide a strategy for funding the acquisition and replacement of Councils Information Technology equipment & software.

This strategy will plan for the timing and financing of;

- a) Essential equipment & software.
- b) Cyclical replacement of existing items of equipment.

It is necessary to plan for their cyclical replacement of these assets for the following reasons:

- a) Increase maintenance costs to to age.
- b) Demand for improved functionality of equipment.
- c) Redundancy of equipment due to technological advancements

With continued growth predicted well into the foreseeable future, demand for new and improved equipment & software will be placed on Council in order to enable staff to maintain service levels to the community.

This asset management plan will assist the current and future Councils by ensuring the Shire of Dardanup has a financial capacity to meet the demands of funding IT Equipment.

Basis of Costings

This defines the way costs have been arrived at for the plan.

- Year 1 - Budget Accuracy (ie actual quotes)
- Years 2 & 3 - Current Cost + Price Indexation
- Years 4 to 10 - Indicative

Price Indexing

Forward estimates for price increases are estimates a rate of 2.50% pa

Funding

It is recommended that all expenditure be funded 100% from Reserve Funds. By determining an annual budget allocation to Reserve, Council can be confident that all new & replacement items of equipment can be funded from a predetermined, fixed annual budget allocation.

Reserve Funds

Council will maintain Reserve Funds for the acquisition of assets within this plan, either through outright purchase or lease arrangements. Once an item of equipment is scheduled, annual budget allocations will commence to ensure the required funds are available in the planned year.

Risk Management

All equipment will be fully insured.

(Appendix ORD: 12.17D)

Shire of Dardanup

Asset Management Budget - Information Technology Equipment
2020/21

CONSOLIDATED SUMMARY

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
EXPENDITURE											
Information Technology Equipment	18,759	19,601	24,433	38,424	46,739	41,243	12,047	22,283	59,179	33,500	14,500
Software & Leased Equipment	819,603	853,439	901,024	923,565	898,601	939,709	962,914	973,384	1,068,080	1,104,398	1,141,838
TOTAL EXPENDITURE	838,362	873,040	925,457	961,989	945,340	980,952	974,961	995,667	1,127,259	1,137,898	1,156,338
FUNDING											
Information Technology Equipment Reserve Fund	426,097	382,344	409,191	428,254	409,722	440,928	391,441	411,271	521,109	505,810	469,042
Loans	0	0	0	0	0	0	0	0	0	0	0
Grant Revenue	0	0	0	0	0	0	0	0	0	0	0
TOTAL FUNDING	426,097	382,344	409,191	428,254	409,722	440,928	391,441	411,271	521,109	505,810	469,042
TOTAL GENERAL FUNDS REQUIRED	412,265	490,696	516,266	533,735	535,617	540,024	583,520	584,396	606,150	632,088	687,296

Itemised

Desktop & Small Equip	18,759	19,601	24,433	38,424	46,739	41,243	12,047	22,283	59,179	33,500	14,500
New Business & Support											
New Business	0	0	0	0	0	0	0	0	0	0	0
Development	36,892	57,564	39,568	68,960	7,608	63,982	31,993	32,793	33,612	32,246	35,314
Business Utilities & Packages	70,922	23,299	58,356	19,225	19,706	20,199	20,704	21,221	17,768	22,595	14,918
Sub Total	107,814	80,863	97,923	88,185	27,314	84,180	52,696	54,014	51,381	54,841	50,232
Infrastructure - New	0	0	0	0	3,245	0	0	0	0	0	
Microsoft Licensing - New	26,779	21,627	11,376	2,660	25,050	2,795	2,865	2,937	3,010	3,085	951
Microsoft Licensing - Recurrent	81,878	123,537	129,606	138,207	142,915	147,772	152,782	157,951	163,283	168,782	173,002
Business Recurrent											
Business Solutions	231,485	292,238	300,834	292,212	300,529	309,637	318,727	328,077	343,426	353,464	362,300
Software Business Function specific	31,962	18,975	19,449	19,935	20,434	20,944	21,468	22,005	22,555	23,119	23,697
Utility	1,249	3,847	3,923	2,725	4,081	4,163	2,873	4,333	4,459	3,072	3,955
Data Services	24,445	25,057	25,683	26,325	26,983	27,658	28,349	29,058	29,784	30,529	31,292
Infrastructure Packages	41,245	27,043	36,771	54,332	40,677	29,851	59,321	42,972	42,643	53,123	93,049
Sub Total	330,387	367,159	386,659	395,529	392,703	392,253	430,738	426,445	442,867	463,306	514,294
Equipment Lease	272,745	260,252	275,459	298,984	307,374	312,710	323,833	332,037	353,149	356,457	352,175
GRAND TOTAL	838,362	873,040	925,457	961,989	945,340	980,952	974,961	995,667	1,072,868	1,079,971	1,105,154

(Appendix ORD: 12.17D)

Shire of Dardanup

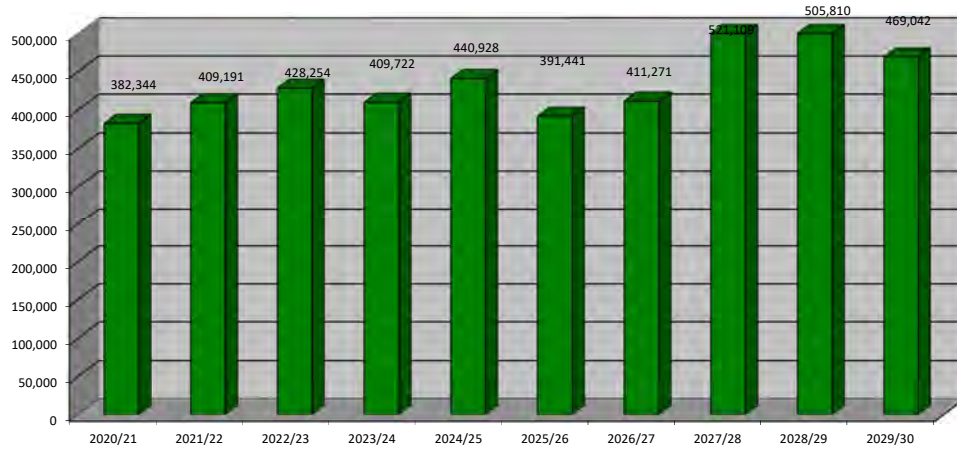
Asset Management Budget - Information Technology Equipment 2020/21

INFORMATION TECHNOLOGY RESERVE FUND SUMMARY

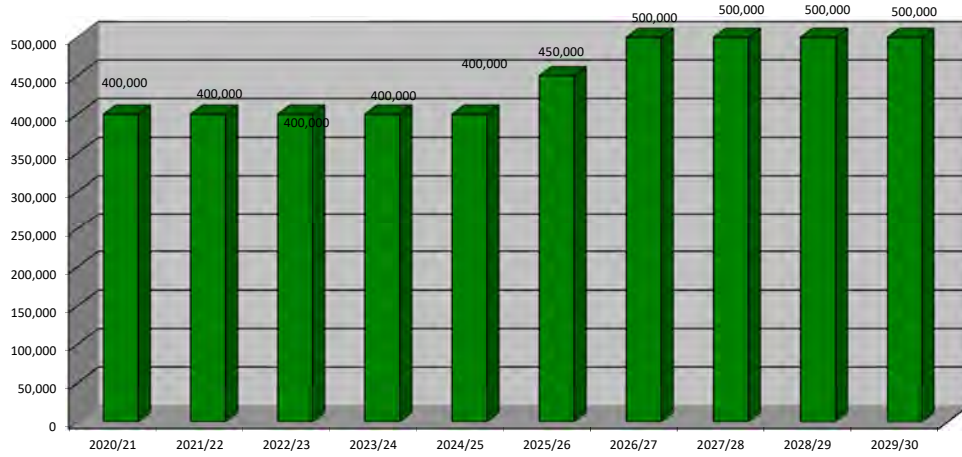
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
RESERVE												
Information Technology Equipment	12,350	18,759	19,601	24,433	38,424	46,739	41,243	12,047	22,283	59,179	33,500	14,500
Software & Leased Equipment	244,085	407,338	362,743	384,758	389,830	362,983	399,685	379,394	388,988	461,930	472,310	454,542
TOTAL RESERVE FUNDS REQUIRED	256,435	426,097	382,344	409,191	428,254	409,722	440,928	391,441	411,271	521,109	505,810	469,042
Annual Reserve Transfer Allocation	181,464	400,000	400,000	400,000	400,000	400,000	400,000	450,000	500,000	500,000	500,000	500,000
Interest Earnings	854	2,009	4,429	4,494	4,447	4,209	4,154	3,786	4,409	5,341	5,183	5,177
RESERVE SURPLUS (DEFICIT)	200,927	442,895	449,394	444,697	420,890	415,376	378,602	440,948	534,086	518,318	517,692	553,827

(Appendix ORD: 12.17D)

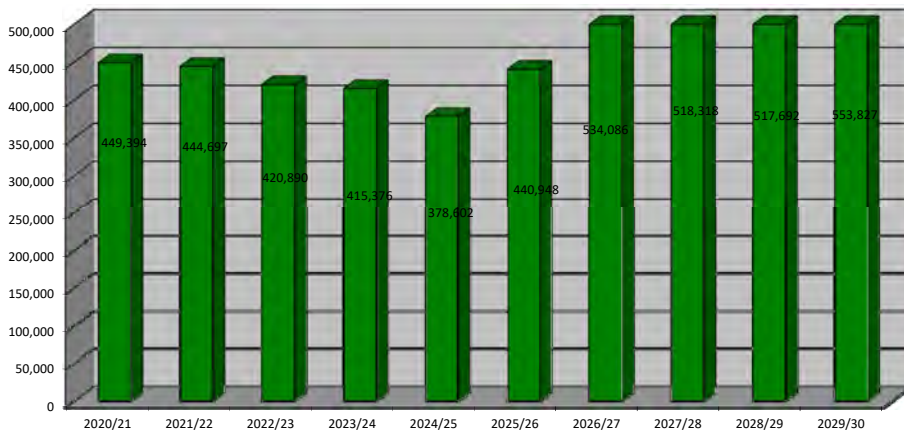
Forecast IT Reserve Fund Requirements



Recommended Budget allocation to IT Reserve Fund



Forecast IT Reserve Fund Balance



Shire of Dardanup
 Asset Management Budget - Information Technology Equipment
 2020/21

Information Technology Equipment

	Current	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
EXPENDITURE												
Desktop & Small Equip Replacement Plan												
TOTAL EXPENDITURE		18,759	19,601	24,433	38,424	46,739	41,243	12,047	22,283	59,179	33,500	14,500
		Reserve Funded: GL 1432003										
REVENUE												
Loans		0	0	0	0	0	0	0	0	0	0	0
Information Technology Equipment Reserve Fund		18,759	19,601	24,433	38,424	46,739	41,243	12,047	22,283	59,179	33,500	14,500
Grant Revenue		0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE		18,759	19,601	24,433	38,424	46,739	41,243	12,047	22,283	59,179	33,500	14,500
GENERAL FUNDS REQUIRED		0	0	0	0	0	0	0	0	0	0	0

Shire of Dardanup
 Asset Management Budget - Information Technology Equipment
 2020/21

Software & Leased Equipment

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
EXPENDITURE											
Total - New Software	134,593	102,491	109,300	90,846	55,609	86,976	55,561	56,950	108,781	115,853	102,367
<i>Reserve Funded: GL 1412502</i>											
Total - Recurrent & Annual Maintenance	412,265	490,696	516,266	533,735	535,617	540,024	583,520	584,396	606,150	632,088	687,296
<i>Funded General Revenue GL 1412031</i>											
TOTAL SOFTWARE EXPENDITURE	546,858	593,187	625,565	624,581	591,226	627,000	639,081	641,347	714,931	747,941	789,662
TOTAL LEASE EXPENDITURE	272,745	260,252	275,459	298,984	307,374	312,710	323,833	332,037	353,149	356,457	352,175
<i>Reserve Funded: GL 1412011</i>											
REVENUE											
Loans	0	0	0	0	0	0	0	0	0	0	0
Information Technology Equipment Reserve Fund	407,338	362,743	384,758	389,830	362,983	399,685	379,394	388,988	461,930	472,310	454,542
Grant Revenue	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	407,338	362,743	384,758	389,830	362,983	399,685	379,394	388,988	461,930	472,310	454,542
GENERAL FUNDS REQUIRED	412,265	490,696	516,266	533,735	535,617	540,024	583,520	584,396	606,150	632,088	687,296

Shire of Dardanup

Asset Management Budget - Information Technology Equipment
2020/21

Infrastructure Business Unit - Desktop and Small Systems Equipment

	Current Cost	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Desktop & Small Equip												
CEO	0	0	0	0	0	0	0	0	0	0	0	0
Printer	1,600	0	0	1,810	0	0	0	0	0	0	0	0
Governance, Customer Service and HR												
Printer	1,600	1,723	0	0	0	0	0	0	0	0	0	0
Governance												
Printer	1,600	1,723	0	0	0	0	0	0	0	0	0	0
Printer	1,600	1,723	0	0	0	0	0	0	0	0	0	0
HR												
Printer	1,800	1,938	0	0	0	0	0	0	0	0	0	0
Information Services												
TV	2,600	2,800	0	0	0	0	0	0	0	0	0	0
AppleTV	2,600	2,800	1,000	0	0	0	0	0	0	0	0	0
Projector	0	0	1,000	0	0	0	0	0	0	0	0	0
Projector	0	0	0	0	0	0	0	0	0	0	0	0
Projector	2,000	0	0	0	0	0	0	0	0	0	0	0
Projector	14,000	0	0	0	2,319	0	0	0	2,560	0	0	0
TV	2,600	2,800	0	0	0	0	0	0	0	0	0	0
AppleTV	2,600	2,800	1,000	0	0	0	0	0	0	0	0	0
Services Display	0	0	0	0	0	3,091	0	0	0	3,411	0	0
Services Display	0	0	0	0	0	3,091	0	0	0	3,411	0	0

Shire of Dardanup

Asset Management Budget - Information Technology Equipment
2020/21

Infrastructure Business Unit - Desktop and Small Systems Equipment

	Current Cost	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Library												
TV	566	0	0	0	656	0	0	0	0	743	0	0
Apple TV	566	0	0	0	656	0	0	0	0	743	0	0
Printer	566	0	0	0	656	0	0	0	0	743	0	0
Printer	566	0	0	0	656	0	0	0	0	743	0	0
Barcode Scanner	373	0	0	0	433	0	0	0	0	489	0	0
Barcode Scanner	373	0	0	0	433	0	0	0	0	489	0	0
Barcode Scanner	373	0	0	0	433	0	0	0	0	489	0	0
Recreation Centre												
Printer	1,800	0	1,987	0	0	0	0	2,248	0	0	0	0
Printer	1,800	0	1,987	0	0	0	0	2,248	0	0	0	0
Printer	1,800	0	1,987	0	0	0	0	2,248	0	0	0	0
Barcode Scanner	373	0	412	0	0	0	0	466	0	0	0	0
Barcode Scanner	373	0	412	0	0	0	0	466	0	0	0	0
Camera	0	0	0	0	0	0	0	0	0	0	0	0
Engineering & Development Services												
Printer	0	0	0	0	0	0	0	0	0	0	0	0
Plotter	11,000	0	0	0	0	0	0	0	0	0	0	0
Assets												
Handheld GPS	1,500	0	1,656	0	0	0	1,828	0	0	0	0	0
Parks and Gardens / Operations												
Printer	620	668	0	0	0	737	0	0	0	813	0	0
Emergency & Ranger Services												
Printers	5,000	0	0	0	0	5,943	0	0	0	6,560	0	0

Infrastructure Business Unit - Desktop and Small Systems Equipment

	Current Cost	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Hardware Infrastructure												
Server Room & Enviro Services												
UPS	15,000		0	0	0	0	18,276	0	0	0	0	0
UPS	15,000		0	0	0	0	18,276	0	0	0	0	0
UPS Battery replacement	3,000		0	0	3,479	0	0	0	0	3,936	0	0
UPS	2,130		0	0	2,470	0	0	0	0	2,795	0	0
UPS	3,500		0	0	4,059	0	0	0	0	4,592	0	0
UPS	3,500		0	0	4,059	0	0	0	0	4,592	0	0
UPS	2,130		0	0	2,470	0	0	0	0	2,795	0	0
UPS	2,130		0	0	2,470	0	0	0	0	2,795	0	0
UPS	2,130		0	0	2,470	0	0	0	0	2,795	0	0
Rack	3,100		0	0	3,595	0	0	0	0	4,067	0	0
Networking - Active Hardware												
Firewall	0		0	0	0	0	0	0	0	0	0	0
Firewall	0		0	0	0	0	0	0	0	0	0	0
Switch	5,500		0	6,223	0	0	0	0	7,040	0	0	0
Switch	8,000		0	0	0	9,509	0	0	0	0	0	0
Switch	8,000		0	0	0	9,509	0	0	0	0	0	0
Switch	0		0	0	0	0	0	0	0	0	0	0
Switch	0		0	0	0	0	0	0	0	0	0	0
Switch - POE	3,400		0	0	0	4,042	0	0	0	0	0	0
Switch - POE	3,400		0	0	0	4,042	0	0	0	0	0	0
Switch - POE	3,400		0	0	0	4,042	0	0	0	0	0	0
Switch - POE	2,345		0	2,653	0	0	0	0	0	0	0	0
Switch - POE	0		0	0	0	0	0	0	0	0	0	0
Switch - POE	3,500		0	3,960	0	0	0	4,371	0	0	0	0
Communications & Services												
Telephone	15,000		0	0	0	0	0	0	0	0	0	0
Telephone	40,000		0	0	0	0	0	0	0	0	10,000	5,000
Telephone	20,000		0	0	0	0	0	0	0	0	10,000	0
Telephone	4,000		0	0	0	0	0	0	0	0	0	0
Wifi	0		0	0	0	0	0	0	0	0	1,500	1,500
Wifi	0		0	0	0	0	0	0	0	0	2,500	2,500
Wifi	2,000		0	0	0	0	2,437	0	0	0	0	0
Wifi	2,000		0	2,263	0	0	0	0	2,560	0	0	0
Wifi	1,800		0	2,037	0	0	0	0	2,304	0	0	0
Misc	5,000		0	0	0	0	0	0	0	0	2,500	2,500
CCTV	0		0	0	0	0	0	0	0	0	0	0

Shire of Dardanup
 Asset Management Budget - Information Technology Equipment
 2020/21

Infrastructure Business Unit - Desktop and Small Systems Equipment

		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
CCTV Security	Eaton Admin Ctr/Depot (6000)	0	0	0	0	0	0	0	0	0	0	0
	Eaton Admin Ctr (6000)	0	0	0	0	0	0	0	0	0	3,000	3,000
	Eaton Admin Ctr (40,000)	0	0	0	0	0	0	0	0	0	0	0
* Generator	Automatic Standby Generator - Server room	0	0	0	0	0	0	0	0	0	0	0
	Generator DR Building Socket Manual Changeover	4,000	4,415	0	0	0	0	0	0	0	4,000	0
* Generator Mapping	Acquired 2017/18	4,000	0	0	4,639	0	0	0	4,874	0	0	0
	Differential GPS Base and remote Unit	2,300	2,539	0	0	2,734	0	0	2,944	3,018	0	0
Mapping	Acquire 2018/19	350	0	396	0	0	426	0	0	0	459	0
Mapping	Acquire 2019/20	4,500	0	5,091	0	0	0	0	0	5,904	0	0
TOTAL EXPENDITURE	Reserve Funded: GI.1432003	18,759	19,601	24,433	38,424	46,739	41,243	12,047	22,283	59,179	33,500	14,500

Infrastructure Business Unit - Software, Licences & Leases

	Current Cost	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
EXPENDITURE												
Description												
Notes												
New Business												
New Shire Website	50,000	0	0	0	0	0	0	0	0	0	0	0
IoT Asset Management - investment study	18,000	0	0	0	0	0	0	0	0	0	0	0
Touchscreen Tables as computers	20,000	0	0	0	0	0	0	0	0	0	0	0
Cloud Migration for targeted applications	12,000	0	0	0	0	0	0	0	0	0	0	0
IoT for Irrigation	20,000	0	0	0	0	0	0	0	0	0	0	0
IoT for Food and Water	10,000	0	0	0	0	0	0	0	0	0	0	0
Integrate to WA Police system	40,000	0	0	0	0	0	0	0	0	0	0	0
Smart City Monitoring IoT	10,000	0	0	0	0	0	0	0	0	0	0	0
Cybersecurity Accreditation for Suppliers	35,000	0	0	0	0	0	0	0	0	0	0	0
Internet access to all shire facilities	80,000	0	0	0	0	0	0	0	0	0	0	0
AV Systems to all meeting rooms	20,000	0	0	0	0	0	0	0	0	0	0	0
Wifi Access points on Tourism Locations	50,000	0	0	0	0	0	0	0	0	0	0	0
CCTV and Dures Alarms for Council Facilities	500,000	0	0	0	0	0	0	0	0	0	0	0
Maker Space innovation hub	20,000	0	0	0	0	0	0	0	0	0	0	0
IoT Pilot	7,000	0	0	0	0	0	0	0	0	0	0	0
IoT for Tourists		0	0	0	0	0	0	0	0	0	0	0
Sub - New Business Software												
Development												
Sub - Development												
Infrastructure - New												
HYCU Nutanix DR Backup - Purchase	13,650	0	0	0	0	0	0	0	0	0	0	0
HYCU Nutanix DR Backup - Additional sockets	2,730	0	0	0	0	3,245	0	0	0	0	0	0
Manage Engine Service Desk	7,686	0	0	0	0	0	0	0	0	0	0	0
Email Phishing Simulation Testing and Staff Training	4,000	0	0	0	0	0	0	0	0	0	0	0
Security audit and Testing	15,000	0	0	0	0	0	0	0	0	0	0	0
Sub - Infrastructure - New												
Business Utilities & Packages												
Techsmith - Purchase												
Rangers PTT - Server	300	0	331	0	0	0	0	0	0	0	0	0
Acquire 2020/21												
Acquire 2019/20	5,400	5,815	0	0	0	0	0	0	0	0	0	0
Acquire 2019/20	600	646	0	0	0	0	0	0	0	0	0	0
Acquire 2019/20	5,150	5,516	0	0	0	0	0	0	0	0	0	0
Acquire 2019/20	7,656	8,245	0	0	0	0	0	0	0	0	0	0
Acquire 2020/21	2,060	2,274	0	0	0	0	0	0	0	0	0	0
Acquire 2020/21	660	719	0	0	0	0	0	0	0	0	0	0
Acquire 2021/22	2,060	0	2,331	0	0	0	0	0	0	0	0	0
Acquire 2021/22	660	0	747	0	0	0	0	0	0	0	0	0
Acquire 2022/23	2,060	0	0	2,389	0	0	0	0	0	0	0	0
Acquire 2022/23	660	0	0	765	0	0	0	0	0	0	0	0
Acquire 2023/24	2,060	0	0	0	2,449	0	0	0	0	0	0	0
Acquire 2023/24	660	0	0	0	785	0	0	0	0	0	0	0
Acquire 2024/25	2,060	0	0	0	0	0	2,510	0	0	0	0	0
Acquire 2024/25	660	0	0	0	0	0	804	0	0	0	0	0
Acquire 2025/26	2,060	0	0	0	0	0	0	2,573	0	0	0	0
Acquire 2025/26	660	0	0	0	0	0	0	824	0	0	0	0

Infrastructure Business Unit - Software, Licences & Leases

	Current Cost	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
BlueBeam Revu - Extreme (\$820 + \$210 per user)	2 2,060	0	0	0	0	0	0	0	2,637	0	0	0
Adobe Acrobat Pro - WALGA ETLA (\$132 per user)	5 660	0	0	0	0	0	0	0	845	0	0	0
BlueBeam Revu - Extreme (\$820 + \$210 per user)	2 2,060	0	0	0	0	0	0	0	0	2,703	0	0
Adobe Acrobat Pro - WALGA ETLA (\$132 per user)	5 660	0	0	0	0	0	0	0	0	866	0	0
BlueBeam Revu - Extreme (\$820 + \$210 per user)	2 2,060	0	0	0	0	0	0	0	0	0	2,770	0
Adobe Acrobat Pro - WALGA ETLA (\$132 per user)	5 660	0	0	0	0	0	0	0	0	0	888	0
Sub - Business Utilities & Packages		20,232	3,002	3,077	3,154	3,233	3,314	3,397	3,482	3,569	3,658	0
Microsoft Licensing - New												
Microsoft User License - True-up												
Microsoft 365-E3 (Per User)	43 22,661	10,000	12,000	0	0	0	0	0	0	0	0	0
Microsoft Server License - True-Up												
Server Data Centre - Licenses (Per 2 Cores)	8 7,824	0	0	0	0	0	0	0	0	0	0	0
SOL Server Enterprise - Licenses (per 2 cores)	2 34,948	0	0	0	0	0	0	0	0	0	0	0
Microsoft Server License - Acquisition												
Server Data Centre - 4x16 Cores	4 18,780	0	0	0	0	0	0	0	0	0	0	0
Server Data Centre - 4x16 Cores	4 18,780	0	0	0	0	22,324	0	0	0	0	0	0
Microsoft User Licensing - Acquisition												
New staff as per Workforce Plan												
Microsoft 365-E3 (Per User \$527/year)	7 3,689	3,973	0	0	0	0	0	0	0	0	0	0
Microsoft 365-E3 (Per User \$527/year)	6 3,162	3,405	0	0	0	0	0	0	0	0	0	0
Microsoft 365-E1 (Per User \$330/year) Outside Crew	30 9,900	0	0	0	0	0	0	0	0	0	0	0
Microsoft 365-E3 (Per User \$527/year)	6 3,162	0	3,490	0	0	0	0	0	0	0	0	0
Microsoft 365-E3 (Per User \$527/year)	5 2,635	0	0	2,981	0	0	0	0	0	0	0	0
Microsoft 365-E3 (Per User \$527/year)	2 1,054	0	0	1,222	0	0	0	0	0	0	0	0
Microsoft 365-E3 (Per User \$527/year)	2 1,054	0	0	0	1,253	0	0	0	0	0	0	0
Microsoft 365-E3 (Per User \$527/year)	2 1,054	0	0	0	0	1,284	0	0	0	0	0	0
Microsoft 365-E3 (Per User \$527/year)	2 1,054	0	0	0	0	0	1,316	0	0	0	0	0
Microsoft 365-E3 (Per User \$527/year)	2 1,054	0	0	0	0	0	0	1,349	0	0	0	0
Microsoft 365-E3 (Per User \$527/year)	2 1,054	0	0	0	0	0	0	0	1,383	0	0	0
Microsoft 365-E3 (Per User \$527/year)	2 1,054	0	0	0	0	0	0	0	0	1,418	0	0
Viso Online P2 (\$230 user/yr)	3 690	743	0	0	0	0	0	0	0	0	0	951
Visual Studio Enterprise (4320/yr)	1 4,320	4,652	4,768	4,888	0	0	0	0	0	0	0	0
Telephone Handset and License	7 4,340	0	0	0	0	0	0	0	0	0	0	0
Telephone Handset and License	6 3,720	4,006	0	0	0	0	0	0	0	0	0	0
Telephone Handset and License	2 1,240	0	1,369	0	0	0	0	0	0	0	0	0
Telephone Handset and License	5 3,100	0	0	3,507	0	0	0	0	0	0	0	0
Telephone Handset and License	2 1,240	0	0	0	1,438	0	0	0	0	0	0	0
Telephone Handset and License	2 1,240	0	0	0	0	1,474	0	0	0	0	0	0
Telephone Handset and License	2 1,240	0	0	0	0	0	1,511	0	0	0	0	0
Telephone Handset and License	2 1,240	0	0	0	0	0	0	1,549	0	0	0	0
Telephone Handset and License	2 1,240	0	0	0	0	0	0	0	1,587	0	0	0
Telephone Handset and License	2 1,240	0	0	0	0	0	0	0	0	1,627	0	0

Shire of Dardanup
 Asset Management Budget - Information Technology Equipment
 2020/21

Infrastructure Business Unit - Software, Licences & Leases

	Current	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Telephone Handset and License	2	1,240	0	0	0	0	0	0	0	0	1,668	0
Total - New Software		26,779	21,627	11,376	2,660	25,050	2,795	2,865	2,937	3,010	3,085	951
Sub - Microsoft Licensing New		47,031	24,630	14,454	5,815	31,529	6,109	6,262	6,418	13,158	13,487	1,902
Reserve Funded: GL 1412502												
Recurrent & Annual Maintenance												
Microsoft Licensing - Recurrent												
MS Server Licensing - Software Assurance												
Server Datacentre - \$422 Per 2 cores	24	10,128	11,179	11,459	11,745	12,039	12,340	12,648	12,965	13,289	13,621	13,962
Server Datacentre - \$422 Per 2 cores	40	16,880	18,178	19,098	19,576	20,065	20,567	21,081	21,608	22,148	22,702	23,269
Server Datacentre - \$422 Per 2 cores	32	13,504	0	0	0	0	0	0	0	0	0	0
Exchange Server - \$250	1	250	276	283	290	297	305	312	320	328	336	345
Sharepoint Server - \$ 2397	2	4,794	5,163	5,424	5,560	5,699	5,841	5,987	6,137	6,290	6,447	6,609
Server STD - \$ 63.23 per 2 Cores	48	3,035	3,268	3,434	3,520	3,608	3,698	3,790	3,885	3,982	4,082	4,184
SQL STD - \$2061 Per 2 cores	2	2,298	2,475	2,600	2,685	2,732	2,800	2,870	2,942	3,015	3,091	3,168
SQL Enterprise - \$4408 per 2 cores	2	8,816	9,494	9,974	10,224	10,479	10,741	11,010	11,285	11,567	11,857	12,153
MS User Licensing - Software Assurance												
As Per Workforce Plan												
Prior 2018/19	47	24,769	26,674	28,024	28,724	29,443	30,179	30,933	31,706	32,499	33,312	34,144
acquired 18/19 Yr3	46	24,242	0	27,428	28,113	28,816	29,537	30,275	31,032	31,808	32,603	33,418
acquire 2019/20 Yr1	30	9,900	0	10,928	11,481	11,768	12,062	12,364	12,673	12,990	13,314	13,647
acquired 19/20 Yr1	2	1,054	0	1,163	1,222	1,253	1,284	1,316	1,349	1,383	1,418	1,453
Microsoft 365-E3 (\$526 Per User)	5	2,635	0	2,981	3,056	3,132	3,210	3,291	3,373	3,457	3,544	3,632
acquired 20/21 Yr2	2	1,054	0	0	1,222	1,253	1,284	1,316	1,349	1,383	1,418	1,453
acquired 21/22 Yr3	2	1,054	0	0	0	1,253	1,284	1,316	1,349	1,383	1,418	1,453
acquired 22/23 Yr1	2	1,054	0	0	0	1,253	1,284	1,316	1,349	1,383	1,418	1,453
acquired 23/24 Yr2	2	1,054	0	0	0	0	1,284	1,316	1,349	1,383	1,418	1,453
acquired 24/25 Yr3	2	1,054	0	0	0	0	0	1,316	1,349	1,383	1,418	1,453
Microsoft 365-E3 (\$526 Per User)	2	1,054	0	0	0	0	0	0	1,349	1,383	1,418	1,453
acquired 25/26 Yr1	2	1,054	0	0	0	0	0	0	1,349	1,383	1,418	1,453
acquired 26/27 Yr2	2	1,054	0	0	0	0	0	0	0	1,383	1,418	1,453
acquired 27/28 Yr3	2	1,054	0	0	0	0	0	0	0	0	1,418	1,453
Viso STD	7	714	769	808	828	849	870	892	914	937	960	984
Viso Online P2 (\$230 user/yr)	3	690	0	762	781	800	841	862	883	905	928	951
Visual Studio Professional (\$602 user/yr)	2	1,204	1,297	1,362	1,396	1,431	1,467	1,504	1,541	1,580	1,619	1,660
Visual Studio Enterprise (\$2009 user/yr Assurance)	1	3,568	0	0	4,138	4,241	4,347	4,456	4,567	4,682	4,799	4,919
MS Project	6	2,304	2,481	2,607	2,672	2,739	2,807	2,877	2,949	3,023	3,099	3,176
Remote Desktop Cal	20	840	905	950	974	998	1,023	1,049	1,075	1,102	1,130	1,158
Sub - Microsoft Licensing - Recurrent		81,878	123,537	129,606	138,207	142,915	147,772	152,782	157,951	163,283	168,782	173,002
Infrastructure Packages												

Shire of Dardanup
 Asset Management Budget - Information Technology Equipment
 2020/21

Infrastructure Business Unit - Software, Licences & Leases

	Current Cost	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Adobe Creative Subscription	1	350	386	396	406	416	426	437	448	459	471	482
Sub - Business Solutions												
		9,290	19,132	20,901	22,675	24,254	26,455	28,465	30,559	32,740	35,011	35,887
Total - Recurrent & Annual Maintenance		132,413	169,712	187,278	215,214	207,845	204,078	240,569	231,483	238,666	256,917	301,938
TOTAL SOFTWARE EXPENDITURE		179,444	194,342	201,731	221,028	239,374	210,187	246,830	237,901	2,004,541	2,091,507	2,203,402
Equipment Lease												
Nutanix Prod Cluster Lease (x3)	115K	34500	37,153	37,153	41,010	41,010	41,010	41,010	41,010	45,267	45,267	45,267
Nutanix DR Cluster Lease (x5)	186K	55800	60,090	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Nutanix DELL memory Upgrade (x1)	52K	6596	0	0	0	0	0	0	0	8,655	8,655	0
Nutanix Prod Cluster Additional Host- Lease (x1)	36K	12000	12,000	13,577	13,577	13,577	14,986	14,986	14,986	14,986	14,986	14,986
Nutanix DR Cluster Additional Host- Lease (x1)	41K	13644	13,644	15,437	15,437	15,437	17,039	17,039	17,039	17,039	17,039	17,039
Nutanix Prod Cluster Additional Host- Lease (x1)	36K	12000	0	0	0	0	0	0	0	0	0	0
Nutanix DR Cluster Additional Host- Lease (x1)	41K	13644	0	0	0	0	0	0	0	0	0	0
20TB Storage Disk for DL4000 (future Growth)	48K	9544	9,544	0	0	0	0	0	0	0	0	0
Tier3 Storage Lease (Archive Storage) 5 year lease	43K	10000	10,000	11,597	11,597	11,597	11,597	11,597	11,597	13,121	13,121	13,121
Tier3 Storage Lease (Archive Storage) 5 year	43K	10000	0	11,038	11,038	11,038	11,038	12,489	12,489	12,489	12,489	12,489
Tier3 Storage Lease (Archive Storage) 5 Year	43K	10000	0	0	11,597	11,597	11,597	11,597	11,597	13,121	13,121	13,121
Layer 3 Switch 10G fibre 2x - + ERC L3 5yr (\$20K)	20K	9000	9,692	9,692	9,692	9,692	10,966	10,966	10,966	10,966	10,966	10,966
Firewall - Prod (moved from assets to Lease 2019/20) 5 year	18K	8500	9,154	9,154	9,154	9,154	10,356	12,184	12,184	12,184	12,184	12,184
Desktop Fleet Lease (4 years)	73	43600	42,988	42,988	50,795	50,795	50,795	50,795	56,068	56,068	56,068	56,068
Desktop Fleet Lease (4 years)	29	17400	18,738	18,738	20,683	20,683	20,683	20,683	22,830	22,830	22,830	22,830
Desktop Fleet Lease (4 years)	3	1800	0	1,987	1,987	1,987	2,193	2,193	2,193	2,421	2,421	2,481
Desktop Fleet Lease (4 years)	30	18000	0	20,365	20,365	20,365	22,480	22,480	22,480	22,480	22,480	24,813
Desktop Fleet Lease (4 years)	2	1200	0	0	1,392	1,392	1,426	1,426	1,426	1,536	1,536	1,654
Desktop Fleet Lease (4 years)	2	1200	0	0	0	1,426	1,426	1,426	1,462	1,575	1,575	1,654
Desktop Fleet Lease (4 years)	2	1200	0	0	0	0	1,462	1,462	1,462	1,499	1,499	1,654
Desktop Fleet Lease (4 years)	2	1200	0	0	0	0	0	1,499	1,499	1,499	1,499	1,654
Desktop Fleet Lease (4 years)	2	1200	0	0	0	0	0	0	1,536	1,536	1,536	1,654
Desktop Fleet Lease (4 years)	2	1200	0	0	0	0	0	0	1,575	1,575	1,575	1,654
Desktop Fleet Lease (4 years)	2	1200	0	0	0	0	0	0	0	1,614	1,614	1,654
MFDs - Multi Function Devices		43146	43,146	45,330	46,464	47,625	48,816	50,036	51,287	52,569	53,883	55,231
Sub - Leases												
TOTAL LEASE EXPENDITURE		272,745	260,252	275,459	298,984	307,374	312,710	323,833	332,037	353,149	356,457	352,175
Reserve Funded GL 1412011		272,745	260,252	275,459	298,984	307,374	312,710	323,833	332,037	353,149	356,457	352,175
Infra - BU - HW Sheet		18,759	19,601	24,433	38,424	46,739	41,243	12,047	22,283	59,179	33,500	14,500
Infra BU Total Sheet		452,189	454,594	477,190	520,012	546,748	522,896	570,663	569,939	604,973	626,860	656,016

Shire of Dardanup
 Asset Management Budget - Information Technology Equipment
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Business Solutions Business Unit - Business Support, Licences and Development

EXPENDITURE		2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Description		Current Cost										
New Business Software												
New ERP Software	To be included in 10 year IT plan	350,000	0	0	0	0	0	0	0	0	0	0
Enterprise Project Management System	To be included in 10 year IT plan	50,000	0	0	0	0	0	0	0	0	0	0
Council Meeting Management system	To be included in 10 year IT plan	40,000	0	0	0	0	0	0	0	0	0	0
Digital Asset Management	Video, Photo, Sound	25,000	0	0	0	0	0	0	0	0	0	0
Offender Management System	To be included in 10 year IT plan	20,000	0	0	0	0	0	0	0	0	0	0
Compliance & Risk Mgt App	To be included in 10 year IT plan	50,000	0	0	0	0	0	0	0	0	0	0
Sub - New Business Software												
Citizen App	To be included in 10 year IT plan	30,000	0	0	0	0	0	0	0	0	0	0
Emergency Management portal	To be included in 10 year IT plan	10,000	0	0	0	0	0	0	0	0	0	0
Citizen Self Service portal	To be included in 10 year IT plan	35,000	0	0	0	0	0	0	0	0	0	0
Fusion and Field Services App	To be included in 10 year IT plan	40,000	0	0	0	0	0	0	0	0	0	0
Event Booking System	To be included in 10 year IT plan	10,000	0	0	0	0	0	0	0	0	0	0
New Business Portal	To be included in 10 year IT plan	30,000	0	0	0	0	0	0	0	0	0	0
Development												
Smart Supplier and Debtor	To be included in 10 year IT plan	14,000	0	0	0	0	0	0	0	0	0	0
History Portal	To be included in 10 year IT plan	20,000	0	0	0	0	0	0	0	0	0	0
Augmented Reality for Dardanup Arts	To be included in 10 year IT plan	15,000	0	0	0	0	0	0	0	0	0	0
Augmented Reality for Dardanup Heritage	To be included in 10 year IT plan	15,000	0	0	0	0	0	0	0	0	0	0
Integrate Environment Management system	To be included in 10 year IT plan	10,000	0	0	0	0	0	0	0	0	0	0
Review Cemeteries Systems	To be included in 10 year IT plan	10,000	0	0	0	0	0	0	0	0	0	0
Local supplier and Artist Database	To be included in 10 year IT plan	12,000	0	0	0	0	0	0	0	0	0	0
Publish Volunteers Data	To be included in 10 year IT plan	5,000	0	0	0	0	0	0	0	0	0	0
Business Applications	To be included in 10 year IT plan	15,000	20,000	21,013	21,538	0	44,000	24,000	24,600	25,215	25,845	26,492
SharePoint upgrades	Support & Migration project(28K, 32K)	25,000	10,000	0	40,000	0	0	0	0	0	0	0
Interface - CRM to AssetFinda		0	0	0	0	0	0	0	0	0	0	0
Online Payments and facilities booking	To be included in 10 year IT plan	30,000	0	0	0	0	0	0	0	0	0	0
Sub - Development												
		30,000	30,500	21,013	61,538	0	44,000	24,000	24,600	25,215	25,845	26,492
Business Utilities & Packages												
Document Management System	(13000)	10,558	11,370	11,945	12,244	12,550	12,864	13,185	13,515	14,199	18,937	14,918
Synergy - Security Matrix remodel		17,500	0	0	0	0	0	0	0	0	0	0
HRMIS System / Webforms	Leave, Perf Mgt, Timesheets, Recruit	50,000	0	0	0	0	0	0	0	0	0	0
Councillor /Intranet Services	(35,000)	35,000	35,000	39,599	0	0	0	0	0	0	0	0
Digital Forms	Included in 10 Year IT plan	15,000	0	0	0	0	0	0	0	0	0	0
Sub - Business Utilities & Packages												
		46,370	11,654	51,545	12,244	12,550	12,864	13,185	13,515	14,199	18,937	14,918
Total - New Software	Reserve Funded: GL1412502	76,370	42,154	72,557	73,782	12,550	56,864	37,185	38,115	78,829	89,565	82,819
Recurrent & Annual Maintenance												

Business Solutions Business Unit - Business Support, Licences and Development

	Current Cost	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Business Solutions												
RecordPoint	16,700	17,984	18,434	18,895	19,367	19,851	20,347	20,856	21,377	22,460	23,021	23,597
OnePlaceMail	2,160	2,326	2,384	2,444	2,505	2,568	2,632	2,698	2,765	2,905	2,978	3,052
Nitex Workflow	29,895	14,375	30,642	31,408	32,194	32,998	33,823	34,669	35,536	36,424	37,335	38,268
Website (Shire, Library, Rec Center)	16,000	17,230	17,661	18,103	18,555	19,019	19,494	19,982	20,481	21,518	22,056	22,608
SynergySoft	50,000	53,845	55,191	56,570	57,985	59,434	60,920	62,443	64,004	67,244	68,926	70,649
Synergy - OnLine Suite	5,000	5,384	5,519	5,657	5,798	5,943	6,092	6,244	6,400	6,724	6,893	7,065
Synergy - email Solution	2,000	2,154	2,208	2,263	2,319	2,377	2,437	2,498	2,560	2,690	2,757	2,826
Asset Finda	14,000	15,076	15,453	15,840	16,236	16,642	17,058	17,484	17,921	18,828	19,299	19,782
ZooData Inspect	23,000	24,768	25,388	26,022	26,673	27,340	28,023	28,724	29,442	30,932	31,706	32,498
ICON Lodge Track Report	15,000	16,153	16,557	16,971	17,395	17,830	18,276	18,733	19,201	20,173	20,678	21,195
Intranet	2,000	2,154	2,208	2,263	2,319	2,377	2,437	2,498	2,560	2,690	2,757	2,826
HRMIS	0	0	0	0	0	0	0	0	0	0	0	0
Lightning	600	646	662	679	696	713	731	749	768	807	827	848
Muhimbi	3,000	3,231	3,311	3,394	3,479	3,566	3,655	3,747	3,840	4,035	4,136	4,239
BPA CRM	11,000	11,846	12,142	12,445	12,757	13,076	13,402	13,737	14,081	14,794	15,164	15,543
Lanteria	4,000	4,308	4,415	4,526	4,639	4,755	4,874	4,995	5,120	5,380	5,514	5,652
Pentalogic Highlighter	1,000	1,077	1,104	1,131	1,160	1,189	1,218	1,249	1,280	1,345	1,379	1,413
Pentalogic Powerphot	1,000	1,077	1,104	1,131	1,160	1,189	1,218	1,249	1,280	1,345	1,379	1,413
Jungle Bells	2,500	2,692	2,760	2,829	2,899	2,972	3,046	3,122	3,200	3,362	3,446	3,532
DocuSign	3,500	3,769	0	0	0	0	0	0	0	0	0	0
Valo	2,500	2,500	2,760	2,829	2,899	2,972	3,046	3,122	3,200	3,362	3,446	3,532
Escribe	8,588	0	0	0	0	0	0	0	0	0	0	0
Metalogix	3,200	3,446	3,532	3,621	3,711	3,804	3,899	3,996	4,096	4,304	4,411	4,522
Sharegate	0	0	0	0	0	0	0	0	0	0	0	0
Live Tiles	6500	0	0	0	0	0	0	0	0	0	0	0
Power BI	1000	0	0	0	0	0	0	0	0	0	0	0
OWA - Document Presentation	0	0	0	0	0	0	0	0	0	0	0	0
Sub - Business Solutions		206,042	223,434	229,020	234,746	240,614	246,630	252,795	259,115	271,322	278,105	285,058
Software Business Function specific												
Lumen 5 - Marketing and Comms	1	1,000	1,104	1,131	1,160	1,189	1,218	1,249	1,280	1,312	1,345	1,379
LG Solutions		3,000	3,311	3,394	3,479	3,566	3,655	3,747	3,840	4,035	4,136	4,239
Attain Integrity - Compliance		6,000	6,623	6,788	6,958	7,132	7,310	7,493	7,681	8,069	8,271	8,478
RAMM		6,800	7,323	0	0	0	0	0	0	0	0	0
Asset Management												
Sub - Software Packages			0	0	0	0	0	0	0	0	0	0

Shire of Dardanup
 Asset Management Budget - Information Technology Equipment
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Business Solutions Business Unit - Business Support, Licences and Development

	Current Cost	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Utility												
FileMaker Pro (\$2,000/yr)	800	0	800	800	800	800	800	800	800	800	800	115,505
IE - Solution Synergy/Soft	360	388	397	407	417	428	439	450	461	484	496	509
Jungle Bells	0	0	0	0	0	0	0	0	0	0	0	0
Monday.com Subscription	800	862	883	905	928	951	975	999	1,024	1,076	1,103	1,130
Sub - Utilities		1,249	2,080	2,112	2,145	2,179	2,213	2,249	2,285	2,360	2,399	2,439
Total - recurrent & Annual Maintenance		214,614	225,515	231,133	236,891	242,793	248,843	255,044	261,400	273,683	280,505	287,497
TOTAL SOFTWARE EXPENDITURE		290,983	257,669	309,690	310,673	255,343	305,707	292,230	299,515	992,121	1,034,396	1,157,731

GIS Business Unit - Business Support , Licences and Development

EXPENDITURE	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Current Cost											
Description											
Notes											
New Business Software											
Drone Inspections	0	0	0	0	0	0	0	0	0	0	0
Reporting and Dashboarding	18,000	0	0	0	0	0	0	0	0	0	0
Facilities Data Analytics and Dashboard	45,000	0	0	0	0	0	0	0	0	0	0
Business Intelligence for Environment	20,000	0	0	0	0	0	0	0	0	0	0
3D Maps	40,000	0	0	0	0	0	0	0	0	0	0
New Enterprise GIS	80,000	0	0	0	0	0	0	0	0	0	0
Sub - New Business Software	50,000	0	0	0	0	0	0	0	0	0	0
Analytics for community hazards	11,000	0	0	0	0	0	0	0	0	0	0
Service consumption Dashboard	5,000	0	0	0	0	0	0	0	0	0	0
GIS for Graffiti and Vandalism	5,000	0	0	0	0	0	0	0	0	0	0
Tourism forecasting Analytics	10,000	0	0	0	0	0	0	0	0	0	0
Analytics for health hazards	11,000	0	0	0	0	0	0	0	0	0	0
Development											
Maps and analytics for high risk areas	0	0	0	0	0	0	0	0	0	0	0
GIS for Cultural Matters	0	0	0	0	0	0	0	0	0	0	0
Cultural Analytics	8,000	0	0	0	0	0	0	0	0	0	0
Intramaps/GIS SQL Migration	10,000	0	11,314	0	0	12,184	0	0	0	0	0
Intramaps Development	6,400	7,064	7,241	7,422	7,608	7,798	7,993	8,193	8,397	6,400	8,822
ESRI Migration Support	20,000	20,000									
Sub - Development	6,892	27,064	18,555	7,422	7,608	19,982	7,993	8,193	8,397	6,400	8,822
Business Utilities & Packages											
AutoCAD MultiUser	4,300	0	0	0	0	0	0	0	0	0	0
FME Desktop	5,000	5,000	0	0	0	0	0	0	0	0	0
Advanced Road Design (engineering)	3,300	3,643	3,734	3,827	3,923	4,021	4,121	4,224	4,324	0	0
Sub - Business Utilities & Packages	4,300	8,643	3,734	3,827	3,923	4,021	4,121	4,224	4,324	0	0
Total - New Software	11,192	35,707	22,289	11,249	11,530	24,003	12,114	12,417	16,795	12,801	17,645
Reserve Funded: GL 1412502											
Recurrent & Annual Maintenance											
Business Solutions											
GIS Intramaps	15,000	16,557	16,971	0	0	0	0	0	0	0	0
Migration to ESRI LG Suite	30,000	33,114	33,942	34,791	35,661	36,552	37,466	38,403	39,363	40,347	41,355
Sub - Business Solutions	16,153	49,672	50,913	34,791	35,661	36,552	37,466	38,403	39,363	40,347	41,355

GIS Business Unit - Business Support , Licences and Development

	Current Cost	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Software Packages												
ACAD Single User	3,000	3,231	3,311	3,394	3,479	3,566	3,655	3,747	3,840	3,936	4,035	4,136
ACAD Multi User	4,240	4,566	4,680	4,797	4,917	5,040	5,166	5,295	5,428	5,563	5,702	5,845
ACAD LT Subscriptions	1,950	2,100	2,152	2,206	2,261	2,318	2,376	2,435	2,496	2,559	2,623	2,688
ACAD Multi User	4,300	0	4,746	4,865	4,987	5,111	5,239	5,370	5,504	5,642	5,783	5,928
ESRI ArcGIS Standard Desktop x 2	7,200	7,754	0	0	0	0	0	0	0	0	0	0
ESRI ArcGIS Basic Desktop x2	3,790	4,081	0	0	0	0	0	0	0	0	0	0
ESRI Drone 2 Map (Drone Mapping Software)	2,700	2,908	2,980	3,055	3,131	3,209	3,290	3,372	3,456	3,543	3,631	3,722
FME Desktop	1,000	0	1,104	1,131	1,160	1,189	1,218	1,249	1,280	1,312	1,345	1,379
Sub - Software Packages		24,639	18,975	19,449	19,935	20,434	20,944	21,468	22,005	22,555	23,119	23,697
Utility												
Google Pro License	120	0	0	0	0	0	0	0	0	0	0	0
ET Tools and ET Geowizard	600	0	0	0	0	0	0	0	0	0	0	0
FME Desktop fixed annual maintenance	1,100	0	1,214	1,245	0	1,308	1,340	0	1,408	1,443	0	1,516
Cad2Win	500	0	552	566	580	594	609	624	640	656	672	0
Sub - Utilities		0	1,766	1,810	580	1,902	1,949	624	2,048	2,099	672	1,516
Data Services												
SUP data subscription	2,200	2,369	2,428	2,489	2,551	2,615	2,680	2,747	2,816	2,887	2,959	3,033
LandGate Imagery	1,000	1,077	1,104	1,131	1,160	1,189	1,218	1,249	1,280	1,312	1,345	1,379
Data acquisition (third party suppliers)												
Water Corp. Western Power, MRD etc	1,500	1,615	1,656	1,697	1,740	1,783	1,828	1,873	1,920	1,968	2,017	2,068
Nearmaps Imagery Data subscription	18,000	19,384	19,869	20,365	20,874	21,396	21,931	22,480	23,042	23,618	24,208	24,813
Sub - Data Services		24,445	25,057	25,683	26,325	26,983	27,658	28,349	29,058	29,784	30,529	31,292
Total - Recurrent & Annual Maintenance		65,238	95,469	97,855	81,631	84,979	87,104	87,907	91,513	93,801	94,667	97,860
TOTAL SOFTWARE EXPENDITURE		76,430	131,176	120,144	92,880	96,509	111,106	100,021	103,930	110,596	107,468	115,505

(Appendix ORD: 12.17D)

Shire of Dardanup

Asset Management Budget - Information Technology Equipment
2020/21

LOANS SUMMARY

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
LOANS											
Information Technology Equipment	0	0		0	0	0	0	0	0	0	0
TOTAL NEW LOANS REQUIRED	0	0		0	0	0	0	0	0	0	0

(Appendix ORD: 12.17D)

Shire of Dardanup

Asset Management Budget - Information Technology Equipment
2020/21

GRANT REVENUE SUMMARY

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Sale Revenue											
Information Technology Equipment	0	0	0	0	0	0	0	0	0	0	0
TOTAL GRANT REVENUE	0	0	0	0	0	0	0	0	0	0	0



Asset Management Plan 2020 – 2030

STORMWATER

Shire of Dardanup

Asset Management Plan Summary - Stormwater Drainage 2020 - 2021

NOTE - ALL FIGURES HAVE BEEN INDEXED

STORMWATER DRAINAGE MAINTENANCE, RENEWAL, UPGRADE & EXPANSION 10 YEAR FINANCING STRATEGY

The 10 year plans outlined in Appendix D of the Stormwater Asset Management Plan (SWAMP) form part of the Strategic Financial Plan and are to be used to develop the Shire's Budget. The following table summarises the 10 year plans and provides information on projected expenditure and income for the next ten years. The values quoted in the following table have been indexed for future costs.

CONSTRUCTION EXPENDITURE	FY	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Renewal		0	0	0	0	0	0	0	0	0	0
Upgrade & Expansion		0	0	110,000	113,000	116,000	119,000	0	0	0	0
Total Expenditure		0	0	110,000	113,000	116,000	119,000	0	0	0	0
EXTERNAL FUNDING											
Grant Revenue & Contributions		0	0	66,000	68,000	46,000	48,000	0	0	0	0
Total External Funding		0	0	66,000	68,000	46,000	48,000	0	0	0	0
OWN SOURCE FUNDS REQUIRED											
Opening Balance - Stormwater Reserve		142,177	144,310	171,474	155,046	139,698	98,889	80,855	133,281	187,279	242,898
Interest		2,133	2,165	2,572	4,651	4,191	2,967	2,426	3,998	5,618	7,287
Recommended Annual Reserve Transfer		0	25,000	25,000	25,000	25,000	50,000	50,000	50,000	50,000	100,000
RESERVE SURPLUS (DEFICIT)		144,310	171,474	155,046	139,698	98,889	80,855	133,281	187,279	242,898	350,185

(Appendix ORD: 12.17E)

STORMWATER DRAINAGE

1 1/07/2020 30/06/2021 2 01/07/2021 30/06/2022 3 01/07/2022 30/06/2023 4 01/07/2023 30/06/2024 5 01/07/2024 30/06/2025 6 01/07/2025 30/06/2026 7 01/07/2026 30/06/2027 8 01/07/2027 30/06/2028 9 01/07/2028 30/06/2029 10 01/07/2029 30/06/2030

EXPENDITURE BY YEAR					INCOME BY YEAR														
2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030
		110,381	113,141	115,969	118,869							66,229	67,884	46,388	47,547				
0	0	110,381	113,141	115,969	118,869	0	0	0	0	0	0	66,229	67,884	46,388	47,547	0	0	0	0

