

The logo for the Shire of Dardanup features a stylized, flowing line in shades of green and blue, resembling a mountain range or a wave.

Shire of Dardanup

# A G E N D A

## SPECIAL COUNCIL MEETING

To Be Held

Wednesday, 10 June 2020  
Commencing at 2.30pm

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive – EATON

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



## NOTICE OF A SPECIAL COUNCIL EMEETING

Dear Council Member

A Special Council Meeting of the Shire of Dardanup will be held on Wednesday, 10 June 2020 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 2.30pm.

A handwritten signature in black ink, appearing to read "André Schönfeldt".

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 4 June 2020

**Note:** If interested persons would like to make comment on any items in this agenda, please email [records@dardanup.wa.gov.au](mailto:records@dardanup.wa.gov.au) or hand deliver written comment to the Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton. To be included in the meeting comments are to be delivered no later than 48 hours prior to the meeting.

The Chief Executive Officer will use his discretion as to whether the written comments are relevant and applicable to the meeting before approving their inclusion in the meeting.

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## 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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## COUNCIL ROLE

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
<b>Executive/Strategic</b>	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<b>Legislative</b>	Includes adopting local laws, town planning schemes and policies.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-Judicial</b>	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 (e.g.: 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

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environment
<b>Insignificant (1)</b>	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	<b>Compliance</b> - No noticeable regulatory or statutory impact. <b>Legal</b> - Threat of litigation requiring small compensation. <b>Contract</b> - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	<b>Compliance</b> - Some temporary non compliances. <b>Legal</b> - Single minor litigation. <b>Contract</b> - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
<b>Moderate (3)</b>	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	<b>Compliance</b> - Short term non-compliance but with significant regulatory requirements imposed. <b>Legal</b> - Single moderate litigation or numerous minor litigations. <b>Contract</b> - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
<b>Major (4)</b>	Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	<b>Compliance</b> - Non-compliance results in termination of services or imposed penalties. <b>Legal</b> - Single major litigation or numerous moderate litigations. <b>Contract</b> - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	<b>Compliance</b> - Non-compliance results in litigation, criminal charges or significant damages or penalties. <b>Legal</b> - Numerous major litigations. <b>Contract</b> - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

**RISK - LIKELIHOOD TABLE**

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	<b>Almost Certain</b>	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	<b>Likely</b>	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	<b>Possible</b>	The event should occur at some time	The event should occur at least once in 3 years
2	<b>Unlikely</b>	The event could occur at some time	The event could occur at least once in 10 years
1	<b>Rare</b>	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

**LEVEL OF RISK GUIDE**

CONSEQUENCE		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD		1	2	3	4	5
Almost Certain	5	Moderate (5)	Moderate (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	Moderate (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

**SHIRE OF DARDANUP****AGENDA FOR THE SHIRE OF DARDANUP SPECIAL COUNCIL MEETING TO BE HELD ON WEDNESDAY, 10 JUNE 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.30PM****1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Presiding Member to declare the meeting open, welcome those in attendance and refer to the 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 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.*

*Emergency Procedure*

*In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call)..*

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

2.1 Attendance

2.2 Apologies

**3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

None.

**4 PUBLIC QUESTION TIME**

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

**COUNCIL RESOLUTION**

**THAT ..... be granted leave of absence for the Ordinary Council meeting to be held 24 June 2020.**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1 Ordinary Meeting Held 27 May 2020

*Note: The Minutes of the Ordinary Council Meeting held on Wednesday, 27 May 2020 will be confirmed at the next Ordinary Council Meeting on Wednesday, 24 June 2020.*

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**



**9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

None.

**10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

None.

**11 DECLARATION OF INTEREST**

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

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.

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 Title: Corporate Business Plan 2020/21 – 2023/24

<i>Reporting Department:</i>	<i>Executive</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

#### Overview

Council has previously considered and endorsed on the 27 May 2020 [OCM 146-20] the draft Corporate Business Plan 2020/21 – 2023/24 through the Integrated Planning Committee. This report presents the final Corporate Business Plan 2020/21 – 2023/24 for Council adoption.

#### 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.

A Strategic Community Plan Internal Review was conducted and endorsed by Council on the 27 May 2020 as part of the legislated requirement to conduct an internal review of the Strategic Community Plan two years after the full review was conducted in 2018.

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.

Achieving the community's vision and Shire's strategic objectives requires 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 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 (CBP) contains details of the actions and resources (human and financial) to achieve each strategy. It is a four 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 resources to undertaking various projects.

The Corporate Business Plan 2020/21 – 2023/24 is to be reviewed annually 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 is '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.

The draft Corporate Business Plan was endorsed at the Integrated Planning Committee meeting on the 20 May 2020, and subsequently adopted by Council on the 27 May 2020.

This report recommends Council adopt the final Shire of Dardanup Corporate Business Plan 2020/21 – 2023/24 (refer to Appendix SCM: 12.1A – under separate cover).

### Legal Implications

Local Government (Administration) Regulations 1996:

#### **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 1.3.1.2 - 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 - None.

### Council Policy Compliance

Council Policy *CP018 – Corporate Business Plan & Long Term Financial Plan* notes that each year with the best endeavours Council aims to consider a draft budget for adoption by the end of June. To achieve this aim the draft Corporate Business Plan (budget) needs to be compiled within the last weeks of May or early June.

The Policy notes that *year 1 of the Corporate Business Plan shall inform the development of the draft Annual Budget utilising the forecast rate change, loan projections, asset management plans, capital works, operating income and expenditure and reserve transfers.*

### Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix SCM: 12.1B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	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.
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

The short to medium term priorities within Council’s Strategic Community Plan are translated into services and facilities that are delivered to the community through the Corporate Business Plan. This ensures strategic priorities are translated into real actions. The Council’s four year Corporate Business Plan is reviewed annually and reported to community through the Annual Report.

The 2020/21 Corporate Business Plan includes updated financial projections based on the cost of providing various services and facilities to the community, which are outlined and detailed within the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Service Strategies.

The Corporate Business Plan (CBP) forecasts an increase in rates of 0% for 2020/21, with further forecasts of 3.0%, 4.0% and 4.0 for years 2, 3, and 4 of the Plan.

The WA Treasury Corporation and the Australian Bureau of Statistics have reported the Consumer Price Index to remain low, which is reflected in the forecast of 2.25%, 2.25%, 2.5% and 2.5% over the four year period. These percentages, together with increases in the relevant WALGA cost index, have been used to apply an inflationary increase to various costs throughout the Plan.

Provision has been made in the Plan for a reduced Fair Work Australia minimum wage increase. As Council pays over the award an overall increase of 0% is forecast for 2020/21. An allocation of \$44,380 or 0.35% has been made for performance increases, which are advancing employees to a higher level due to promotion, new qualifications, or above standard performance.

Details relating to the various Asset Management Plans, Workforce Plan and Strategic Financial Plan were included in the recent Integrated Planning Committee meeting held on the 20 May 2020, and subsequently endorsed by Council on the 27 May 2020 [OCM 146-20].

The Corporate Business Plan is designed to link to the objectives adopted in the Strategic Community Plan; readers will be able to see the links between the community aspirations and their implementation through the Corporate Business Plan.

This continues to provide Council with a fully integrating financial planning and reporting system that meets the legislated standards required by all Local Governments in Western Australia.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council adopts the Shire of Dardanup 2020/21 to 2023/24 Corporate Business Plan (Appendix SCM: 12.1A – Under Separate Cover).**

*Absolute Majority*

**12.2 Title: Draft Annual Budget 2020-21**

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Reporting Officer:</b>	<i>Mr Phil Anastasakis - Deputy CEO</i> <i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Legislation:</b>	<i>Local Government Act 1995</i>

**Overview**

This report presents the draft 2020/21 Annual Budget for Council consideration, deliberation and endorsement. Following the endorsement of the draft Budget, the final 2020/21 Annual Budget papers will be formulated and presented to Council in the statutory format for final adoption at the 24 June 2020 Ordinary Council meeting.

**Background**

As part of the Integrated Planning and Reporting cycle, Council has recently reviewed and updated its four year Corporate Business Plan 2020/21 – 2023/24, and ten year Long Term Financial Plan.

The Corporate Business Plan is reviewed annually, with the first year of the Corporate Business Plan being 'sliced off' to form the basis of the draft annual budget.

The draft 2020/21 Annual Budget has therefore been prepared taking into consideration the preceding reviews and incorporates relevant elements of the various strategies, plans and resolutions adopted by Council.

This report recommends Council endorse the draft Shire of Dardanup 2020/21 Annual Budget, inclusive of the proposed 0% rate increase, Reserve transfers, workforce decreases, loans, capital works and operational expenditure. (refer to Appendix SCM: 12.2A).

**Legal Implications**

Local Government Act 1995

***Division 2 — Annual budget*****6.2. *Local government to prepare annual budget***

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

*\* Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
- (a) the expenditure by the local government; and*
  - (b) the revenue and income, independent of general rates, of the local government; and*
  - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
- (a) particulars of the estimated expenditure proposed to be incurred by the local government; and*

- (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
    - (i) *the amount it is estimated will be yielded by the general rate; and*
    - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*
  - and*
  - (c) *the fees and charges proposed to be imposed by the local government; and*
  - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
  - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
  - (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
  - (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
- (a) *the form of the annual budget; and*
  - (b) *the contents of the annual budget; and*
  - (c) *the information to be contained in or to accompany the annual budget.*

### 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 1.3.2 -Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

### Precedents

Each year Council prepares an annual budget for the forthcoming financial year. The annual budget is formed from year one of the Shire of Dardanup Corporate Business Plan 2020/21 – 2023/24.

### Budget Implications

The budget outlines planned expenditure and revenue and determines the financial parameters for the Council to operate within for the 2020/21 financial year.

The draft budget for the year has been prepared on the basis of a 0% rate increase, which is forecast to produce an end of year surplus of \$242,731. The surplus enables Council to withstand any unforeseen financial costs or revenue reductions that may occur during the year.

The current forecast end of year surplus for 2019/20 is \$382,052, which is reflected in the opening surplus at the start of the 2020/21 financial year. This forecast will vary when the final annual financial report is produced for 2019/20, with the final result reflected in the financial statements when the 2020/21 mid-year budget review is conducted in February/March 2021.

The fees and charges when adopted will determine the amount of revenue to be received during the 2020/21 financial year for certain areas. The fees and charges revenue has been forecast in the draft budget income projections, and is based on the recent decision of Council at the Ordinary Council Meeting dated 25 March 2020, Resolution [69-20] for a 0% increase for the 2020/21 period.

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.



For the 2019/20 budget it is proposed a total of \$13,404,719 be raised from general property rates, \$243,434 for the Eaton Landscaping Specified Area Rate, and \$108,082 for the Annual Bulk Waste Collection Specified Area Rate. In addition, Council forecast Interim Rate revenue of \$91,144 for the 2020/21 financial year. The expected yield from rates will be sufficient to balance the 2020/21 budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

### Budget – Whole of Life Cost

While the budget contains new assets and infrastructure, this report does not deal directly with the whole of life costs of those items. Consideration of the whole of life costs relevant to those items forms part of the individual project or asset evaluation and justification.

### Council Policy Compliance

Council Policy CP018 – Corporate Business Plan & Long Term Financial Plan notes that each year with the best endeavours Council aims to consider a draft budget for adoption by the end of June. To achieve this aim the draft Corporate Business Plan (budget) needs to be compiled within the last weeks of May or early June.

### Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Draft Annual Budget 2020/21	
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	Legal and Compliance	Legislative requirements and compliance determine the need for the production of the Annual Budget.
	Financial	The financial implications associated within the elements of the Annual Budget can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the Annual Budget build community expectation.

### Officer Comment

The draft budget document follows a similar format to that intended for the final document and includes the following information:

- Financial statements including the Statement of Comprehensive Income (by Nature or Type) and (by Program), Budget Summary and Rate Setting Statement;

- Notes to and forming part of the budget including notes on operating expenditure and revenue, loan borrowings, transfers to and from reserves, rating information and grants (to be provided with the final budget document); and
- Detailed Financial Information for each Schedule at account level, with Sundry Notes providing a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2020/21 Budget.

The 2020/21 draft budget has been prepared utilising the various elements that Council has previously resolved to adopt. These include:

- Strategic Community Plan;
- Long Term Financial Plan;
  - Debt Management Plan;
  - Reserve Funds;
  - Rating Strategy;
- Corporate Business Plan;
- Workforce Plan;
- Asset Management Plans;
  - Pathways;
  - Roads;
  - Parks & Reserves;
  - Buildings;
  - Stormwater Drainage;
  - Plant & Vehicles;
  - Compliance & Executive Vehicles;
  - Information Technology;
  - Recreation Centre Equipment;
- Elected Member Fees, Expenses & Allowances;
- Community Budget Requests;
- Events, Festivals & Community Services Programs;
- Community Funding Applications;
- Minor & Community Grants;
- Elected Member Budget Requests; and
- Fees & Charges Schedule.

While the 2019/20 financial year has not yet ended, the draft 2020/21 Budget document presented to Council represents the current forecast to the 30 June 2020.

The final 2020/21 Budget document is scheduled to be presented to Council and adopted at the Ordinary Council Meeting on 24 June 2020. It is not anticipated that the final budget document will vary from the current draft budget, unless Council resolves to vary any of the revenue or expenditure items presented in the draft budget.

- *Rate Setting Statement*

This statement shows the proposed financial position for the year, after including all operating revenue and expenditure, capital expenditure, loan repayments, transfers to and from reserves, income from sale of assets and rates (refer to page 2 of the draft budget). The statement is designed to show how much must be raised from rates to record a breakeven result.

The draft Budget for 2020/21 as presented produces a surplus of \$242,731 at the end of the financial year. There is effectively a small deficit of \$139,321 for the 12 month period, as the forecast opening surplus of \$382,052 is taken into consideration when calculating the end of year position.

If grants, revenue and the estimated brought forward surplus do not meet expectations or there are requests to increase or add expenditure items, this position will not be achievable. The other factor to be taken into account is the value of projects and items that have not been completed in 2019/20 and need to be brought forward to 2020/21 through the Carried Forward Projects Reserve. There is also the uncertainty associated with the financial impact of the Corona Virus, which may impact the annual budget beyond what has been incorporated in this document.

- *Rates*

The draft 2020/21 Budget includes a forecast 0% increase in general and minimum rates. This in accordance with Council's previous resolution through the adoption of the Long Term Financial Plan and draft Corporate Business Plan.

Based on a 0% increase, the Gross Rental Valuation (GRV), Unimproved Valuation (UV) and Minimum Rates are included as follows:

	<b>Unimproved Value Rate in Dollar</b>	<b>Gross Rental Value Rate in in Dollar</b>	<b>Minimum Rate</b>
<b>2019/20 – Current</b>	\$0.006259	\$0.100662	\$1,547.50
<b>2020/21 – 0% Increase</b>	\$0.006259	\$0.100662	\$1,547.50

	<b>Specified Area Rate Bulk Waste</b>	<b>Specified Area Rate Eaton Landscaping</b>
<b>2019/20 – Current</b>	\$0.001315	\$0.002925
<b>2020/21 – 0% Increase</b>	\$0.001315	\$0.002925

The 0% increase represents Council's endorsement of a 0% rates revenue increase for the 2020/21 budget, with a 0% increase in minimum rates (OCM 25 March 2020 CR 66-20). The zero per cent increase is reflected in the same Rate in the Dollar as per the 2019/20 financial year.

It should be noted that some UV properties will receive either an increase or decrease in their rates due to recent Landgate UV revaluations. Valuation methodologies and revaluations are effectively outside of Council's control, however, property owners are entitled to appeal valuations issued by Landgate should they believe their UV valuation is not correct.

At the Ordinary Council Meeting dated 25 March 2020, Council endorsed to continue with the Eaton Specified Area Rates as per the current financial year. In line with Council's decision for a 0% increase there is no increase forecast for Specified Area Rates Eaton Landscaping, and Specified Area Rate Bulk Waste in the 2020/21 financial year.

The 2020/21 draft budget also incorporates Council's decision to suspend penalty interest on outstanding rates from 26 March 2020 until 30 September 2020 (OCM 25 March 2020 CR78-20).

The Minister for Local Government recently enacted the Local Government (Covid-19 Response) Order 2020 on the 8 May 2020. A summary of the impacts related to interest charges are:

1. Interest on rates arrears (overdue rates) is capped at maximum of 8% (except for ratepayers assessed as being in financial hardship because of Covid-19).
2. Interest on Instalments remains capped at maximum of 5.5% because we have a hardship policy in place.
3. All ratepayers assessed as being in financial hardship because of Covid-19 are exempt from both types of interest.

The 2020/21 Draft Annual Budget has been formed taking into account the orders as issued by the Minister. Interest Rates Revenue has been budgeted at 50% less than the previous year for both Interest Rates on Arrears, and Interest Rates on Instalments. It is anticipated that Council may extend suspension of interest until 31 December 2020 and the draft budget includes this provision for reduced rates interest revenue.

- *Brought Forward Position*

The draft 2020/21 Budget includes an estimated brought forward surplus from 30 June 2020 of \$382,052. The surplus compares favourably with the revised budget position of \$305,473. This is primarily attributed to some revenue items exceeding budget forecasts, some expenditure items being lower than budget and the carrying forward of some capital works projects.

- *Staffing*

A concerted effort has been made in this budget to contain staff costs in the 2020/21 budget and future years, however the Council is growing and additional staff may be required to maintain and develop Council's facilities and services to the community.

At the Integrated Planning Committee meeting held on the 13 May 2020, Council endorsed the Workforce Plan for the 2020/21 – 2029/30. The Workforce Plan identifies the full time equivalent staff required for Council's operations.

Based on the Workforce Plan, the total number of full-time equivalent (FTE) staff at the end of 2020/21 will be 115.57 FTE. The total salaries and wages cost (including superannuation) associated with the employment of 115.57 FTE's is \$10,419,147, which is a decrease of 2.86% in full-time equivalent staff from the adopted 2019/20 budget (budgeted at 118.97 FTE). The decrease in FTE can be attributed to the staffing restructure that occurred during the 2019/20 financial year.

As a result, Total Employee costs have decreased from an adopted budget of \$10,431,243 in 2019/20 to \$10,419,147 in 2020/21. Employee costs consist of direct salary and wages, annual and long service leave provisions, workers compensation insurance, training costs, superannuation contributions, uniforms and protective clothing, professional development, fringe benefits tax and any other costs related to the employment of staff.

Total insurance costs for Council, incorporating Workers Compensation and General Insurances has increased from the 2019/20 forecast of \$462,163 to \$469,964 in 2020/21.

Fringe Benefits Tax is incurred by Council for benefits provided to Council employees. The primary area of benefit provided is the private use of Council motor vehicles, with very minor costs for phone and entertainment. Fringe benefits tax is estimated to continue to reduce from an adopted budget of \$151,000 in 2019/20 to \$141,800 in 2020/21.

- *(Profit)/Loss on Asset Disposals*

There is no forecast profit or loss on disposal for the 2020/21 financial year. The actual profit or loss on asset disposal will be calculated during the year based on the sale price and written down asset value.

- *Capital Works Programme*

\$14,879,076 is to be spent in 2020/21 on the acquisition and/or construction of furniture, equipment, vehicles, plant, buildings and infrastructure assets, including carried forward projects. Council will allocate \$8,659,866 from Reserves to fund this expenditure, with the balance of funding sourced from

external grants and contributions, and proceeds from the sale of assets. Refer to pages 84 to 96 of the draft budget for a detailed list of asset acquisitions, works and disposal.

Council has established Asset Management Plans for its various classes of assets, which project over a 10+ year period the required capital upgrade, expansion and renewal requirements. These Asset Management Plans include the regular transfer of funds to Reserves to ensure the Council's cash flow requirements can be met each year.

These Asset Management Plans were considered and adopted by Council at the Integrated Planning Committee meeting on the 13 May 2020, and subsequent Council meeting on the 27 May 2020.

Of the \$14,879,076 capital expenditure budget, the following is the breakdown based on Asset Category:

- Asset Renewal \$2,639,437 (17.7%);
- Asset Upgrade \$5,221,012 (35.1%); and
- New Assets \$7,018,628 (47.2%).

- *Loan Borrowings*

The 2020/21 budget includes the raising of one new loan during the year of \$750,000 (refer to page 81 of the draft budget). These funds are to be utilised over a three year period to pay for the creation and management of the WANJU Developer Contribution Plan. Funds are to be utilised to pay for Project Management, consultancy and administrative costs directly attributed to the Developer Contribution Plan.

Council will continue to repay existing loans during the year, with total Principal payments of \$250,116 and Interest/Government Guarantee Fee payments of \$97,965.

- *Reserves*

Transfers to reserves are expected to total \$4,428,917 for the 2020/21 year. Reserve Interest of \$271,376 is forecast to be earned on cash backed reserves during 2020/21, with 50% returned to the municipal fund. This compares with the forecast interest for 2019/20 of \$312,957. This reduced earnings forecast is attributed to lower interest rates, reduced cash reserves and future impact of market conditions, including COVID-19 factors.

Transfers from reserves (including carried forward projects) totalling \$8,659,866 are primarily used for capital projects.

Reserve transfers are detailed in the explanatory information of the draft budget document (refer to page 97 to 102 of the draft budget), together with the various Reserve balances.

The 2020/21 Budget expects less funds to be transferred to reserves than is in from reserves. If the reserve transfers proceed as budgeted the expected balance of reserves at 30 June 2021 will be \$13,277,200 and is a decrease on the expected balance at the start of the year of \$17,508,149.

- *Revenue and Expenditure Explanatory Information*

This area of the budget primarily represents the operating expenditure and revenue for the coming year.

- *Schedule 3 - General Purpose Funding*

In accordance with Council's previous resolution through the adoption of the Long Term Financial Plan and draft Corporate Business Plan, the draft budget has been set with a 0.0% increase in the rate in the dollar and a 0.0% increase to all minimum rates so that minimum rate for all properties will continue to be levied at \$1,547.50.

The WA Local Government Grants Commission (WALGGC) has not yet finalised the grants for 2020/21. Interim advice received from the Department Local Government, Sport and Cultural Industries (DLGSCI) indicate that the 2020/21 grant allocation will reflect the 2019/20 grant funds received. Management has undertaken a conservative approach and forecast a 2.0% increase in the Financial Assistance Grants revenue as per the actual 2019/20 figures.

It is expected that Council will receive General Purpose Grant revenue of \$1,023,014 and Local Roads Grant revenue of \$569,698, noting that approximately 50% of these grant funds have been received in May 2020, and subsequently will be transferred to the Unspent Grants Reserve.

Interest earned on investments is expected to be as per 2020/21 budget estimates. Investments are placed in accordance with Council's investment policy and are limited to secure and liquid investment options such as term deposits. The 2020/21 budget forecasts Municipal Fund interest of \$74,337, and Reserve Fund interest of \$271,376. Reserve Fund interest is accumulated throughout the year with 50% distributed across all of Council's Reserve Accounts at year-end, and the balance returned to the municipal fund.

Total interest earnings for the Council, inclusive of interest charge on instalments and overdue rates, is budgeted to be \$420,971, which is a reduction on the budget estimate for 2019/20 of \$507,656. Low interest rates on investments (term deposits) and reduction of interest on rates are significant factors in this estimate.

- *Schedule 4 - Governance*

Schedule 4 contains the provision for Members of Council expenditure which includes the President/Councillor Meeting Attendance Fees combined budget of \$109,395 – which includes no increase from the 2019/20 financial year. In addition, Councillors are entitled to an annual Telecommunications allowance of \$2,450 per Councillor as adopted by Council. Councillor training and conference expenditure is budgeted at \$23,006.

Forecast expenditure of \$31,200 is budgeted for Council Refreshments/Receptions which Council meeting meals, regional meetings plus general refreshments (sundry items for both Council and staff kitchen areas). Total Audit Fees expenditure is forecast at \$35,130 and comprises of Council's audit contract \$22,130, plus grant acquittals and the Audit Regulation 17 review scheduled for 2020/21.

- *Schedule 5 – Law, Order & Public Safety*

Emergency Services Levy (ESL) expenditure and revenue is recorded in the Fire Prevention section of the draft annual budget. Council estimates ESL expenditure across all eight brigades of \$131,700 which is funded through DFES's (Department Fire Emergency Services) ESL program. ESL levies are raised through Council's rating system and subsequently the funds collected are remitted to DFES.

The draft budget also includes the design works for Dardanup Central Bushfire Brigade Station at \$43,941, Wellington Mills Bushfire Brigade Station works for new amenities and shower facility construction at \$47,720, and the carried forward Waterloo Bushfire Brigade Station project. All projects are 100% funded by DFES.

Ranger Services and Emergency Services staff are contained within Law, Order & Public Safety. Budgeted salaries and wages are spread over Animal Control and Other Law, Order and Public Safety to a combined salaries including superannuation budget of \$423,232. Animal Management Program expenditure includes a budget allocation of \$5,250 in the draft budget. Dog and Cat Registration revenue is budgeted at \$60,000 and \$7,000 respectively, whilst Animal Infringements fines is forecast at \$15,000 for 2020/21.

Council is also responsible for the administration and employment of the DFES funded Bushfire Risk Management Coordinator role.

- *Schedule 7 - Health*

The Health program covers maternal and infant health expenditure which incorporates Council's building maintenance costs for the Eaton Family Centre.

Preventative Services contains all expenditure relating to Health Administration and Inspections. Health fees and charges are forecast at a reduced \$2,000 for 2020/21, budgeted at \$20,000 in 2019/20, however, due to the impact COVID-19 – it is anticipated that Council would be supportive of not charging the Annual Food Business Fee for businesses located within the Shire of Dardanup for the 2020/21 financial year.

Pest Control expenditure is budgeted at \$2,600 for Mosquito Control, and \$5,000 contribution towards the 2020/21 Leschenault CLAG contribution scheme administered by the City of Bunbury.

- *Schedule 8 – Education & Welfare*

Education and Welfare comprises of operational expenditure and revenue attributed to Education, Aged & Disabled Care, and Other Welfare. Annual School Awards are a budgeted donation totalling \$1,350 where Council contributes towards both primary and secondary school awards. In addition Council donates \$5,722 towards the Chaplaincy Program at Eaton Community College and Eaton Primary School.

Aged and Disabled expenditure includes a budgeted maintenance costs of \$3,576 for the Eaton Senior Citizens Centre are also reported in this area.

Other Welfare expenditure and revenues pertains to costs relating to Culture & Community Services. The Community Services Programs expenditure, as listed on page 29 of the draft budget, is forecast at \$44,000 and includes the annual Leeuwin Scholarships, Skateboard Competitions, Minor and Community Event Assistance, and Minor Community Activities.

Donation expenses is budgeted at \$41,457 which includes donations to various community groups and projects, Seniors Christmas Dinners, and Council's Personal Development Scheme.

- *Schedule 10 – Community Amenities*

Community Amenities encompasses Sanitation, Refuse, Protection of Environment, Town Planning and Regional Development, and Other Community Amenities expenditure and revenue.

The total provision for all Sanitation Household expenditure including kerbside refuse and recycling removal and disposal, processing and operational Refuse Site expenditure is budgeted at \$1,413,972.

Domestic Refuse and Recycling levies are budgeted at a combined \$1,253,023 in the 2020/21 draft budget. In addition to the rubbish and recycling levies, Council has forecast Specified Area Rate (SAR) - Bulk Waste Collection revenue of \$108,082 of which \$76,082 is allocated to the Bulk Waste Collection, and \$32,000 contribution to the Transfer Station.

Revenue for Refuse Site Fees and Charges is budgeted at \$66,572 for 2020/21 financial year, which is a small decrease on the previous year's forecast.

Environmental Expenditure is budgeted at \$66,000 and incorporates expenditures on projects including declared weeds management, revegetation projects, grant seed funding (match funding grant expenditure) and other projects as determined by management. The full extent of works will be further defined in the Environmental Management Plan which is expected to be finalised in 2020/21. This allocation was increased from \$50,000 in the previous year, based on the outcome of Council's deliberations at the Councillor Budget Request workshop.

Town Planning expenditure items include \$76,575 for Consultancy, consisting of \$10,000 for Wanju Studies which is funded from the Wanju Loan Funds, \$50,000 various Town Planning projects, and \$16,575 for Demographic Data Reporting. A sundry provision of \$5,000 is allocated for Land Development Expenses as detailed on page 43 of the draft budget (refer Note 106.1 and 106.2).

Town Planning Application revenue is budgeted at \$50,000 in 2020/21, which is a reduction from the previous year's forecast of \$70,000; due primarily to slower economy and reduced planning activity.

Other Community Amenities includes operational expenditure on Dardanup and Ferguson cemeteries' maintenance, disability services expenditure, public toilets maintenance and street furniture maintenance.

The draft budget includes the capital projects totalling \$81,602 for the Gnomesville Public Toilets which is funded from the Tourism WA grant held in Council's Trust Fund.

- *Schedule 11 – Recreation & Culture*

Recreation and Culture includes Public Halls, Parks Gardens and Reserves, Eaton Recreation Centre, Eaton and Dardanup Libraries and Other Culture.

As detailed on page 106 of the draft budget, Appendix C – Building Maintenance and Minor Works Program includes public hall budget maintenance of \$93,320. Included in this figure is the estimated 2020/21 operational expenditure of \$39,229 on the Dardanup Hall, which is partly offset by budgeted Dardanup Hall hire revenue of \$6,000.

The adopted 10 year Building Asset Management Plan 2020/21 – 2029/30 includes building capital expenditure projects, some of which have been carried over, including the Eaton Bowling Club Rooms, Eaton Oval Club Rooms, and the Eaton Skate Park.

Parks, Gardens and Reserves operational expenditure is budgeted at \$3,209,409 for Reserves detailed on page 108 'Appendix E – Parks & Reserves Maintenance and Minor Works Expenditure'.

Parks and Reserves capital expenditure is budgeted at \$415,856 and is part funded by Reserve transfers, grants and the Specified Area Rate (SAR) for Eaton Landscaping. The SAR collected through Council's rating function has been partly allocated to Watson Reserve Filtration System as detailed on page 91 of the budget document.

Operating Revenue includes a budget provision of \$243,434 for Specified Area Rate for Eaton Landscaping allocated to Millbridge Public Open Space Maintenance \$143,434 and Eaton Parks and Reserves Upgrades of \$100,000.

The Eaton Recreation Centre (ERC) operating deficit for 2020/21 is forecast to be \$457,713. Operational expenditure including building maintenance, but excluding administration overheads, profit/loss on disposal and depreciation, is budgeted at \$1,556,524 and is partially offset by budget revenue of \$1,098,811. A full breakdown of ERC 2020/21 draft budget is included on pages 47 and 48, and by cost centre on page 57.

- *Schedule 12 - Transport*

Road Maintenance expenditure is budgeted at \$1,660,909, Bridges Maintenance \$110,266 and Ancillary Maintenance of \$397,374.

Capital Transport Projects are forecast at a total \$7,717,903 for Road Upgrades, Renewals and Pathway projects. Transport Grant Revenue is budgeted at \$300,000 in Black Spot Funding, \$1,654,095 in Regional



Road Group Funding, \$316,016 for Roads to Recovery projects, and \$18,319 Pathway Grants, and \$122,333 in Main Roads Direct Grants.

The Transport Budget also includes a provision of additional grant funding of \$352,000 from the Local Roads and Community Infrastructure Programs. It is anticipated that Council will support bringing forward Pathway projects that are scheduled in future years to meet the funding criteria. If supported, the additional funding for these projects will enable a reduced transfer to the Pathways reserve and a corresponding increased transfer to the Building Reserve in future years.

Transport Construction Expenditure also includes several carried forward capital road upgrade and renewal projects which are funded from the Carried Forward Projects reserve.

- *Schedule 13 – Economic Services*

Economic Services contains expenditures and revenues for Tourism and Area Promotion, Building Control and Other Economic Services. Budgeted Tourism donations totalling \$71,000 and Economic Development contributions of \$42,000 are included in the draft annual budget.

Building Licence revenue is budgeted at \$80,000 for 2020/21 financial year, and Swimming Pool levies is forecast at \$11,802 in 2020/21.

- *Schedule 14 – Other Property & Services*

Administration Overheads, Public Works Overheads, Plant Operation and Salaries and Wages are reported in the Other Property & Services Function. Significant budget forecasts include workers compensation insurance budget of \$161,497, Equipment Leasing Expenditure of \$260,251 which includes IT Equipment leased as per IT Asset Management Plan, and Software Licencing Expenses \$490,696.

- *Summary*

The draft budget for 2020/21 is balanced and Councillors are encouraged to examine the document thoroughly. Councillors are welcome to contact the Deputy Chief Executive Officer or Manager Financial Services prior to the Special Council meeting to discuss any questions.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority./ Absolute Majority for final adoption

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council adopt the Shire of Dardanup Draft 2020/21 Budget (Appendix SCM: 12.2A) inclusive of the following:**

- **An increase in general rate in the dollar and minimum rates of 0%;**
- **Revenue generated from the adopted Schedule of Fees and Charges for 2020/21;**

- **Elected members Fees, Expenses and Allowances;**
- **Reserve transfers;**
- **Current and proposed loans;**
- **Capital expenditure in accordance with the various Asset Management Plans;  
and**
- **Operating income and Expenditure as presented in Schedules 3 to 14.**

**13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

None.

**15 PUBLIC QUESTION TIME**

**16 MATTERS BEHIND CLOSED DOORS**

None.

**17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be held on Wednesday 24 June 2020, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer to declare the meeting closed.

