Notice is hereby given that the next **ORDINARY COUNCIL MEETING** will be held in the Council Office Boardroom, 6-8 Richardson Place, Roxby Downs on **WEDNESDAY 27 MAY 2020** commencing at **4.00pm**.

A copy of the Agenda for the above meeting is attached to this notice.

Due to COVID-19 response restrictions on social distancing, public gatherings and non-essential travel the following arrangements will apply to the normal Council Meeting format:

1. Council’s Administrator Mr Geoff Whitbread will attend and conduct the meeting by teleconference.
2. Members of the public may attend the meeting. However, a restriction on numbers present will apply in accordance with the SA Police Commissioner’s declaration.

The minutes of this meeting will be available to the public and published on the Council website no later than 4pm Friday 29 May 2020.

Any comments or questions regarding the agenda items for this meeting can be emailed to roxb@roxbymunicipal.com.au

Roy Blight  
Chief Executive  
22 May 2020
1. Opening Statement

Due to COVID-19 response restrictions on social distancing, public gatherings and non-essential travel the following arrangements will apply to the normal Council Meeting format:

1. Council’s Administrator Mr Geoff Whitbread will attend and conduct the meeting by teleconference.
2. Members of the public may attend the meeting. However, a restriction on numbers present will apply in accordance with the SA Police Commissioner’s declaration.

I wish to acknowledge the Kokatha peoples, the traditional owners of the land on which we meet today and pay my respect to their Elders past and present and extend that respect to other Aboriginal and Torres Strait Islander people who may be present today.

2. Confirmation of Minutes of the Previous Meeting

That the Minutes of the Council Meeting held on 29 April 2020 be confirmed as a true and accurate record of proceedings.

3. Adoption of Council Resolutions

3.1 Audit Committee Meeting Minutes – 15 May 2020 (Subject to Confirmation) Page 6
3.2 Third Quarter Budget Review Page 10
3.3 2020-2021 Budget Assumptions and Timelines Page 32
3.4 Proposed Dog and Cat Fees 2020-2021 Page 37
3.5 Approval to Pay – West Coast Bitumen – Road Resurfacing Page 39
3.6 Policy Review – Prudential Management Page 41
3.7 Policy Review – Treasury Page 49
3.8 Policy Review – Municipal Rating Page 56
3.9 Policy Review – Complaints Page 69

4. Reports

4.1 Chief Executive Report Page 74
4.2 Development Application Decisions Page 77

5. Community Presentations, Petitions and Deputations

Nil

6. Next Meeting

The next Ordinary Council Meeting is scheduled for 24 June 2020 at 6.00pm - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs, unless advised otherwise, by notice on the Council’s website. Followed by a public hearing for the Draft Annual Business Plan and Budget FY2021 at 6:30pm.

7. Closure
MINUTES

Meeting Date & Time
Wed 29 April 2020 at 4:00pm
Location
Council Office Boardroom, 6-10 Richardson Place, Roxby Downs
Present
Roy Blight (Chief Executive), Michelle Hales (Group Manager Governance & Community), Stuart Edwards (Group Manager Essential Services & Assets), Drew Ellis (Group Manager Corporate Services), Paul McInerney (Group Manager Lifestyle & Sport), Kerrie Thomas (Executive Support)

1. Council Opening
The meeting commenced at 4:00pm.

This meeting is being held under the auspices of the COVID-19 rules established by the State Government.

Mr Whitbread acknowledged the Kokatha peoples, the traditional owners of the land on which we meet today and paid respect to their Elders past and present and extended that respect to other Aboriginal and Torres Strait Islander people who may be present today.

2. Confirmation of Minutes of the Previous Meeting

RESOLVED: The Minutes of the Council Meeting held on 25 March 2020 are confirmed as a true and accurate record of proceedings.

3. Council Business

3.1 Meeting Procedures and Practices

PURPOSE: To consider a new Code of Practice for Meeting Procedures and Code of Practice for Access to Meetings. These new Codes have been amended to reflect the provisions of the Public Health Emergency: Electronic Participation in Council Meetings Notice No. 1.

RESOLVED:

That Council:


3. Determines that, as from and including 29 April 2020, (and until further notice), meetings of the Council may take place by electronic means via a telephone conference call.

4. That the abovementioned Codes be published on the Council’s website.

3.2 Public Access and Public Consultation Notice (No 2) 2020

PURPOSE:

(a) To present the Public Consultation Policy for consideration. This policy has been temporarily amended to reflect the requirements of the Minister for Transport, Infrastructure and Local Government’s Public Health Emergency: Public Access and Public Consultation Notice No.2.

(b) To note other changes reflected in Notice No. 2 namely public access to documents and opening hours of the principal office

RESOLVED:

That the Council:

1. Pursuant to Section 50 (5a) of the Local Government Act 1999, as described under the Public Access and Public Consultation Notice (No. 2) 2020, the Council alters its Public Consultation Policy by including the provisions set out in Attachment 2 and the Public Consultation Policy be published on the Council’s website.

2. In relation to any obligation under the Local Government Act 1999 to make a document available for inspection at the principal office of the Council, the document will be made available for inspection at www.roxbydowns.sa.gov.au or provided on request in an electronic copy format.

3.3 Policy Review – Mobile Food Vendors

PURPOSE: To review the Mobile Food Vendors Policy.

RESOLVED: That the updated version of the Mobile Food Vendors Policy, be adopted and that the policy is published on Council’s website.

4. Reports for Information

RESOLVED: The Council receive and notes the following reports:

- Coronavirus (COVID-19) Update
- Local Government Functional Support Group – COVID-19 Local Compliance Plan
- Grants Register

5. Community Presentations, Petitions and Deputations

Nil

6. Next Meeting

The next Ordinary Council Meeting for the Municipal Council of Roxby Downs is scheduled for Wednesday 27 May 2020 at 4:00 pm - Council Office Boardroom, 6-8 Richardson Place, Roxby Downs, unless advised otherwise, by notice on the Council’s website.
7. **Closure**

The meeting closed at 4:20pm.

----------------------------------------
Geoff Whitbread
Administrator
27 May 2020
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 May 2020
Title of Report Audit Committee Minutes 15 May 2020 (Subject to Confirmation)

1. Purpose

To receive the minutes (subject to confirmation) from the Audit Committee meeting held 15 May 2020.

2. Recommendation

That the minutes (subject to confirmation) of the Audit Committee meeting held 15 May 2020 be received and noted.

3. Background

By operation of the Roxby Downs (Indenture Ratification) Act 1982, the provisions of the Local Government Act 1999 ('the Act') which relate to the establishment and meetings of a Council Committee do not apply to the Council. However, pursuant to Sections 36(1)(c) and 126 of the Act, the Council has established a committee known as the Roxby Council Audit Committee to ensure compliance with Section 126 of the Act and accountability in decision-making.

The Audit Committee meets a minimum of four times per year.

4. Policy Implications

5.1 Financial/Budget

Nil

5.2 Resources

Nil

5.3 Legal and Risk Management

Nil

5. Report Authoriser

Roy Blight
Chief Executive
MINUTES

MUNICIPAL COUNCIL OF ROXBY DOWNS

Meeting Date & Time
Friday 15 May 2020 at 2pm

Location
Council Office Boardroom, 6-8 Richardson Place, Roxby Downs SA 5725

Present
David Powell (Chair), Rosina Hislop, Trevor Starr (all via teleconference)

In Attendance
Geoff Whitbread (Administrator) (via teleconference)
Roy Blight (Chief Executive)
Drew Ellis (Group Manager Corporate Services) (via teleconference)
Kerrie Thomas (Executive Support)(Minutes) (via teleconference)

Apologies
Nil

1. Opening Statement

The meeting commenced at 2:03 pm.

Mr Powell acknowledged the Kokatha peoples, the traditional owners of the land on which we meet today and pay respect to their Elders past and present and extend that respect to other Aboriginal and Torres Strait Islander people who may be present today.

2. Conflict of Interest

No member declared a conflict of interest.

3. Confirmation of Minutes of the Previous Meeting

Moved: T. Starr

That the Minutes of the Audit Committee meeting held on 13 February 2020 be confirmed as a true and accurate record of the proceedings of that meeting.

Seconded: R. Hislop

Carried

4. Chief Executive Report

Moved: T. Starr

That the Chief Executive’s Information Report be noted, including the verbal update provided to the meeting as described below:

- Kerrie Thomas is attending for the purpose of taking minutes.
- Chief Executive in the boardroom at Roxby Downs.
- Response to COVID19 and Council operations.
  - Maintaining continuity of service consistent with Government directives.
  - Gradual lifting of restrictions as Government directives dictate.
  - Playground, skate park and tennis courts opened last week. Community has been good with restrictions in place for social distancing and density requirements.
- Next phase is the opening of the library and the community youth centre in a reasonable timeframe possibly next week. Currently working on how these centres will operate.
- Roxbylink decimated in terms of activity levels, with the only activity being the provision of coffee. Had to let go a number of casual staff due to no work availability. Unfortunately these staff were unable to access to Jobkeeper due to Council being ineligible. A number of these casual staff members have found employment elsewhere. This loss of skills may prove problematic when our activities are able to restart and Council is seeking to recruit.
- Key stakeholder meetings have been held weekly between Council and the Health professionals, SAPOL, Schools, Childcare Centres, Roxby Pharmacy, BHP, Woolworths and also included the Andamooka School and APOMA. These meetings have been well received by all parties. As a result BHP has been able to respond to number of issues raised e.g. PPE disinfectant.
- Impacts on budget. With the experience of the last couple of months our way of thinking has changed in terms of preparation for F2021. The expected date for budget approval has been pushed back until end of July. Looking at modifying the public consultation format to include two Facebook live sessions.
- At the last Audit committee an update on the BSH Contract was given. Since then the overpayment issue has been resolved. Unfortunately there are still ongoing contractual issues which are being addressed.
- The Strategic Plan is still being finalised and will be sent to Audit Committee members when appropriate.

Seconded: R. Hislop  
Carried

5. Written Reports

6.1 Third Quarter Budget Review

Moved: T. Starr

That the Audit Committee receives and notes the Third Quarter Budget Review for 2019/2020 and recommends the approval of this Review by Council.

Seconded: R. Hislop  
Carried

6.2 Financial Performance ending March 2020

Moved: R. Hislop

That the Audit Committee notes the Report on Financial Performance ending March 2020.

Seconded: T. Starr  
Carried

6.3 2020-2021 Budget Assumptions

Moved: T. Starr

That the Audit Committee convey to the Council that the initial assumptions behind the preparation of the 2020/2021 budget appear to be sound and reasonable.

Seconded: R. Hislop  
Carried
6.4 WHS and Risk Management

Moved: T. Starr

That the Audit Committee receives the Report and notes the actions taken by management, with the following comment:

- The report whilst useful is numerically based. Qualitative narrative providing clarification on the scale and importance of actions will be helpful in analysing future reports of this nature.

Seconded: R. Hislop Carried

6.5 Review – Prudential Management Policy

Moved: T. Starr

That the Audit Committee notes the changes and recommends that Council adopt the proposed amended Prudential Management Policy.

Seconded: R. Hislop Carried

6.6 Review – Treasury Policy

Moved: R. Hislop

That the Audit Committee notes the changes and recommends that Council adopt the proposed amended Treasury Policy with the following comment:

- Under Introduction remove the words “longer-term”.

Seconded: T. Starr

6.7 Review – Municipal Ratings Policy

Moved: R. Hislop

That the Audit Committee notes the changes and recommends that Council adopt the proposed amended Municipal Ratings Policy.

Seconded: T. Starr

6. Next Meeting

The next Audit Committee Meeting is scheduled for Friday 14 August 2020 at 12:30pm - Boardroom, Local Government Finance Authority, Suite 1205, 147 Pirie Street, Adelaide SA 5000, (unless advised otherwise, by notice on the Council’s website).

7. Closure

The meeting closed at 3.55pm.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 May 2020
Title of Report Third Quarter Budget Review

1. Purpose

To consider a review of Council’s 2019/20 budget performance to the end of the third quarter (31 March 2020) and associated matters.

2. Recommendation

That Council adopts the Third Quarter Budget Review as recommended by the Audit Committee at the meeting on 15 May 2020.

3. Background

Council is required by legislation to review its budget on four occasions each financial year. The budget review provides specific opportunity to evaluate the actual performance of the budget and effect any adjustments required.

4. Discussion

A review of the budget against 31 March 2020 actuals has been undertaken. The financial statements attached to this report show the Adopted Budget, the Review 1 Budget, the Review 2 Budget and the Review 3 Budget (inclusive of specific adjustments sought in this report), as well as the YTD Actuals as at 31 March 2020.

This is the first formal review since the onset of the COVID-19 pandemic. This report provides an initial assessment into the scale of impacts from COVID-19 on Council’s current year budget. The COVID-19 impacts will flow through to Council’s 2020/21 budget, which is the subject of a separate report within the Agenda.

The overall picture (i.e. as represented by total budget vs total actuals YTD) indicates that operations are generally well within budget parameters. This quarterly review has had two main focuses. Firstly, following the review of most income lines at the Second Quarter Review, this one had been intended to focus more on the expenditure lines. Secondly, because of the unexpected arrival of COVID-19, and because it will clearly have a budget impact, income lines were again looked at. This involved down-grading full year income and expense estimates relating to many of Council’s activities, especially in relation to Roxbylink. Reduction in income through the centre operations has seen a proportionate decrease in variable operating costs.

Specific adjustments to the budget have been identified as being appropriate and approval for them will be sought from Council.

The impact on the latest version of the budget of the specific adjustments proposed in this report can be summarised as follows:

<table>
<thead>
<tr>
<th>Operating budget:</th>
<th>2nd quarter review budget ($’000)</th>
<th>3rd quarter review budget ($’000)</th>
<th>Movement ($’000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total income</td>
<td>18,244</td>
<td>18,222</td>
<td>(22)</td>
</tr>
<tr>
<td>Total expenses</td>
<td>(18,321)</td>
<td>(17,473)</td>
<td>847</td>
</tr>
<tr>
<td>Operating surplus</td>
<td>(76)</td>
<td>749</td>
<td>825</td>
</tr>
</tbody>
</table>
Capital budget:

<table>
<thead>
<tr>
<th></th>
<th>2nd quarter review budget ($’000)</th>
<th>3rd quarter review budget ($’000)</th>
<th>Movement ($’000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital income</td>
<td>570</td>
<td>120</td>
<td>(450)</td>
</tr>
<tr>
<td>Capital expenditure</td>
<td>(5,656)</td>
<td>(4,432)</td>
<td>1,224</td>
</tr>
<tr>
<td>Surplus/ (deficit)</td>
<td>(5,086)</td>
<td>(4,312)</td>
<td>774</td>
</tr>
</tbody>
</table>

In terms of the key parameters, the adjustments will increase the Operating Surplus by $825K (an improvement) and a reduction in Net Capital Expenditure of $774K, due mostly to the deferral of projects to 2020/21. Amongst the deferred projects are some high-value ones, including the Multi-purpose change rooms and the Pump Track projects.

How is budget tracking after the third quarter?

Council’s consolidated financial performance against budget at the end of the third quarter is as follows:

**OPERATING BUDGET**

**Rates**
Rates income is in line with budget expectations.

**Statutory charges**
This income category has planning/development-related and dog and cat-related fees as the most material income sources. YTD actuals are significantly up on budget. Planning Fees Income is significantly up due to applications related to future workers camps. On that basis they have been reflected in budget adjustments totalling a $213K, an increase to income.

**User charges – power, water and sewerage charges**
On completion of the third quarter, user charges are materially in line with budget. Within this category, Power income is down on budget by 3% ($129K), Water up by 6%, or $153K, and Sewerage down by 1% ($18K). Because of seasonality factors, and also due to uncertainty pertaining to the scale of impact on demand due to COVID-19, no budget adjustments are proposed.

**User charges - Roxbylink**
Roxbylink income is one of the main areas of Council’s operations that has been negatively impacted by COVID-19. The need to introduce social distancing measures resulted in restrictions to, and in some cases total suspension of, Roxbylink facilities and services. Although general income from Roxbylink activities is up marginally overall against budget at the end of March, the income flow reduced significantly over the second half of March. This lower income pattern is now expected to continue for the remainder of the financial year. On this basis, the budget numbers have been adjusted downwards across a range of income lines. The most material of these adjustments were Café Income by ($120K), Kiosk Income by ($45K), Pool Income ($32K), Swim School Income by ($21K) and Auditorium Income by ($10K). Overall, the adjustments made to Roxbylink income was ($297K).

**Grants, subsidies and contributions**
Council is waiting to receive Grants Commission Road Grants. Aside from this, the YTD actuals across all grants are materially in line with budget. An adjustment was made to the budget which will enable a $1,500 Youth Grant received this year to be reflected against the expenditure which will not be incurred until next year (in compliance with Australian Accounting Standards).

**Investment income**
Investment Income is expected to finish materially in line with budget. Several term deposits set to mature during fourth quarter. No budget adjustment is proposed.

**Other income**
Overall, Other Income is expected to finish the year in line with budget. Within this category, income attributable to the Services SA contract has held up despite the COVID-
Impact. Income related to both Library and the Community Youth Centre have reduced, however they should finish the year in line with their budgets.

**Employee costs**

Overall Employee Costs incurred to the end of March are within budget. Included in Employee Costs are the following categories: Salaries and Wages, Employee Leave Expenses, Superannuation, Workers Compensation and Other. The most material component cost, Salaries and Wages, totals $2,771K against a YTD budget of $3,010K, specifically after twenty of the twenty-six pay periods (an underspend of around 8%).

COVID-19 has resulted in the closure of the majority of public facing activities and the reduction of requirement for casual staff within Roxbylink. At the same time, costs have been incurred due to additional cleaning of premises, public toilets, hand sanitiser, etc. The overall savings to the budget across each of the relevant expense lines has been calculated. On this basis, S&W budget adjustments totalling ($335K) are proposed, of which the most material amounts are S&W Café reduced by ($130K), S&W Pool by ($48K), S&W Duty Supervisor by ($44K), S&W Sport & Recreation Development by ($38K), S&W VIC by ($35K) and S&W Gym by ($34K).

**Materials, contracts & other expenses**

This line can be categorised into the following areas:

1) Community and corporate operating expenses: Overall, is either materially under or in line with budget. YTD underspends that were achieved include External Consultants ($72K), Community & regulatory expenses ($100K), IT Operating ($40K), Council building maintenance ($13K) and Other ($63K). A significant portion of these underspends reflect timing issues, with some activities scheduled for the final quarter (eg. External audit).

2) Works contractors cost: Council’s most material contracts relate to waste collection and recycling and townscape services activities. Both of these contracts are tracking in line with budget.

3) Infrastructure maintenance and utilities: Overall, March YTD expenditure is under against budget and reflects the timing of some planned work. Expenses relating to some scheduled maintenance on footpaths, roads and stormwater are still yet to be incurred. YTD variances for these are ($18K), ($169K) and ($89K), respectively. In relation to the latter, a Request For Tender is currently being drafted. Maintenance activities relating to Parks and Gardens (playground-related) is down on budget (by $36K) and Infrastructure utilities is slightly up on budget and relates to seasonally increased water usage.

4) Power related expenses: The most material component costs feeding into the March YTD actual are the power purchases of $1,112K (which is $68K up on budget) and power maintenance of $177K (which is $501K down on budget). A considerable amount of scheduled maintenance remains planned for the final quarter. Overall, taking into account some less material power-related accounts, power-related expenses are ($504K) below YTD budget. The ability to complete some of the planned works has been impacted by extended leave of the Power Services Officer, and to some extend by response to COVID-19. The former has prevented some of the non-scheduled, contingency-type works from being completed. COVID-19 played some part in the delays of some works because a specific contractor opted not to send five of their contractors up for a week’s stay (which is their usual practice) due to restrictions around COVID-19. A significant proportion of scheduled works is to be completed in the remaining quarter.

5) Water and sewer related expenses: Overall for Water & Sewerage, March YTD shows a variance of ($142K) against budget. Water purchases are higher than budget by $109K, and this more than negates the YTD underspends achieved across water payroll, maintenance and operating. The higher than expected water purchase is broadly consistent with higher than expected water income. Apparent underspends on the expenditure side relate to timing issues, as a significant portion of scheduled works are to be completed in the remaining quarter.
6) Roxbylink operating and maintenance: Roxbylink operating and maintenance expense were materially down on budget (by $278K).

**CAPITAL BUDGET**

**Capital income**
Council had budgeted capital income of $570K which related to the following projects:
- Pump Track Project: $450K to recognise the anticipated value of in-kind support by project partners), and
- Skate Bowl Project: $120K in anticipation of a State grant funding.

The $450K in proposed grant (subject to application to State Government) pertaining to the Pump Track has been carried forward to 20/21 in line with the timing of the corresponding expenditure.

**Capital expenditure**
The progress of the 2019/20 capital projects were investigated. The balance of much of the works/projects is scheduled across the remaining quarter, however some have had to be carried forward to the next financial year (mainly due to issues around COVID-19).

**Progress on Capital Projects**
The following table shows the percentage completion of some of this year’s budgeted projects:

<table>
<thead>
<tr>
<th>Project</th>
<th>$ Budget ('000)</th>
<th>% Completion</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emu Walk</td>
<td>500</td>
<td>100%</td>
<td>Completed. Subject to budget review due to additional cost of signage.</td>
</tr>
<tr>
<td>Hermit St Playground – general upgrade</td>
<td>255</td>
<td>100%</td>
<td>Phase 1 complete.</td>
</tr>
<tr>
<td>Hermit St Playground – toilet, carpark, fence</td>
<td>120</td>
<td>50%</td>
<td>Phase 2 relating to carpark c/f to 20/21</td>
</tr>
<tr>
<td>Lions Park</td>
<td>150</td>
<td>100%</td>
<td>Achieved saving of $16K</td>
</tr>
<tr>
<td>Multi-use Change Room Facility</td>
<td>1,000</td>
<td>0%</td>
<td>C/f to 20/21. Plan now subject to revision based on ‘hub’ concept, including new site, and broader scope. This would take a holistic view of all recreation and sporting facilities in the immediate area adjacent to Lions Park.</td>
</tr>
<tr>
<td>Multipurpose Pump track</td>
<td>500 (450)</td>
<td>0%</td>
<td>C/f to 20/21. Project delayed due to impact on project partners from COVID-19 and State</td>
</tr>
<tr>
<td>Project Description</td>
<td>Cost Estimate</td>
<td>Current Status %</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------</td>
<td>---------------</td>
<td>------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Dog Park</td>
<td>60</td>
<td>1%</td>
<td>This is expected to be completed in 19/20.</td>
</tr>
<tr>
<td>Town Entrance Signage – planning only, bulk of work next year</td>
<td>5</td>
<td>47%</td>
<td>The design concept has been completed. Stakeholder endorsement sought for construction. Remaining work expected to be completed next year.</td>
</tr>
<tr>
<td>Roads Reseal</td>
<td>500</td>
<td>100%</td>
<td>Completed in April 20.</td>
</tr>
<tr>
<td>Richardson Pl – replace outdoor furniture</td>
<td>20</td>
<td>50% (made, not yet installed)</td>
<td>To be completed 19/20.</td>
</tr>
<tr>
<td>Richardson Pl – toilets (new)</td>
<td>100</td>
<td>100%</td>
<td>Completed.</td>
</tr>
<tr>
<td>Richardson Pl – toilets (upgrade old)</td>
<td>101</td>
<td>20%</td>
<td>To be completed 19/20.</td>
</tr>
<tr>
<td>Richardson Pl – rotunda seating</td>
<td>10</td>
<td>0%</td>
<td>In progress.</td>
</tr>
<tr>
<td>Footpath – repairs &amp; maintenance</td>
<td>100</td>
<td>8%</td>
<td>Currently out for tender</td>
</tr>
<tr>
<td>Footpath – walkway timber bollards replacement</td>
<td>50</td>
<td>0%</td>
<td>In progress.</td>
</tr>
<tr>
<td>Dog Pound</td>
<td>120</td>
<td>61%</td>
<td>Awaiting completion of internal fit-out. To be completed 19/20.</td>
</tr>
<tr>
<td>Waste Station Upgrade</td>
<td>20</td>
<td>0%</td>
<td>Contractor engaged – expect completion 19/20.</td>
</tr>
<tr>
<td>Bike &amp; Scooter Racks</td>
<td>6</td>
<td>100%</td>
<td>Project complete.</td>
</tr>
<tr>
<td>Pool – replace main pool pump</td>
<td>9</td>
<td>100%</td>
<td>Completed</td>
</tr>
<tr>
<td>Pool – walkway from pool to toilets</td>
<td>120</td>
<td>0%</td>
<td>This project to be cancelled based on non-viability of reviewed costs. Roxbylink management decided not to pursue this project on account of technical reasons.</td>
</tr>
<tr>
<td>Project Description</td>
<td>Progress</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>----------</td>
<td>-------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Pool – splashpad disinfectant system</td>
<td>34</td>
<td>100% Completed.</td>
<td></td>
</tr>
<tr>
<td>Kiosk – replace carpet</td>
<td>4</td>
<td>0% Quoting in progress. To be completed 19/20.</td>
<td></td>
</tr>
<tr>
<td>Auditorium – AV lighting</td>
<td>12</td>
<td>100% Completed. Achieved saving of $1.5K</td>
<td></td>
</tr>
<tr>
<td>Leisure Centre LED Lighting</td>
<td>75</td>
<td>53% In progress. A two-year project. This year's portion to be completed 19/20.</td>
<td></td>
</tr>
<tr>
<td>Leisure Centre – replacement of circuit boards</td>
<td>60</td>
<td>0% A solution is being investigated.</td>
<td></td>
</tr>
<tr>
<td>Links Office Renovation</td>
<td>40</td>
<td>0% Expect completion 19/20.</td>
<td></td>
</tr>
<tr>
<td>Gym asset replacement</td>
<td>23</td>
<td>50% In progress. Expect completion 19/20.</td>
<td></td>
</tr>
<tr>
<td>Netball Courts - shade</td>
<td>7</td>
<td>0% Under review following receipt of amended quote.</td>
<td></td>
</tr>
<tr>
<td>Squash Courts - refurbishment</td>
<td>40</td>
<td>100% Completed. Achieved saving of $0.5K</td>
<td></td>
</tr>
<tr>
<td>Oval Fertigation System</td>
<td>50</td>
<td>15% Completed.</td>
<td></td>
</tr>
<tr>
<td>Oval Surrounds Landscaping</td>
<td>30</td>
<td>0% Expect completion 19/20.</td>
<td></td>
</tr>
<tr>
<td>Library – replace furniture &amp; equipment</td>
<td>10</td>
<td>100% Completed. Achieved savings of $5K.</td>
<td></td>
</tr>
<tr>
<td>Asset Management System</td>
<td>150</td>
<td>50% In progress. A 2 to 3 year project. Phase 1 nearing completion.</td>
<td></td>
</tr>
<tr>
<td>Vehicle replacement (x3)</td>
<td>150</td>
<td>0% In progress. Expect completion 19/20.</td>
<td></td>
</tr>
<tr>
<td>Street Lights Capital – LED upgrades</td>
<td>117</td>
<td>29% Only part to be completed 19/20. Subject to budget review.</td>
<td></td>
</tr>
<tr>
<td>Street Lights Capital - poles</td>
<td>22</td>
<td>0% Only part to be completed 19/20. Subject to budget review.</td>
<td></td>
</tr>
<tr>
<td>HV Capital – replacement switches</td>
<td>162</td>
<td>73% Only part to be completed</td>
<td></td>
</tr>
</tbody>
</table>
THIRD QUARTER REVIEW ADJUSTMENTS TO 2019-2020 BUDGET

Some budget adjustments have been proposed. The Third Quarter Review has attempted to identify any items that should be carried forward into next year’s budget, or simply adjusted to reflect savings that have, or are expected to be achieved.

The specific adjustments are detailed in the following tables. The first table shows adjustments to the operating accounts, and the second shows adjustments to the capital accounts.

1) Operating

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Comments</th>
<th>Impact on Surplus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Other Corporate Services Income &amp; Other Commercial Income</strong></td>
<td>Reflects income pertaining to planned workers accommodation for Olympic Dam.</td>
<td>43</td>
</tr>
<tr>
<td><strong>Planning/Lodgement/Building Fees Income</strong></td>
<td>Reflects income pertaining to planned workers accommodation for Olympic Dam.</td>
<td>214</td>
</tr>
<tr>
<td><strong>Library Income</strong></td>
<td>Impact from COVID-19</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>Roxbylink income (various sources)</strong></td>
<td>Impact from COVID-19</td>
<td>(275)</td>
</tr>
<tr>
<td><strong>Auditing meters</strong></td>
<td>Not likely to be done due to staffing restrictions</td>
<td>42</td>
</tr>
<tr>
<td><strong>Health Consultants</strong></td>
<td>Impact of COVID-19</td>
<td>8</td>
</tr>
<tr>
<td><strong>Fringe Benefits tax</strong></td>
<td>Adjusted to reflect projected actuals</td>
<td>35</td>
</tr>
<tr>
<td><strong>Staff Training</strong></td>
<td>Projected savings</td>
<td>20</td>
</tr>
<tr>
<td><strong>General Management Advice</strong></td>
<td>Projected savings</td>
<td>70</td>
</tr>
<tr>
<td><strong>Environment Support</strong></td>
<td>Projected savings</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>Health Support Expense</strong></td>
<td>Projected savings</td>
<td>10</td>
</tr>
<tr>
<td><strong>Legal Advice</strong></td>
<td>Relates to review of staff EBA, compliance project and contract dispute</td>
<td>(15)</td>
</tr>
<tr>
<td><strong>Electricity Bad Debts</strong></td>
<td>Additional provision sought</td>
<td>(7)</td>
</tr>
<tr>
<td><strong>Roxbylink operating expenses (various)</strong></td>
<td>Impact from COVID-19 – closure of facilities leading to reduction in FY costs: - Cinema ($11k) - Art Gallery ($6k) - Kiosk ($5k) - Gym ($5k)</td>
<td>27</td>
</tr>
<tr>
<td><strong>Functions operating</strong></td>
<td>Higher than expected, but in line with higher than expected income</td>
<td>(30)</td>
</tr>
<tr>
<td><strong>Roxbylink Salaries &amp; Wages (various)</strong></td>
<td>Impact from COVID-19 – reduction in costs due to casuals not being called in due to reduction in services, incl: - Café ($95k)</td>
<td>279</td>
</tr>
</tbody>
</table>
- Pool ($27k)
- Duty Supervisors ($44k)
- Sport & Rec Dev ($38k)
- Gym ($34k)
- Kiosk ($23k)
- Functions ($21k)
- Creche ($10k)

<table>
<thead>
<tr>
<th>Sport &amp; Rec Development</th>
<th>E</th>
<th>Impact from COVID-19</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Art Projects</td>
<td>E</td>
<td>Awaiting Branding completion, c/f to 20/21</td>
<td>55</td>
</tr>
<tr>
<td>Linemarking</td>
<td>E</td>
<td>Anticipated underspend on planned works</td>
<td>20</td>
</tr>
<tr>
<td>Stormwater Dams</td>
<td>E</td>
<td>Planned cleanout of dams not to occur this FY</td>
<td>90</td>
</tr>
<tr>
<td>Office Building &amp; Maintenance</td>
<td>E</td>
<td>Planned internal painting deferred to 20/21 after internal refit</td>
<td>8</td>
</tr>
<tr>
<td>Roxbylink Building Maintenance</td>
<td>E</td>
<td>Work related to painting &amp; ceiling in cultural end, &amp; thorough clean of high structures at leisure end either completed with savings or c/f to 20/21</td>
<td>27</td>
</tr>
<tr>
<td>HV Switches &amp; Transformers</td>
<td>E</td>
<td>Reduction in scope of planned maintenance work</td>
<td>133</td>
</tr>
<tr>
<td>Power Meters Maintenance &amp; Installation</td>
<td>E</td>
<td>Reduction in scope of planned replacements</td>
<td>77</td>
</tr>
<tr>
<td>Pool Plant Maintenance</td>
<td>E</td>
<td>Splashpad balance tank &amp; indoor pool backwash system – maintenance req’d but not budgetted</td>
<td>(9)</td>
</tr>
</tbody>
</table>

**Net Change in Operating Surplus**: 824

### Capital

<table>
<thead>
<tr>
<th>Capital projects</th>
<th>Account Type</th>
<th>Comments</th>
<th>Impact on Surplus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pump Track</td>
<td>Cap E</td>
<td>Further work on Pump Track deferred to 20/21 due to impact from COVID-19. Grant funding opportunities are again being explored.</td>
<td>500</td>
</tr>
<tr>
<td>Pump Track</td>
<td>Cap I</td>
<td>Value of in-kind support by project partners deferred to 20/21 to match with expenditure</td>
<td>(450)</td>
</tr>
<tr>
<td>Pool shade sails</td>
<td>Cap E</td>
<td>Project cancelled. It became unavailable when supplier upgraded the estimate (a $30K quote became $90K quote for splashpad sail).</td>
<td>53</td>
</tr>
<tr>
<td>Emu walk Project</td>
<td>Cap E</td>
<td>Additional cost of signage which was not in original project scope or budget. Project now complete.</td>
<td>(69)</td>
</tr>
<tr>
<td>Community Youth Centre</td>
<td>Cap E</td>
<td>Items c/f to 2020/21: Roof over pergola ($10K) External seating, internal furniture and recreational assets ($5K)</td>
<td>15</td>
</tr>
<tr>
<td>Town Entrance Signage</td>
<td>Cap E</td>
<td>This project assumed construction and installation of two signs in 19/20, with a third earmarked for 20/21. Now, having received Kokatha endorsement of the</td>
<td>(65)</td>
</tr>
</tbody>
</table>
design, an additional amount is sought to enable installation of all three at same time. This will deliver potential efficiencies and cost savings over the entire scope of the project. (*This particular adjustment has been amended since review by Audit Committee on 15 May 20, which suggested the carrying forward of the balance of the project to 20/21).

Plastic to Fuel Pilot Project  Cap E  Independent study by researchers showed project not viable.  44

Stormwater Capital  Cap E  Project to improve drainage issues at Caravan Park & the upgrading of stormwater capacity & setup of system on SCADA now c/f to 20/21  75

Walkway from Indoor Pool to Toilets  Cap E  Project cancelled due to revised estimate of costs  120

Pool Plant Capital  Cap E  Savings achieved on replacement of main pool pump ($10K). Replacement of sand for filters c/f to 20/21 ($70K). Seeking unplanned provision for automatic chlorine gas system $14K.  67

Splashpad Disinfection System Upgrade  Cap E  Project completed with savings  15

Renovation of Dunes Cafe  Cap E  Project now c/f to 20/21  30

Auditorium Sliding Doors  Cap E  Project now c/f to 20/21  6

Roxbylink Plant Capital  Cap E  Work on roof structures, installation of ladders $100K and engineer’s technical assessment of airco $16K now c/f to 20/21  116

Signboard and rebranding of CYC  Cap E  Now c/f to 20/21. Awaiting completion of branding project.  5

Library Furniture Replacement  Cap E  Project completed with savings. Under spend reallocate to fund replacement of large format printer  5

Large Format Printer  Cap E  Replacement of unit (5)

Office Building Airco & Roof Safety Rails  Cap E  A technical assessment has been completed with bulk of works now c/f to 20/21.  125

Office Building Signage  Cap E  Replacement signs for front of building ($10K) and fluoro sign for Reception ($3K) now c/f to 20/21 – delayed due to branding project  13

Office Lighting Upgrade  Cap E  Project deferred. To be reassessed after internal renovation.  8

Office Carpet Replacement  Cap E  Project complete with savings  4

Net Change in Capital  614

5. **Policy Implications**

5.1 **Financial/Budget**

As detailed above.

5.2 **Resources**

No additional resources are required for quarterly budget reviews.
5.3 Legal and Risk Management

Systematic and frequent reviews of budget performance are important in Council’s overall risk mitigation strategy. COVID-19 has changed the context of risk, especially in relation to financial, WHS and project-related risks.

6. Report Consultation

Audit Committee
Roy Blight – Chief Executive
Eion Williamson – Financial Accountant

7. Attachment

Third Quarter Budget Review

8. Report Authoriser

Drew Ellis
Group Manager Corporate Services
## Statement of Comprehensive Income

### Income

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates</td>
<td>5,433</td>
<td>5,433</td>
<td>5,444</td>
<td>5,444</td>
<td>5,458</td>
</tr>
<tr>
<td>Statutory charges</td>
<td>49</td>
<td>49</td>
<td>49</td>
<td>263</td>
<td>259</td>
</tr>
<tr>
<td>User charges</td>
<td>11,579</td>
<td>11,579</td>
<td>11,599</td>
<td>11,321</td>
<td>8,956</td>
</tr>
<tr>
<td>Grants subsidies and contributions</td>
<td>203</td>
<td>226</td>
<td>229</td>
<td>228</td>
<td>149</td>
</tr>
<tr>
<td>Municipal deficit funding</td>
<td>600</td>
<td>600</td>
<td>600</td>
<td>600</td>
<td>300</td>
</tr>
<tr>
<td>Investment income</td>
<td>84</td>
<td>146</td>
<td>225</td>
<td>225</td>
<td>154</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other income</td>
<td>88</td>
<td>88</td>
<td>98</td>
<td>141</td>
<td>105</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>18,036</strong></td>
<td><strong>18,121</strong></td>
<td><strong>18,244</strong></td>
<td><strong>18,222</strong></td>
<td><strong>15,381</strong></td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee costs</td>
<td>-5,223</td>
<td>-5,223</td>
<td>-5,223</td>
<td>-4,889</td>
<td>-3,575</td>
</tr>
<tr>
<td>Materials contracts &amp; other expenses</td>
<td>-9,624</td>
<td>-9,884</td>
<td>-9,912</td>
<td>-9,398</td>
<td>-6,430</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>-2</td>
<td>-2</td>
<td>-2</td>
<td>-2</td>
<td>0</td>
</tr>
<tr>
<td>Depreciation amortisation &amp; impairment</td>
<td>-3,184</td>
<td>-3,184</td>
<td>-3,184</td>
<td>-3,184</td>
<td>-2,462</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>-18,033</strong></td>
<td><strong>-18,293</strong></td>
<td><strong>-18,321</strong></td>
<td><strong>-17,473</strong></td>
<td><strong>-12,467</strong></td>
</tr>
</tbody>
</table>

### OPERATING SURPLUS / (DEFICIT)

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OPERATING SURPLUS / (DEFICIT)</td>
<td>3</td>
<td>-172</td>
<td>-76</td>
<td>749</td>
<td>2,914</td>
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<tr>
<td>Municipal Distribution</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Adjusted Net Surplus / (Deficit)</td>
<td>3</td>
<td>-172</td>
<td>-76</td>
<td>749</td>
<td>2,914</td>
</tr>
</tbody>
</table>

### Asset disposal and fair value adjustments

- 40
- 40
- 40
- 40
- 0

### Physical Resources Received Free of Charge

- 0
- 0
- 0
- 0
- 0

### Amounts specifically for new or upgraded assets

- 570
- 570
- 570
- 120
- 0

### NET SURPLUS / (DEFICIT)

<table>
<thead>
<tr>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>NET SURPLUS / (DEFICIT)</td>
<td>613</td>
<td>438</td>
<td>534</td>
<td>909</td>
<td>2,914</td>
</tr>
</tbody>
</table>

Transferred to Equity Statement

### Other Comprehensive Income

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Between Reserves</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td><strong>613</strong></td>
<td><strong>438</strong></td>
<td><strong>534</strong></td>
<td><strong>909</strong></td>
<td><strong>2,914</strong></td>
</tr>
</tbody>
</table>
## Statement of Financial Position

### ASSETS

#### Current Assets
- Cash & cash equivalents: 6,857 9,424 9,519 10,959 14,751
- Trade & other receivables: 3,336 3,274 3,274 3,274 4,771
- Inventories: 21 21 21 21 28
- Total Current Assets: 10,214 12,719 12,814 14,254 19,550

#### Non-Current Assets
- Infrastructure, property, plant & equipment: 122,711 120,459 120,460 119,396 116,652
- Total Non-Current Assets: 122,711 120,459 120,460 119,396 116,652

### Total Assets: 132,925 133,178 133,274 133,650 136,202

### LIABILITIES

#### Current Liabilities
- Trades & other payables: -1,325 -1,325 -1,325 -1,325 -1,580
- Total Current Liabilities: -1,584 -1,584 -1,584 -1,584 -2,158

#### Non-Current Liabilities
- Other non-current liabilities: -1,230 -1,230 -1,230 -1,230 -1,122
- Total Non-Current Liabilities: -1,230 -1,230 -1,230 -1,230 -1,205

### Total Liabilities: -2,814 -2,814 -2,814 -2,814 -3,363

### NET ASSETS: 130,111 130,364 130,460 130,836 132,839

### EQUITY

#### Accumulated Surplus
- 28,826 29,079 29,175 29,550 31,555

#### Asset Revaluation Reserve

### TOTAL EQUITY: 130,111 130,364 130,460 130,835 132,839
## Statement of Changes in Equity

**ACCUMULATED SURPLUS**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Balance at end of previous reporting period - AS</td>
<td>28,213</td>
<td>28,641</td>
<td>28,641</td>
<td>28,641</td>
<td>28,641</td>
</tr>
<tr>
<td>Net result for year</td>
<td>613</td>
<td>438</td>
<td>534</td>
<td>909</td>
<td>2,914</td>
</tr>
<tr>
<td>Balance at end of period</td>
<td>28,826</td>
<td>29,079</td>
<td>29,175</td>
<td>29,550</td>
<td>31,555</td>
</tr>
</tbody>
</table>

**ASSET REVALUATION RESERVE**

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gain on revaluation of infrastructure, property plant &amp; equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Transfer to accumulated surplus on sale of infrastructure, property, plant &amp; equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</table>

**TOTAL EQUITY AT END OF REPORTING PERIOD**

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>130,111</td>
<td>130,364</td>
<td>130,460</td>
<td>130,835</td>
<td>132,839</td>
</tr>
</tbody>
</table>
## Statement of Cash Flows

### CASH FLOWS FROM OPERATING ACTIVITIES

#### Receipts
- Rates - general and other: $5,433, $5,433, $5,444, $5,444, $5,458
- Fees and other charges: $49, $49, $49, $263, $259
- User charges receipts: $11,579, $11,579, $11,599, $11,321, $8,956
- Grants utilised for operating purposes: $203, $226, $229, $228, $149
- Municipal deficit funding receipts: $600, $600, $600, $600, $300
- Investment receipts: $84, $146, $225, $225, $154
- Reimbursement receipts: $0, $0, $0, $0, $0
- Other revenues receipts: $88, $88, $98, $141, $105
- Changes in Net Assets: $0, $0, $0, $0, $127

#### Payments
- Employee costs payments: $-5,223, $-5,223, $-5,223, $-4,889, $-3,575
- Materials, contracts & other payments: $-9,624, $-9,884, $-9,912, $-9,398, $-6,430
- Finance payments: $-2, $-2, $-2, $-2, $0

#### Net Cash provided by (or used in) Operating Activities

<table>
<thead>
<tr>
<th>Year</th>
<th>Operating Activities</th>
<th>2019/2020 Adopted</th>
<th>Review 1</th>
<th>Review 2</th>
<th>Review 3</th>
<th>YTD Actuals</th>
<th>March $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Budget $'000</td>
<td>Budget $'000</td>
<td>Budget $'000</td>
<td>Budget $'000</td>
<td>March $'000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3,187</td>
<td>3,012</td>
<td>3,107</td>
<td>3,933</td>
<td>5,503</td>
<td></td>
</tr>
</tbody>
</table>

### CASH FLOWS FROM INVESTING ACTIVITIES

#### Receipts
- Amounts specifically for new or upgraded assets: $570, $570, $570, $120, $0

#### Payments
- Expenditure on renewal/replacement of assets: $-2,083, $-2,580, $-2,580, $-1,995, $-350
- Expenditure on new/upgraded assets: $-2,971, $-3,076, $-3,076, $-2,597, $-461

#### Net Cash provided (or used in) Investing Activities

<table>
<thead>
<tr>
<th>Year</th>
<th>Investing Activities</th>
<th>2019/2020 Adopted</th>
<th>Review 1</th>
<th>Review 2</th>
<th>Review 3</th>
<th>YTD Actuals</th>
<th>March $'000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Budget $'000</td>
<td>Budget $'000</td>
<td>Budget $'000</td>
<td>Budget $'000</td>
<td>March $'000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-4,484</td>
<td>-5,086</td>
<td>-5,086</td>
<td>-4,472</td>
<td>-811</td>
<td></td>
</tr>
</tbody>
</table>

### CASH FLOWS FROM FINANCING ACTIVITIES

#### Receipts
- Net Cash provided by (or used in ) Financing Activities: $0, $0, $0, $0, $0

#### Payments
- Net Increase / (Decrease) in cash: $-1,297, $-2,074, $-1,979, $-539, $4,692
- Cash & equivalents at beginning of period: $8,154, $11,498, $11,498, $11,498, $11,498
- Cash & equivalents at end of period: $6,857, $9,424, $9,519, $10,959, $16,190
### Uniform Presentation of Finances

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td>18,036</td>
<td>18,121</td>
<td>18,244</td>
<td>18,222</td>
<td>15,381</td>
</tr>
<tr>
<td>less <strong>Expenses</strong></td>
<td>-18,033</td>
<td>-18,293</td>
<td>-18,320</td>
<td>-17,472</td>
<td>-12,467</td>
</tr>
<tr>
<td><strong>Operating Surplus / (Deficit)</strong></td>
<td>3</td>
<td>-172</td>
<td>-76</td>
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#### less Net Outlays on Existing Assets

Capital Expenditure on renewal & replacement of existing assets
- Income: 2,083, 2,580, 2,580, 1,995, 350
- less Depreciation, amortisation & impairment: -3,184, -3,184, -3,183, -3,183, -2,462
- less Proceeds from sale of replaced assets: 0, 0, 0, 0, 0
- Net: -1,101, -604, -603, -1,188, -2,112

#### less Net Outlays on New and Upgraded Assets

Capital Expenditure on new or upgraded assets
- Income: 2,971, 3,076, 3,076, 2,597, 461
- less Amounts received specifically for new & upgraded: -570, -570, -570, -120, 0
- less Proceeds from sale of surplus assets: 0, 0, 0, 0, 0
- Net: 2,401, 2,506, 2,506, 2,477, 461

**Net Lending / (Borrowing) for Financial Year**
-1,297, -2,074, -1,979, -539, 4,565

### Statutory Financial Indicators

#### Operating Surplus Ratio
Being the operating surplus (deficit) as a percentage of revenue
- 0.0%, -0.9%, -0.4%, 4.1%, 18.9%

#### Net Financial Liabilities Ratio
Being the net financial liabilities / total operating revenue
- -41%, -55%, -55%, -63%, -105%

#### Asset Renewal Funding Ratio
Capital expenses on renewal/ replacement assets less sale of replaced assets divided by Infrastructure Asset Management Plan required expenditure
- 150%, 186%, 186%, 144%, 25%
<table>
<thead>
<tr>
<th>Statement of Comprehensive Income</th>
<th>Adopted Budget</th>
<th>Review 1 Budget</th>
<th>Review 2 Budget</th>
<th>Review 3 Budget</th>
<th>YTD Actuals March</th>
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<td><strong>Income</strong></td>
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<td>5,433</td>
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<td>Share of loss - equity accounted Council businesses</td>
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<td>-2,662</td>
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<td><strong>NET SURPLUS / (DEFICIT)</strong></td>
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<tr>
<td>Transfer Between Reserves</td>
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<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td>-2,322</td>
<td>-2,681</td>
<td>-2,662</td>
<td>-2,569</td>
<td>-1,652</td>
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## Statement of Comprehensive Income

### Income

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<td>Budget $'000</td>
<td>Budget $'000</td>
<td>March $'000</td>
</tr>
<tr>
<td><strong>Rates</strong></td>
<td>5,433</td>
<td>5,433</td>
<td>5,444</td>
<td>5,444</td>
<td>5,458</td>
</tr>
<tr>
<td><strong>Statutory charges</strong></td>
<td>49</td>
<td>49</td>
<td>49</td>
<td>263</td>
<td>259</td>
</tr>
<tr>
<td><strong>User charges</strong></td>
<td>1,737</td>
<td>1,737</td>
<td>1,757</td>
<td>1,479</td>
<td>1,345</td>
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<td>84</td>
<td>146</td>
<td>225</td>
<td>225</td>
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<td>88</td>
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### Expenses

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<td>-1,834</td>
<td>-1,834</td>
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### OPERATING SURPLUS / (DEFICIT)

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transferred to Equity Statement

### Other Comprehensive Income

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### Uniform Presentation of Finances

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less Net Outlays on Existing Assets

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less Net Outlays on New and Upgraded Assets

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<td></td>
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<td>Budget $'000</td>
<td>Budget $'000</td>
<td>Budget $'000</td>
<td>March $'000</td>
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### Uniform Presentation of Finances

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## Statement of Comprehensive Income

### Income

- Rates
- Statutory charges
- User charges
- Grants subsidies and contributions
- Municipal deficit funding
- Investment income
- Reimbursements
- Other income

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<td>Rates</td>
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<td>0</td>
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<td>User charges</td>
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<td>4,810</td>
<td>4,810</td>
<td>4,810</td>
<td>3,586</td>
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<td>Investment income</td>
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<td>Reimbursements</td>
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<td>4,810</td>
<td>4,810</td>
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### Expenses

- Employee costs
- Materials contracts & other expenses
- Finance Costs
- Depreciation amortisation & impairment

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<td>Depreciation amortisation &amp; impairment</td>
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<td>-769</td>
<td>-769</td>
<td>-769</td>
<td>-578</td>
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### OPERATING SURPLUS / (DEFICIT)

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<tr>
<td>Operating Surplus / (Deficit)</td>
<td>1,625</td>
<td>474</td>
<td>458</td>
<td>704</td>
<td>819</td>
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### Adjusted Net Surplus / (Deficit)

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### Other Comprehensive Income

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<td>0</td>
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<td>704</td>
<td>819</td>
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### Uniform Presentation of Finances

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<tr>
<td></td>
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</tr>
<tr>
<td>Income</td>
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<td>4,810</td>
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<td>-2,767</td>
</tr>
<tr>
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### less Net Outlays on Existing Assets

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<td></td>
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<td>255</td>
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<td>-769</td>
<td>-769</td>
<td>-769</td>
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<td>less Proceeds from sale of replaced assets</td>
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<td>0</td>
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Statement of Comprehensive Income

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<tr>
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<tr>
<td>Municipal deficit funding</td>
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<td>0</td>
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<tr>
<td>Investment income</td>
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<td>0</td>
<td>0</td>
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<tr>
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<td>0</td>
<td>0</td>
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<td><strong>5,032</strong></td>
<td><strong>5,032</strong></td>
<td><strong>5,032</strong></td>
<td><strong>4,025</strong></td>
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**OPERATING SURPLUS / (DEFICIT)**

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<td><strong>870</strong></td>
<td><strong>866</strong></td>
<td><strong>866</strong></td>
<td><strong>1,795</strong></td>
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**NET SURPLUS / (DEFICIT)**

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<tbody>
<tr>
<td>Asset disposal and fair value adjustments</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Physical Resources Received Free of Charge</td>
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<tr>
<td>Amounts specifically for new or upgraded assets</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Net Surplus / (Deficit)</strong></td>
<td><strong>1,876</strong></td>
<td><strong>870</strong></td>
<td><strong>866</strong></td>
<td><strong>866</strong></td>
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Net Lending / (Borrowing) for Financial Year

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<tbody>
<tr>
<td>Capital Expenditure on renewal &amp; replacement of existing assets</td>
<td>243</td>
<td>243</td>
<td>243</td>
<td>243</td>
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<tr>
<td>Depreciation amortisation &amp; impairment</td>
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<td>-580</td>
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<tr>
<td>Proceeds from sale of replaced assets</td>
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### Statement of Comprehensive Income

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<tr>
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<tr>
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<tr>
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<td>Municipal deficit funding</td>
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<tr>
<td>Investment income</td>
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<td>0</td>
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<tr>
<td>Physical Resources Received Free of Charge</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Amounts specifically for new or upgraded assets</td>
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<td>0</td>
<td>0</td>
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<tr>
<td><strong>NET SURPLUS / (DEFICIT)</strong></td>
<td>1,060</td>
<td>426</td>
<td>422</td>
<td>422</td>
<td>957</td>
</tr>
<tr>
<td>transferred to Equity Statement</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Other Comprehensive Income</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td>1,060</td>
<td>426</td>
<td>422</td>
<td>422</td>
<td>957</td>
</tr>
</tbody>
</table>

#### Uniform Presentation of Finances

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td>2,910</td>
<td>2,910</td>
<td>2,910</td>
<td>2,910</td>
<td>2,452</td>
</tr>
<tr>
<td>plus Municipal Distribution</td>
<td>-525</td>
<td>-525</td>
<td>-525</td>
<td>-525</td>
<td>0</td>
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<tr>
<td><strong>less Expenses</strong></td>
<td>-1,325</td>
<td>-1,959</td>
<td>-1,963</td>
<td>-1,963</td>
<td>-1,495</td>
</tr>
<tr>
<td><strong>Operating Surplus / (Deficit)</strong></td>
<td>1,060</td>
<td>426</td>
<td>422</td>
<td>422</td>
<td>957</td>
</tr>
<tr>
<td>less Net Outlays on Existing Assets</td>
<td>175</td>
<td>175</td>
<td>175</td>
<td>175</td>
<td>0</td>
</tr>
<tr>
<td>less Depreciation amortisation &amp; impairment</td>
<td>-258</td>
<td>-258</td>
<td>-258</td>
<td>-258</td>
<td>-184</td>
</tr>
<tr>
<td>less Proceeds from sale of replaced assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>less Net outlays on New and Upgraded Assets</strong></td>
<td>1,143</td>
<td>509</td>
<td>505</td>
<td>505</td>
<td>1,130</td>
</tr>
<tr>
<td>Capital Expenditure on new or upgraded assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td>less Amounts received specifically for new &amp; upgraded assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>less Proceeds from sale of surplus assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td><strong>Net Lending / (Borrowing) for Financial Year</strong></td>
<td>1,143</td>
<td>509</td>
<td>505</td>
<td>505</td>
<td>1,130</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td></td>
<td>Adopted Budget</td>
<td>Review 1 Budget</td>
<td>Review 2 Budget</td>
<td>Review 3 Budget</td>
<td>YTD Actuals March</td>
</tr>
<tr>
<td><strong>Statement of Comprehensive Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory charges</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>User charges</td>
<td>2,122</td>
<td>2,122</td>
<td>2,122</td>
<td>2,122</td>
<td>1,573</td>
</tr>
<tr>
<td>Grants subsidies and contributions</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Municipal deficit funding</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Investment income</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reimbursements</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other income</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>2,122</td>
<td>2,122</td>
<td>2,122</td>
<td>2,122</td>
<td>1,573</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee costs</td>
<td>-52</td>
<td>-52</td>
<td>-52</td>
<td>-52</td>
<td>-40</td>
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<tr>
<td>Materials contracts &amp; other expenses</td>
<td>-407</td>
<td>-779</td>
<td>-779</td>
<td>-779</td>
<td>-455</td>
</tr>
<tr>
<td>Finance Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Depreciation amortisation &amp; impairment</td>
<td>-322</td>
<td>-322</td>
<td>-322</td>
<td>-322</td>
<td>-240</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>-781</td>
<td>-1,153</td>
<td>-1,153</td>
<td>-1,153</td>
<td>-735</td>
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<tr>
<td><strong>OPERATING SURPLUS / (DEFICIT)</strong></td>
<td>1,341</td>
<td>969</td>
<td>969</td>
<td>969</td>
<td>838</td>
</tr>
<tr>
<td>Municipal Distribution</td>
<td>-525</td>
<td>-525</td>
<td>-525</td>
<td>-525</td>
<td>-525</td>
</tr>
<tr>
<td><strong>Adjusted Net Surplus / (Deficit)</strong></td>
<td>816</td>
<td>444</td>
<td>444</td>
<td>444</td>
<td>838</td>
</tr>
<tr>
<td><strong>Asset disposal and fair value adjustments</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Physical Resources Received Free of Charge</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Amounts specifically for new or upgraded assets</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>NET SURPLUS / (DEFICIT)</strong></td>
<td>816</td>
<td>444</td>
<td>444</td>
<td>444</td>
<td>838</td>
</tr>
<tr>
<td>transferred to Equity Statement</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Other Comprehensive Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Between Reserves</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL COMPREHENSIVE INCOME</strong></td>
<td>816</td>
<td>444</td>
<td>444</td>
<td>444</td>
<td>838</td>
</tr>
</tbody>
</table>
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 May 2020
Title of Report 2020-2021 Budget Assumptions

1. Purpose
To consider the assumptions that underlay the proposed 2020-2021 draft budget and to approve the release of the Draft 2020-2021 Budget for public consultation.

2. Recommendation
That Council adopts the 2020-2021 budget assumptions for the purposes of framing the Draft 2020-2021 Budget.

3. Background
When the effects of the COVID-19 pandemic began impacting on Council’s operations in March 2020, there was an inevitable disruption to the 2020-2021 budget development processes. Uncertainty around the full scale and duration of the effects made it prudent for Council to extend the planned timelines. This would enable a clearer picture to emerge of both scale and duration, as well as the likely financial impact on Council’s ratepayers and other customers of its various services and offerings.

Council seeks to put forward a budget that is balanced, considered and reflective of the current circumstances. To this end, COVID-19 has been a major influencer in the proposed changes to the 2020-2021 Annual Business Plan and Budget since the first set of assumptions were considered in March 2020.

4. Discussion
In March 2020, the draft 2020-2021 budget was being prepared for review. That version of the draft budget was based on a marginal rates increase of 1.5% and a formal adoption date of June 2020. With the declaration of the COVID-19 emergency the context changed significantly. In response, the following decisions in relation to its 2020-2021 Budget are proposed:

- To amend the timeline. This would allow a later formal adoption, as well as reduce the potential for material budget errors that may have arisen due to uncertainty associated with the economic impact of COVID-19
- To amend the numbers based on our key assumptions around the specific financial impact of COVID-19 on Council and its ratepayers

The anticipated effect of COVID-19 on the budget in financial terms is shown in a table on page 4 of this report.

New budget timeline
In an attempt to allow a more complete picture of the economic impacts of COVID-19 to emerge and an ongoing assessment of the implications for Council’s operations, the formal annual business plan and budget adoption date is proposed to be extended from June to July 2020.

This timeline allows for the necessary public consultation including Facebook Live presentations and an Annual Business Plan public hearing in conjunction with the timing of the June Council meeting.
The State Government through the Minister for Local Government has effected legislation to enable later adoption of budgets by Councils and transitional provisions. The current timeline is attached as Budget Timeline.

Key assumptions

Indications are that the current arrangements (ie restricted operations) will remain in place/partly in place to the end of the September quarter as determined by the State Government through the Commissioner of Police. The relaxation of restrictions is a dynamic situation, the pace and continuation of which will be dependent on an ongoing success by the State in containment of the virus.

Another key indicator is that Roxby Downs may be less impacted of COVID-19 than many other jurisdictions. Whilst we do not expect any material impact on local employment levels or population, demand for utilities and services in some sectors will be impacted. A survey of local businesses has been conducted to gauge the scale of local impacts from Government restrictions on business operations and employment.

Specific assumptions influencing the 2020-2021 Budget

The following assumptions have influenced the 2020-2021 Draft Budget:

- Disruption to work methods to ensure compliance with social-distancing and ‘gathering’ rules
- Increased expenditure on hygiene and cleaning protocols to ensure safe work spaces and public facilities
- Disruption to engagements with professional advisors and consultants due to restrictions on non-essential travel
- Increased usage and reliance on telecommunications and internet data for meetings
- Financial and economic impacts due to restricted business operations required by Government regulations
- Time lags on restoring customer patronage and recruitment of casual staff once restrictions are relaxed and the corresponding income constraints reduce
- Recruitment and training of staff as services are reopened (recognizing that some of the pre-existing staff will have had to source alternative employment)
- Financial impact on displaced workers affected by business closures/changes to operations
- Potential for increase in rate and utility hardship applications
- Potential for increased value of bad and doubtful debt provision
- Potential increase in application for payment terms
- Establishment of an external hardship assessor appointed by Council
- Financial relief to the community through no increase in rates, power, water, fees and charges
- Reinforcement of priority for local purchasing in the provision of goods and services for Council operations
- Reliance on accumulated surplus for cashflow purposes to cover any delinquent payments
- A focus on planning for future works including the precinct adjacent to Lions Park (eg. multi-purpose change rooms and outdoor courts) *

* The budget for 2019-2020 included a provision for a multi-purpose change rooms to meet contemporary standards and encourage female participation in sport. This provision was subject to the securing of grant funding. Funding applications through the State Government Female-Friendly Change Room Program (funding scheme withdrawn) and the Federal Government’s Sporting Facilities Program (progressed to 3rd round but not funded) were not successful. In the meantime, the outdoor netball courts have dilapidated as a result of sub-base failure. These courts are central to the conduct of netball which has the highest participation rate of any sport in Roxby Downs. Investigations are proposed into the redevelopment of the courts. This will involve an assessment of location, scale, spectator facilities, potential for multi-use tasking, eg. tennis and other court sports, potential for co-location of change rooms, interaction with Roxbylink complex and other community infrastructure, including Lions Park, skate park and car parking.
How 2020-2021 Draft Budget has changed due to COVID-19

The following table compares an early pre-COVID-19 version of the 2020-2021 Draft Budget to the current indicative version. (All x $’000):

<table>
<thead>
<tr>
<th></th>
<th>BC (before COVID)</th>
<th>Draft 20/21 Budget before COVID-19</th>
<th>A (Indicative) Draft 20/21 Budget adjusted to account for COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CONSOLIDATED</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>5,504</td>
<td>- 70 Reduction in Rates Income &gt; 5,434</td>
<td></td>
</tr>
<tr>
<td>Stat charges</td>
<td>44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User charges</td>
<td>11,659</td>
<td>- 391 Reduction in User Charges income &gt; 11,268</td>
<td></td>
</tr>
<tr>
<td>Grants, subsidies</td>
<td>237</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDF</td>
<td>600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment income</td>
<td>78</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reimbursements</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>84</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>18,206</td>
<td>- 461 Reduction in total Op. Income &gt; 17,745</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee costs</td>
<td>5,677</td>
<td>- 180 Reduction in Employee costs &gt; 5,497</td>
<td></td>
</tr>
<tr>
<td>Materials, contracts</td>
<td>9,728</td>
<td>- 154 Reduction in general expenses &gt; 9,574</td>
<td></td>
</tr>
<tr>
<td>Finance</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>3,284</td>
<td>- 334 Reduction in total Op. expenses &gt; 18,355</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>18,689</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Surplus (Deficit)</td>
<td>- 483</td>
<td>- 127 Net reduction in 'bottom line' &gt; - 610</td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amounts specifically for new or upgraded assets</td>
<td>450</td>
<td>721</td>
<td></td>
</tr>
<tr>
<td>Expenditure on renewal/replacement assets</td>
<td>- 2,216</td>
<td>- 2,545</td>
<td></td>
</tr>
<tr>
<td>Expenditure on new/upgraded assets</td>
<td>- 789</td>
<td>- 2,821</td>
<td></td>
</tr>
<tr>
<td>Net capital expenditure</td>
<td>- 2,555</td>
<td>- 4,645</td>
<td></td>
</tr>
</tbody>
</table>

(The scale of movement in the Net capital expenditure above can be largely explained by the review of projects performed as part of the Third Quarter Budget Review. This review identified a number of capital projects that were carried forward from 2019/20 to 2020/21. The left-hand column’s numbers represent pre-review, and the right-hand column’s numbers represent post-review).

**Council’s approach to hardship applications as a result of COVID-19 impact**

Council has in place specific hardship policies which apply for Council rates, water and electricity charges. It is proposed that the planned approach to financial hardship caused by COVID-19 will be to deal with hardship applications on a case by case basis.

**Impact of COVID-19 on projects**

The budget will also reflect the carrying forward of a number of projects that had been planned for 2019-2020, but which could not be completed due to restrictions based on access to contractors through limits on travel and social distancing.

Projects will continue to be implemented as resources become available and a detailed analysis of work in progress at 30 June 2020 will be conducted to provide an accurate figure for transfer to next year.
5. Policy Implications

5.1 Financial/Budget

A well prepared and managed budget provides the framework and specific parameters around Council’s collection and expenditure of funds. It is central to Council’s control of its financial activities and the provision of facilities and services to the community.

5.2 Resources

No external resources will be required for the budget development process.

The budget is prepared by the Council Staff.

5.3 Legal and Risk Management

A well prepared and managed budget is an important component in Council’s overall risk mitigation strategies.

6. Report Consultation

Audit Committee
Roy Blight – Chief Executive
Eion Williamson – Financial Accountant

7. Attachment

Budget Timeline

8. Report Authoriser

Drew Ellis
Group Manager Corporate Services
<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rates modelling</td>
<td>Tue 12/05/2020</td>
<td></td>
</tr>
<tr>
<td>Audit Committee review of budget assumptions and timeline.</td>
<td>Fri 15/05/2020</td>
<td></td>
</tr>
<tr>
<td>First Facebook Live session, 7pm</td>
<td>Wed 10/06/2020</td>
<td>RB &amp; DE - presenters. MA &amp; JT - technical support. JD - facilitator TBC</td>
</tr>
<tr>
<td>Second Facebook Live session, 7pm</td>
<td>Wed 17/06/2020</td>
<td></td>
</tr>
<tr>
<td>Public hearing after Council meeting</td>
<td>Wed 24/06/2020</td>
<td>Council meeting 6 pm, public hearing 6.30 pm</td>
</tr>
<tr>
<td>Formal Council adoption of Annual Business Plan &amp; LTFP</td>
<td>Wed 29/07/2020</td>
<td></td>
</tr>
</tbody>
</table>
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 May 2020
Title of Report Proposed Dog and Cat Registration Fees for 2020/2021

1. Purpose
To determine the dog and cat registration fees for 2020/2021

2. Recommendation

2.1 That Council approve the dog and cat registration fee structure for 2020/2021 as follows:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>2019/2020</th>
<th>2020/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Standard Dog (not microchipped/not desexed)</td>
<td>$66.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Non Standard Dog with microchip</td>
<td>$66.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Non Standard Dog desexed</td>
<td>$66.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Non Standard Dog Concession</td>
<td>$33.00</td>
<td>$33.00</td>
</tr>
<tr>
<td>Standard Dog (desexed and microchipped)</td>
<td>$33.00</td>
<td>$33.00</td>
</tr>
<tr>
<td>Standard Dog Concession</td>
<td>$16.50</td>
<td>$16.50</td>
</tr>
<tr>
<td>Accredited Assistance Dog</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Assistance Dog in Training</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Non Standard Cat</td>
<td>$66.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>Standard Cat (desexed and microchipped)</td>
<td>$33.00</td>
<td>$33.00</td>
</tr>
<tr>
<td>Standard Cat Concession</td>
<td>$16.50</td>
<td>$16.50</td>
</tr>
<tr>
<td>Registration of a dog business (breeder)</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>New Fee: Late payment of registration fees</td>
<td>Nil</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

2.2 That the Dog and Cat Management Board be notified of the fees applicable for 2020/2021.

3. Background
Dog and cat registrations expire on 30 June each year and must be renewed by the 31 August of that same year. Under the provisions of the Dog and Cat Management Act 1995 Council has the discretion to set registration fees and discounts without any fee cap or approval required by the Minister for Environment and Water. Fees are reviewed by Council annually and must be approved and advised to the Dog and Cat Management Board prior to the 31 May 2020. This ensures that DACO (Dog and Cats Online) is updated prior to the generation of registration invoices for 2020/21. A fee free registration period applies for the month of June in line with Council’s Dog and Cat Registrations Policy (approved on 27 March 2019).

The current fee structure has not changed for the last two financial years. Council currently does not have a fee for late payment of registration fees.

For the 2019/2020 period there were 646 registered dogs and cats and 114 un-renewed dogs and cats. The number of un-renewed dogs and cats is higher than normal and likely due to residents leaving town and not updating their contact details. A reminder SMS about overdue registrations is being sent to dog and cat owners on 31 May with further follow up via telephone in June.

4. Discussion
Registration fees are collected through DACO (Dogs and Cats Online). These funds (less a 12% fee for the Dog and Cat Management Board) are remitted to Council and must be utilised in the provision of dog and cat management services. These services include: management of the dog pound; dog and cats wandering at large; dog and cat noise and nuisance complaints;
dog litter bags and dispensers; and labour costs for the Council Ranger. The cost for services provided is not covered by the revenue generated through registration fees.

A comparison of dog registration fees levied by councils across South Australia, provided by the Dog and Cat Management Board, shows that the average registration fee for all councils across South Australia for a non-standard animal is $69.28. It is proposed that the current fee structure remain at 2019/2020 levels given that it is still close to the State average.

It is proposed that Council introduces a fee for late payment of registration fees to be consistent with other councils. It is hoped that this will encourage dog and cat owners to renew their pets on time.

5. Policy Implications

5.1 Financial/Budget

Income from dog and cat registrations for the current and previous years is as follows:

- 2019-2020 $21,713
- 2018-2019 $22,302

Approximately 75% of registrations are for standard dogs and cats.

5.2 Resources

As noted previously registration fees partially support dog and cat management services. There is currently one officer (Council Ranger) dedicated to this task although this forms only part of his responsibilities. The Council Ranger is supported by On Call staff for after hour’s services.

5.3 Legal and Risk Management

Pursuant to Section 26 (5) councils must pay a percentage fixed by regulation (12%) to the Dog and Cat Management Fund.

Pursuant to Section 26 (6) (b) councils may charge for the late payment of registration fees.

6. Report Consultation

Research has been conducted into the current fees charged by other councils. This information has helped guide decision making relating to the proposed fee structure.

7. Report Authoriser

Michelle Hales
Group Manager Governance and Community
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 May 2020
Title of Report Approval to Pay – West Coast Bitumen – Road Resurfacing

1. **Purpose**

   To report to Council on the completion of budgeted road resurfacing works by West Coast Bitumen (ABN 12 074 319 323) and to seek approval to pay the invoice for these works.

2. **Recommendation**

   i) That Council approves the payment by Council to West Coast Bitumen of the invoice number INV-1801 (issue date 5 May 2020).

3. **Background**

   Council approved the proposed road re-surfacing works for 2019 and accepted the quotation from West Coast Bitumen at the October 2019 Council meeting.

   Financial delegations limit the value of expenditure that can be approved by any individual. The highest individual delegation limit rests with the Chief Executive and is $250,000.00

   Budgeted and scheduled road re-surfacing works have recently been completed by a contractor.

   The value of the works, and as charged to Council via a single invoice, is $336,653.21 (excluding GST).

4. **Discussion**

   The following works have recently been completed by contractor, West Coast Bitumen:

   - Bopeechee St – single coat 7mm seal
   - Maleluca Crt – single coat 7mm seal
   - Maireana Crt – double coat 14mm seal
   - Callanna Rd – repair of crocodile cracking
   - Gosse St – C320 50mm
   - Frome St – C320 50mm
   - Intersection Olympic Way & Burgoyne St (South) – C320 50mm
   - Intersection Olympic way & Burgoyne St (South) – C320 40mm
   - Intersection Olympic Way & Burgoyne St (North) – C320 50mm
   - Intersection Olympic way & Burgoyne St (North) – C320 40mm
   - Intersection Olympic Way & Pioneer Drv – C320 50mm
   - Intersection Pioneer Drv & Arcoona St - C320 50mm
   - Willaroo St – single coat 7mm seal

   Additional costs associated with this work includes:

   - Payment of the CITB levy
   - Cost of traffic control
   - Establishment fee & mobilisation of plant & equipment
   - Wirtgen W1000 track profiler

   Additional profiling and asphalt was required in the industrial area which was assessed as necessary by the Superintendent Asset Services during the works.

   This additional work at the contracted rate totalled $9,499.00 (excluding GST).
The value of these works has been charged to Council via invoice number INV-1801, issued by West Coast Bitumen on 5 May 2020.

The specific provision in the 2019-2020 Budget for these works was $500,000.00

Approval is now sought from Council for payment of this invoice.

5. **Policy Implications**

5.1 **Financial/Budget**

The actual cost was $336,653.21 (excluding GST). The budget provision for these works allowed $500,000.00.

5.2 **Resources**

The works were supervised by the Superintendent Asset Services.

5.3 **Legal and Risk Management**

Quotations were obtained via Local Government Association of South Australia Vendor Panel; the contracted works were provided under contract LGAP 19044.

All works were completed in accordance with Council procurement, contractor management and WHS requirements.

6. **Report Consultation**

Drew Ellis - Group Manager Corporate Services  
Geoff Thompson - Superintendent Asset Services

7. **Report Authoriser**

Stuart Edwards  
Group Manager Essential Services and Assets
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 May 2020
Title of Report Review – Prudential Management Policy

1. Purpose
To consider a review of Council’s Prudential Management Policy.

2. Recommendation
That Council adopts the reviewed Prudential Management Policy as recommended by the Audit Committee at the meeting on 15 May 2020.

3. Background
The Prudential Management Policy was reviewed as part of Council’s ongoing commitment to ensuring that its policies are kept relevant and current. Its last review was in April 2018.

This particular policy is an important one as it provides a framework for Council as it seeks to ensure probity around its procurement processes. This policy seeks to provide guidance around the extent of due-diligence that is required for different procurement scenarios. The scenarios are generally differentiated on the basis of value and complexity. The policy requires that for each procurement/expenditure project, factors such as ‘whole of life costs’ and various types of risks are considered in the relevant business cases.

4. Discussion
Council has recently developed a business case template which is now being used to guide internally-prepared business cases. The template is designed to provide a more uniform presentation as well as prescribing a set of standard inclusions for each business case. It is designed to complement, and be consistent with, this policy. The minor changes proposed for the policy are made in that context.

The first change:

This change recognises that a risk analysis will form part of every business case, not separate to. It is now a requirement of every business case that it includes a consideration and discussion of any relevant risk type.

Under 5. Relationship to Procurement Policy

Council’s Procurement Policy requires that a Business Case and Risk Statement be prepared as part of the planning for simple and complex procurement modes. This policy provides guidance on the content of these documents.

For a project that meets the requirements of Section 48(1) a separate Prudential Report will need to be prepared in addition to a Business Case and Risk Statement.

Was changed to:

Council’s Procurement Management Policy requires that a Business Case is prepared for all project-related expenditure. The Business Case must show that any related risk issues have been considered. This policy provides guidance on the required content.
For a project that meets the requirements of Section 48(1) a separate Prudential Report will need to be prepared in addition to the Business Case.

The second change:

The following change attempts to better align the policy with the Business Case template that has been developed recently and which is now being used for most non-complex expenditure projects.

Under 6. Due Diligence before a Decision on Whether to Proceed

For projects with a Low risk rating and whole of life cost under $100,000, the BC should consider, at a minimum:

- Analysis of the need or demand for the project;
- Whether the project will (or might) generate any additional risks for Council;
- Identification and quantification of the expected financial and other benefits;
- Identification and quantification of the likely whole of life financial and other costs of the project; and
- Assessment of the financial risks and consideration of ways they can be manage / and or mitigated.

Was changed to:

For projects with a Low risk rating and whole of life cost under $100,000, the Business Case should consider, at a minimum:

- What is the need for the service/project
- Value for money and affordability (including recurrent costing)
- Social, economic and environmental sustainability
- Governance
- Risk management
- Stakeholder management (& timelines)
- Asset owners and change management

(The above headings correspond to those on the Business Case template)

5. Policy Implications

5.1 Financial/Budget

An effective and appropriate Prudential Management Policy helps to ensure that Council has an appropriate procurement framework in place. This should help ensure that all project expenditure is financially responsible and done with due consideration of risk.

5.2 Resources

Preparation of business cases and associated activities will generally be performed by utilising internal resources only.

5.3 Legal and Risk Management

An effective and appropriate Procurement Management Policy is a useful governance tool and helps to mitigate various types of risks.

6. Report Consultation

Audit Committee
Roy Blight – Chief Executive
7. Attachment

Prudential Management Policy

8. Report Authoriser

Drew Ellis
Group Manager Corporate Services
Electronic version on the Intranet is the controlled version.
Printed copies are considered uncontrolled.
Before using a printed copy, verify that it is the current version.
1. INTRODUCTION

This document sets out the policy of the Municipal Council of Roxby Downs for prudential management of all its projects. This policy applies to all projects (as defined below) regardless of size.

2. DEFINITIONS

Due Diligence To act prudently (i.e. with care and thought) in evaluating associated risks.

Project a new and discrete undertaking or activity that would involve the expenditure of money, and/or deployment of resources, and/or incurring or assuming a liability, accepting an asset or divestment of an asset.

Whole of Life Cost The total cost of owning an asset over its entire life such as design and building costs, operating costs, associated financing costs, depreciation, and disposal costs. Whole-life cost also includes environmental impact and social costs.

3. POLICY OBJECTIVES

This policy has three Objectives.

(a) to ensure that a Council project is undertaken only after an appropriate level of “due diligence” is applied to the proposed project; and

(b) to ensure that each Council project is managed during the project and evaluated after the project, to achieve identified public benefits or needs and to minimise financial risks

(c) to ensure compliance with Section 48 of the Local Government Act 1999.

4. LEGISLATION

This Policy is made pursuant to section 48(aa1) of the Local Government Act 1999 (“the Act”) which provides:

A Council must develop and maintain prudential management policies practices and procedures for the assessment of projects to ensure that the Council:

(a) acts with due care diligence and foresight; and

(b) identifies and manages risks associated with a project; and

(c) makes informed decisions; and

(d) is accountable for the use of Council and other public resources.

As such, this Policy applies to all Council projects, no matter how large or small, to ensure compliance with this provision, and that decision-making in respect of any project is made with reliable, accurate and timely information.

5. RELATIONSHIP TO PROCUREMENT POLICY

Council’s Procurement Management Policy requires that a Business Case is prepared for all project-related expenditure. The Business Case must show that any related risk issues have been considered. This policy provides guidance on the required content.

For a project that meets the requirements of Section 48(1) a separate Prudential Report will need to be prepared in addition to the Business Case.
6. **DUE DILIGENCE BEFORE A DECISION ON WHETHER TO PROCEED**

To document and demonstrate appropriate due diligence a Business Case (including a risk statement) (Business Case) is to be prepared prior to a decision being made to commence the project. The content and extent of the Business Case will depend on the level of due diligence required. When assessing the risk of a project reference should be made to Council’s Risk Management Policy.

As a guide the following content should be included in a Business Case -

**For projects with a Low risk rating and whole of life cost under $100,000, the Business Case should consider, at a minimum:**

- What is the need for the service/project
- Value for money and affordability (including recurrent costing)
- Social, economic and environmental sustainability
- Governance
- Risk management
- Stakeholder management (& timelines)
- Asset owners and change management

For the smallest projects with least financial risk, this Business Case may comprise only a single page.

**For Projects with whole of life cost over $100,000 or a risk rating of Medium, High or Extreme, the Business Case should consider;**

- All of the elements of a basic Business Case listed above; plus
- Feasibility Study;
- High level consideration of expected costs and revenues over the life of the project, using discounted cashflow analysis; and
- Consideration of the reliability of cashflow.

**For projects that meet the requirements of Section 48(1), (i.e. cost of the project over 5 years is greater than 20 per cent of the Council’s average annual operating expenses over the previous five financial years (as shown in Council’s financial statements) or the expected capital cost of the project over the ensuing five years is likely to exceed $4.0m (indexed by CPI from 1 January 2011), excluding road construction or maintenance and drainage projects, or the projects which are of high public interest, a Prudential Report must be prepared and must consider:**

- the relationship between the project and relevant strategic management plans;
- the objectives of the Development Plan in the area where the project is to occur;
- the expected contribution of the project to the economic development of the local area, the impact that the project may have on businesses carried-on in the proximity and, if appropriate, how the project should be established in a way that ensures fair competition in the market place;
- the level of consultation with the local community, including contact with persons who may be affected by the project and the representations that have been made by them, and the means by which the community can influence or contribute to the project or its outcomes;
- if the project is intended to produce revenue, revenue projections and potential financial risks.
• the recurrent and whole-of-life costs associated with the project including any costs arising out of proposed financial arrangements
• any risks associated with the project, and the steps that can be taken to manage, reduce or eliminate those risks (including by the provision of periodic reports to the Council Chief Executive);
• the financial viability of the project, and the short and longer term estimated net effect of the project on the financial position of the Council;
• the most appropriate mechanisms or arrangements for carrying out the project.
• if the project involves the sale or disposition of land, the valuation of the land by a qualified valuer under the Land Valuers Act 1994.

If a project meets the requirements of section 48(1) and a full Prudential Report is not sought, the Council will record its reasons for not obtaining such a report. This might be satisfied simply by noting (if appropriate) that the proposed project has been assessed as being of low or negligible financial risk.

A full Prudential Report may also be commissioned under section 48, for “any other project for which the Council considers that it is necessary or appropriate”.

A report prepared under Section 48(1) must be prepared by a person considered qualified to address the prudential issues required, and who does not have an interest in the project. Council can ensure compliance with this requirement by appointing an external consultant to prepare this report. Reports prepared under Section 48(1) are to be made available to the public after a decision is made on whether to proceed with the project, unless Council orders that it be kept confidential.

7. DUE DILIGENCE DURING A PROJECT

After a decision has been made to commence a project, it will be managed according to the principles of due diligence.

The Council will take action to manage the project so that:

• the project remains focused upon the expected public benefits or needs that have been identified in the Business Case and / or Prudential Report; and
• financial risks identified in the Business Case and / or Prudential Report are managed appropriately.

8. DUE DILIGENCE AFTER A PROJECT

After a project has been completed, it will be evaluated, according to the principles of due diligence, to determine the extent to which the project:

• has achieved the public benefits or needs identified in the Business Case and / or Prudential Report that it was intended to;
• achieve or satisfy; and
• has avoided or mitigated the financial risks identified in the Business Case and / or Prudential Report.

9. REVIEW OF THE POLICY

To ensure that the principles of open Government are being applied in a proper manner it is anticipated that a review will be conducted every two years. However, Council has the right to review this policy at any time.
10. ACCESSIBILITY

This policy is available to be downloaded free of charge from Council's website www.roxbydowns.sa.gov.au

Hard copies, for a fee, can be provided in accordance with Council's Fees and Charges, at the Council office at 6 Richardson Place, Roxby Downs, SA 5725.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date: 27 May 2020

Title of Report: Review – Treasury Policy

1. Purpose

To consider a review of Council’s Treasury Policy.

2. Recommendation

That Council adopts the reviewed Treasury Policy as recommended by the Audit Committee at the meeting on 15 May 2020.

3. Background

The Treasury Policy was reviewed as part of Council’s ongoing commitment to ensuring that its policies are kept relevant and appropriate. Its last review was in December 2017.

This particular policy is an important one as it provides a framework for Council as it manages its cash for the purpose of prescribed activities pertaining to the annual budgets and Long Term Financial Plans. This policy guides decisions by prescribing some specific parameters around both borrowing and investing, both within the context of sustainable cash flow and risk mitigation.

This policy has been tabled for consideration by the Audit Committee, initially in February 2020, and again in May 2020. The policy has been amended in consideration of comments made by the Audit Committee at both of these meetings.

4. Discussion

As reported to the Audit Committee – February 2020:

The policy was found to be substantively relevant and appropriate. The only recommended changes are wording changes for the purpose of making it more readable, and one to change the review period to be in line with Council’s current efforts to reduce policy review frequencies wherever practical. This is consistent with Council’s objective to improve processes and efficiencies. The specific changes are:

Under 1. Introduction

This policy provides clear direction to management, staff and Council in relation to the treasury function. It underpins Council’s decision-making regarding the financing of its operations as documented in its annual budget and long-term financial plan and associated projected and actual cash flow receipts and outlays.

Council is committed to operating in a financially sustainable manner and maintains a Long-term Financial Plan (updated at least annually) to assist it to determine affordable service levels and revenue raising needs. This Plan also provides projections of future cashflow availability and needs.

Was changed to:

This policy provides a framework for Council as it manages its cash for the purpose of prescribed activities pertaining to the annual budgets and longer-term Long Term Financial...
Plans. This policy guides decisions by prescribing some specific parameters around both borrowing and investing, both within the context of sustainable cash flow and risk mitigation.

Council is committed to operating in a financially sustainable manner. As well as being guided by this specific Policy, Council will maintain a Long-term Financial Plan (updated at least annually) to assist with the determination of longer-term cash requirements.

Under 9. Review of the Policy

... a review will be conducted every two years...

Was changed to:

... a review will be conducted every three years...

At its meeting in February 2020, Audit Committee made the following comments:

- That policy review should include a comparison with that belonging to another large South Australian Council to help ensure consistency of content.
- That the clause ‘Any other investment...’ (under 3.1.1) in relation to allowable investments be considered in the context of risk and appropriateness.
- That the policy and report be tabled at Audit Committee meeting in May 2020.

Following the Audit Committee’s comments, a check of substantive consistency was made against the document titled Treasury Management Policy by City of Marion. The following further changes were made:

Under 3.3.2 Allowable Investments

...Pursuant to Section 47 of the Act, the Council is prohibited from acquiring shares in a company. However, Council is not prohibited from investing in managed funds which invest in shares.

Was changed to:

...Pursuant to Section 47 of the Local Government Act 1999, Council is prohibited from acquiring shares in a company...

And:

Any other investment requires the specific approval of Council. Where Council authorises any investments of a type outside of those specified above, the amount so invested will be cumulatively limited to no more than 50% of the average level of funds expected to be available for investment by Council over the duration of the specific authorised investment.

Was changed to:

Council does not envisage the need to invest beyond any of the above prescribed products. (which are State/Commonwealth Government Bonds, deposits with LGFA, and interest bearing deposits with any Australian-owned bank registered as an authorised deposit-taking institution (as defined in the Banking Act 1959).

5. Policy Implications

5.1 Financial/Budget

An effective and appropriate Treasury Policy helps to ensure that Council will have sufficient cash available to perform its activities as prescribed in the annual budgets and Long Term Financial Plans.

5.2 Resources

Cash is a vital resource for Council and its management justifies an appropriate policy.
5.3 **Legal and Risk Management**

An effective and appropriate Treasury Policy is a useful governance tool and helps to mitigate legal, financial and reputational risks.

6. **Report Consultation**

Audit Committee
Roy Blight – Chief Executive
Eion Williamson – Financial Accountant

7. **Attachment**

Treasury Policy

8. **Report Authorisers**

Drew Ellis
Group Manager Corporate Services
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Applicable Legislation:
- Local Government Act 1999

Related Policies (alphabetical list):
- Budget Management Policy

Related Procedures:

Reference Documents:
- Local Government Association Financial Sustainability Program
  - Information Paper 15 – Treasury Management
  - Information Paper No 9 – Financial Indicators
  - Information Paper No 10 - Debt
1. **INTRODUCTION**

This policy provides a framework for Council as it manages its cash for the purpose of prescribed activities pertaining to the annual budgets and Long Term Financial Plans. This policy guides decisions by prescribing some specific parameters around both borrowing and investing, both within the context of sustainable cash flow and risk mitigation.

Council is committed to operating in a financially sustainable manner. As well as being guided by this specific Policy, Council will maintain a Long-term Financial Plan (updated at least annually) to assist with the determination of longer-term cash requirements.

2. **POLICY OBJECTIVES**

This Treasury Management Policy establishes a decision framework to ensure that:

- funds are available as required to support approved outlays;
- interest rate and other risks (e.g. liquidity and investment credit risks) are acknowledged and responsibly managed;
- the net interest costs associated with borrowing and investing are reasonably likely to be minimised on average over the longer term.

3. **POLICY STATEMENTS**

3.1 **Treasury Management Strategy**

Council’s operating and capital expenditure decisions are made on the basis of:

- identified community need and benefit relative to other expenditure options;
- cost effectiveness of the proposed means of service delivery; and
- affordability of proposals having regard to Council’s long-term financial sustainability (including consideration of the cost of capital and the impact of the proposal on Council’s Net Financial Liabilities ratios).

Council manages its finances holistically in accordance with its overall financial sustainability strategies and targets. This means Council will:

- maintain target ranges for its Net Financial Liabilities ratio;
- not retain and quarantine money for particular future purposes unless required by legislation or agreement with other parties;
- borrow funds in accordance with the requirements set out in its Long-term Financial Plan;
- apply any funds that are not immediately required to meet approved expenditure (including funds that are required to be expended for specific purposes but are not required to be kept in separate bank accounts) to reduce its level of borrowings or to defer and/or reduce the level of new borrowings that would otherwise be required.

3.2 **Borrowing**

Council has set range limits for both fixed and variable interest rate borrowings in order to minimise net interest costs on average over the longer term and at the same time manage interest rate movement risks within acceptable limits.

3.2.1 **Fixed Interest Rate Borrowings**

To ensure an adequate mix of interest rate exposures, Council will aim to maintain on average in any year, not less than 30% of its gross debt in the form of fixed interest rate borrowings.
In order to spread its exposure to interest rate movements, Council will aim to have a variety of maturity dates on its fixed interest rate borrowings over the available maturity spectrum.

In circumstances where Council needs to raise new fixed interest rate borrowings it will consider using medium to long-term borrowings (3 years or more duration) that:

- have a fixed interest rate;
- require interest payments only; and
- allow the full amount of principal to be repaid (or rolled over) at maturity.

Council also will ensure that no more than 25% of its fixed interest rate borrowings mature in any year.

Where short term borrowings are required for liquidity purposes these are exempt from the requirement to maintain a minimum percentage of fixed interest borrowings.

3.2.2 Variable Interest Rate Borrowings

Council will aim not to have less than 30% of its gross debt on average in any year in the form of variable interest rate borrowings.

Council will maintain overdraft or other similar facilities which provide Council ready access to urgent funds should the need for them arise.

3.2.3 Minimising costs

At least two quotations are to be obtained from authorised institutions whenever a borrowing is proposed. After taking into account all relevant factors, including the exposure limits set above, the quote, which delivers the best value to Council, shall be successful. During periods of stable interest rates, new borrowings may be made based upon the results of previous quotes providing the borrowing term and amount being invested are comparable to the previous borrowing(s).

Where short term funds are required for liquidity purposes Councils existing facilities can be utilised without seeking quotations.

3.3 Investments

3.3.1 Maximising Returns

Council funds that are not immediately required for operational needs and cannot be applied to either reduce existing borrowings or avoid the raising of new borrowings will be invested. The balance of funds held in any operating bank account that does not provide investment returns at least consistent with “at call” market rates shall be kept at a level that is no greater than is required to meet immediate working capital requirements.

Council funds available for investment will be lodged “at call” or, having regard to differences in interest rates for fixed term investments of varying maturity dates, may be invested for a fixed term. In the case of fixed term investments the term should not exceed a point in time where the funds otherwise could be applied to cost-effectively either defer the need to raise a new borrowing or reduce the level of Council’s variable interest rate borrowing facility.

When investing funds Council will select the investment type that delivers the best value, having regard to investment returns, transaction costs and other relevant and objectively quantifiable factors.
At least two quotations are to be obtained from authorised institutions whenever an investment is proposed. After taking into account all relevant factors, including the exposure limits set above, the quote, which delivers the best value to Council, shall be successful. During periods of stable interest rates, new investments may be made based upon the results of previous quotes providing the investment term and amount being invested are comparable to the previous investment(s).

3.3.2 Allowable Investments
Council management may from time to time invest surplus funds in
- State/ Commonwealth Government Bonds;
- deposits with the Local Government Financing Authority; and/or
- interest bearing deposits with any Australian owned bank registered as an authorised deposit-taking institution (as defined in the Banking Act 1959)

Council does not envisage the need to invest beyond any of the above prescribed products.

Pursuant to Section 47 of the Local Government Act 1999, Council is prohibited from acquiring shares in a company.

3.3.3 Long Term Investments
Investments fixed for a period greater than 12 months are to be approved by Council.

3.4 Reporting
At least once a year Council’s Audit Committee shall receive a specific report regarding treasury management performance relative to this policy document. The report shall highlight:
- for each Council borrowing - the quantum of funds, its interest rate and maturity date, and changes in the quantum since the previous report; and,
- the performance of each investment and the performance of the investment portfolio as whole; and
- adherence to the borrowing and investment guidelines in this policy.

9. REVIEW OF THE POLICY
To ensure that the principles of open Government are being applied in a proper manner it is anticipated that a review will be conducted every three years. However, Council has the right to review this policy at any time.

10. ACCESSIBILITY
This policy is available to be downloaded free of charge from Council’s website www.roxbydowns.sa.gov.au

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REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 May 2020
Title of Report Review – Municipal Rating Policy

1. Purpose

To consider a review of Council’s Municipal Rating Policy.

2. Recommendation

That Council adopts the reviewed Municipal Rating Policy as recommended by the Audit Committee at the meeting on 15 May 2020.

3. Background

The Municipal Rating Policy was reviewed as part of Council’s ongoing commitment to ensuring that its policies are kept relevant and appropriate. The policy was subject to review in May 2019.

This particular policy is an important one as it relates to the charging of rates which is a significant source of Council’s income.

4. Discussion

The issues of rates and appropriate modelling has been considered this year in the context of the COVID-19 response and the expected impact it will have on the local economy and household incomes.

This specific policy was assessed as being substantively relevant and only minor changes are proposed.

The first change relates to Council considering conditional rates capping rebates to ratepayers for the component of any rates increase in excess of a threshold increase over the amount of rates charged to them in the previous year. The rebate is considered on the basis of the ratepayer completing an application form which is shown as an appendix to the policy. Conditions apply and are detailed on the form.

Under 15 Rates Capping Rebate:

A rebate of differential general rates for the 2019/2020 year may be granted... the amount of differential rates imposed for the previous financial year in respect of that assessment plus 10%.

Was changed to:

A rebate of differential general rates for the 2020/2021 year may be granted... the amount of differential rates imposed for the previous financial year in respect of that assessment plus 10%.

The relevant date fields were also amended accordingly on the Rate Capping Rebate Application Form.

In addition under 10 Natural Resource Management Levy reference to Natural Resource Management Levy was changed to Landscape Levy. This change was made on advice from the SA Arid Lands Board and reflects the change in name of that particular levy.
5. **Policy Implications**

5.1 **Financial/Budget**

An effective Municipal Rating Policy underpins the budget and helps to mitigate financial risk.

5.2 **Resources**

All internal.

5.3 **Legal and Risk Management**

An effective Municipal Rating Policy mitigates risk of unnecessary financial losses and represents good governance practices.

6. **Report Consultation**

Audit Committee
Roy Blight – Chief Executive

7. **Attachment**

Municipal Rating Policy

8. **Report Authoriser**

Drew Ellis
Group Manager Corporate Services
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Applicable Legislation:

- Local Government Act 1999

Related Policies (alphabetical list):

- Hardship Policies

Related Procedures:

Reference Documents:

- Reference to Strategic Plan: L1.5
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1 INTRODUCTION

This document presents the policy of the Roxby Council for setting and collecting rates from the community in accordance with the provisions of the Local Government Act 1999. Additional information is also presented as a means for the community to form an appreciation of the methods of rating and the impact on various groups and individuals in the district.

Prior to 2006 Council was required to review its policy every year. However, this policy is a generic one applicable from year to year subject as always to variations at the time of adopting the Council budget and declaring rates.

Note that this policy does not cover fees and charges set for the provision of electricity water and sewerage services. These are separately set under the Roxby Downs (Indenture Ratification) Act 1982.

2 GENERAL

Councils must raise revenue for governance and administration, which deliver goods and services to the community. Council’s major source of municipal revenue is Rates, derived as a tax on land within the Council area. All ratepayers receive benefits from paying rates, but those benefits are consumed in different quantities and types over the lives of the ratepayer. Roxby Downs Council’s rating policy is underpinned by:

- Accountability and professional ethics,
- Community consultation,
- Transparency and simplicity,
- Efficiency,
- Equitable distribution of the rate burden,
- Consistency with the strategic directions of Council,
- Compliance with relevant legislation.

3 STRATEGIC FOCUS

In setting the rates Council will consider a range of matters including the following:

General

a) The Strategic Plan.


c) The current economic climate and relevant factors such as inflation and interest rates.

d) The impact of the general rate upon the community.


f) The recurrent expenditure and income expected in any given financial year.

g) The resources required for the delivery of Council services which are documented in the Annual Business Plan and Budget.

h) Impacts of increasing operating costs associated with maintaining the town's facilities in a remote location. As part of Council’s Service Level Benchmarking Review process an average
cost factor increase of around 30% above Adelaide costs is considered to apply across the spectrum of Council's activities, especially in relation to contract labour.

i) Compliance with the provisions of the Roxby Downs (Indenture Ratification) Act 1982, as well as the provisions of the Local Government Act 1999.

j) Meeting realistic community expectations consistent with Council's raison d'être.

k) Addressing a range of strategic development issues associated with BHP.

Other
Prior to determining the level of rates required each year, Council considers:

a) The infrastructure needs, service delivery needs and related expenditure priorities in relation to the Corporate Plan and community needs.

b) Equity issues and the relationship between the various land uses and the previous rating structure.

c) Extremities in valuation and how their effect can be minimised in setting rating levels.

d) Increased use of “user pays” cost recovery systems.

There will continue to be economic pressures applying to the Council in a number of ways, which will have an impact on the Council’s budget and therefore put pressure on rates, for example:

a) The waste levy paid by Council to the State Government.

b) The cessation of some community grants previously received from other tiers of government.

c) The need to fund long-term maintenance on road, drainage and essential infrastructure.

4 RATING PRINCIPLES

Taxation Principles

Local Government Rating is a complex issue. There are a number of taxation principles involved and a significant degree of subjectivity. These include the equity or fairness principle, which implies that the tax will be fair to the ratepayer and that each ratepayer will be taxed relative to other ratepayers; the benefit principle, in that the person who pays benefits; the ratepayer’s ability to pay; the efficiency of the tax; and the system’s simplicity.

Method Used to Value Land

Council may adopt one of three valuation methods to value the properties in its area. They are:

- **Capital Value** - the value of the land and all of the improvements on the land;
- **Site Value** – the value of the land and any improvements which permanently affect the amenity of use of the land, such as drainage works, but excluding the value of buildings and other improvements; and
- **Annual Value** – a valuation of the rental potential of the property.

Council has decided to continue to use Capital Value as the basis for valuing land within the council area. The Council considers that this method of valuing land provides the fairest method of distributing the rate burden across all ratepayers on the following basis:

- The equity principle of taxation requires that ratepayers of similar wealth pay similar taxes and ratepayers of greater wealth pay more tax than ratepayers of lesser wealth;
● Property value is a relatively good indicator of wealth, and Capital Value, (which closely approximates the market value of a property) provides the best indicator of overall property value; and;

● The distribution of property values throughout the Council area is such that few residential ratepayers will pay significantly more than the average rate per property.

5 METHOD OF RATING

Council continues to adopt a rating system where rates are levied by way of a combination of a fixed charge and differential rating for all rateable properties according to a designated use of land as defined in Section 10 of the Local Government (General) Regulations. For occupied residential properties a fixed service rate for the collection, treatment and disposal of domestic household refuse and recyclables collected is also levied.

Minimum Rate

A Council may impose a minimum amount payable by way of rates over all or a part of its area, provided it has not imposed a fixed charge. Since 2000 Council has applied a fixed charge.

Fixed Charge

A fixed charge is a set amount levied against all properties irrespective of their value. This reflects the shared benefit that all ratepayers receive generally from council services.

Council applies a fixed charge to its rates and believes that inclusion of a fixed charge ensures that all ratepayers make a contribution towards funding Council services and that this is undertaken in an equitable manner in that all ratepayers pay the same component of their rates.

Service Charge

Council provides a residential garbage collection service which includes recycling and organics to all residential premises in Roxby Downs. This method is ideal when the benefit of a service is identical for all that are served. Council recovers the cost of the service through the imposition of a standard for all residential properties.

Differential Rating

The Local Government Act 1999, allows Councils to differentiate rates based on the use of the land, the locality of the land or on the use and locality of the land. Current categories of land use defined by the Local Government (General) Regulations 1999 are:

1. Residential
2. Commercial-Shops
3. Commercial-Office
4. Commercial-Other
5. Industrial-Light
6. Industrial-Other
7. Primary Production
8. Vacant Land
9. Other

Council maintains differentiates rates in all of these categories, although some may be the same, and reviews the levels and equity on an annual basis. Generally, rates in the $ are higher for commercial and industrial land uses than for residential land uses.

There are a number of subjective reasons why commercial and industrial rates are higher than for residential land use. The fact that these land uses involve operating a business and therefore, used to generate income partly explains the differential. Also of significance is that the road network in an area...
is by and for the greatest and on a long term basis the most costly asset a Council has to maintain and is the one most affected by traffic loads caused by and large by commercial vehicles and by customers and staff of the commercial and industrial businesses

6 ADOPTION OF VALUATIONS
Council will adopt the most recent valuations available from the Valuer-General. If a ratepayer is dissatisfied with the valuation made by the Valuer-General they may object to the Valuer-General in writing, within 60 days of receiving the first notice of the valuation, explaining the basis for the objection - provided they have not:

a) Previously received a notice of this valuation under the Local Government Act, in which case the objection period is 60 days from the receipt of the first notice; or
b) Previously had an objection to the valuation considered by the Valuer-General.

The address of the Office of the Valuer-General is:
Office of the Valuer-General
GPO Box 1354
ADELAIDE SA 5001
Email: objections@saugov.sa.gov.au
Phone: 1300 653 345

The Council has no role in the valuation review process.

It is important to note that the lodgement of an objection does not change the due date for payment of rates.

7 NOTIONAL VALUES
Certain properties may be eligible for a notional value under the Valuation of Land Act 1971 where the property is the principal place of residence of a ratepayer. This can relate to certain primary production land or where there is State heritage recognition. A notional value is generally less than the capital value and this will result in reduced rates, unless the minimum rate already applies. Application by the ratepayer for a notional value must be made to the Office of the Valuer-General.

8 BUSINESS IMPACT STATEMENT
Council will consider the impact of rates on all businesses in the Council area, including primary production. In considering the impact, Council will assess the following matters:

- Those elements of Council’s Strategic Plan relating to business development.
- The current and forecast economic climate identified in Access Economics’ Business Outlook Publication
- Council’s recent development approval trends.
- The operating and capital projects and new programs for the coming year that will principally benefit industry and business development.
- Valuation changes.
9 COUNCIL’S REVENUE RAISING POWERS

All land within a council area, except for land specifically exempt (e.g. crown land, council occupied land and other land prescribed in the Local Government Act 1999) is rateable. The Local Government Act 1999 provides for a Council to raise revenue for the broad purposes of the Council through a general rate, which applies to all rateable properties, or through differential general rates, which apply to categories of land use and/or locality. In addition, Council can raise separate rates, for specific areas of the Council or service rates or charges for specific services.

Council also raises revenue through fees and charges, which are set giving consideration to the cost of the service provided and equity issues. The list of applicable fees and charges is available at the contact locations listed in this document.

10 LANDSCAPE LEVY

The Landscape Levy, set by the NRM Board, is a State Government tax imposed under the Natural Resources Management Act 2004. As such, Council is obliged to collect the levy on behalf of the State Government for no net gain to Council. The levy is based on the Capital Value of land and is shown as a separate charge on the rates notice.

Any enquiries regarding the levy should be directed to the Natural Resources Management Board on 1300 764 489.

11 PAYMENT OF RATES

Rates can be made by a single payment prior to the 1st Quarter due date or by quarterly instalments, which are set by Council resolution generally in the months of October, December, March and June. The total outstanding balance of rates may be paid in full at any time. Council will send out instalment notices to ratepayers advising them of their next instalment due date at least 30 days prior to the due date.

Rates may be paid:

- By using the BPAY service through participating banks;
- By mail by posting a cheque to PO Box 124, Roxby Downs 5725; or
- In person, at the Council office, 6 Richardson Place, Roxby Downs 5725 South Australia, during business hours of 9am to 5pm Monday to Friday.
- EFTPOS facilities are available for over the counter payments
- By Credit Card in person or by Phone 08 8671 0010

Penalties do apply to outstanding rates therefore any ratepayer who may, or is likely to, experience difficulty with meeting the standard payment requirements, or is planning an extended absence at the time rates are due is invited to contact our Rates Officer on 08 8671 0010 to discuss alternative payment arrangements. The Council treats such enquiries confidentially.
12 LATE PAYMENT OF RATES

The Local Government Act requires that Councils impose a penalty of 2% on any payment for rates, whether instalment or otherwise, that is received late. The purpose of this penalty is to act as a genuine deterrent to ratepayers who might otherwise fail to pay their rates on time, to allow Councils to recover the administrative cost of following up unpaid rates and to cover any interest cost the Council may incur because it has not received the rates on time. Rates remaining unpaid will be charged interest each month, set each year in accordance with Section 181(8)(c) of the Act. Council may at its discretion remit penalties for late payment of rates where ratepayers can demonstrate hardship.

Council issues an overdue notice for payment of rates when rates are overdue i.e. unpaid by the due date. Should rates remain unpaid more than 21 days after the issue of the overdue notice then the Council may refer the debt to a debt collection agency for collection. The debt collection agency charges collection fees that are recoverable from the ratepayer.

When the Council receives a payment in respect of overdue rates the Council applies the money received as follows:

- First – to satisfy any costs awarded in connection with court proceedings;
- Second – to satisfy any interest costs
- Third – in payment of any fines imposed
- Fourth – in payment of rates, in chronological order (starting with the oldest amount owing)

13 POSTPONEMENT OF RATES

General

Under Section 182 of the Local Government Act 1999; a postponement of rates may be granted if Council is satisfied that the payment of these rates would cause hardship. Council may, on application and subject to the ratepayer substantiating hardship, consider granting a postponement of payment of rates for a maximum period of one year in respect to an assessment on the condition that the ratepayer agree to pay interest on the amount affected by the postponement at the cash advance debenture rate and if the ratepayer satisfies the following criteria:

a) The property is the principal residence of the ratepayer and is the only property owned by the ratepayer, and
b) The property has been owned by the ratepayer and has been their principal residence for a minimum of 1 year, and
c) The rateable value of the property exceeds $150,000, and
d) The ratepayer is able to produce one of the following identification cards:
   - Pensioner Concession Card – Centrelink
   - Pensioner Concession card – Veteran Affairs
   - T.P.I. Card – Veteran Affairs
   or can demonstrate to Council they are a self funded retiree, earning less than $25,000 per year, or any other financial hardship reason as approved by Council.

e) The amount postponed will not exceed:
   - 40% of the rates payable for the assessment (prior to deducting pensioner concessions) and shall accrue interest at the cash advance debenture rate published by the LGFA for 1st July each year.
   - 50% of the land value of the principal place of residence, which will be conditional:

f) The owner must advise the current or future mortgagee of such debt
g) Any change in financial circumstance must be immediately advised
h) A new application must be completed for each new year postponed

The amount of the postponement may be extended only on special Council approval. All applications for rebates, remissions or postponements must be in writing, addressed to:

The Chief Executive, Roxby Council, PO Box 124 Richardson Place Roxby Downs SA 5725.

Long-Term Rates Postponement for State Seniors

State Seniors Card holders, upon application, have the right to postpone (on a long-term basis), council rates otherwise payable. The postponement scheme is restricted to rates on the ratepayer’s principal place of residence and, at the discretion of the Council, could cover part or all of annual rates payable.

The long-term postponement scheme for State Seniors Card holders is non-concessional (i.e. compound interest would be payable on the accumulating postponed balance). Those ratepayers choosing to participate in the scheme are still able to avail themselves of existing rebates and remissions.

State Government concessions provided on Council rates for pensioners and self-funded retirees. Council’s financial position will need to be protected by ensuring that the postponed amount is a senior ranking charge against the property. In this way, Council has the power to claim the postponed amount at the time of a voluntary transfer of the property or from an estate.

14 REBATE OF RATES

The Local Government Act 1999 requires Councils to make mandatory rebates on rates payable on some land. Specific provisions are made for the land used for health services, community services, religious purposes, public cemeteries and educational institutions. The Council under Section 166 of the Act may apply discretionary rebates. Council also rebates rates to community organisations that encourage, enhance and foster the wellbeing of our community, especially the youth and aged.

15 RATE CAPPING REBATE

The Council offers a capping rebate on differential general rates granted to the Principal Ratepayer on assessments under Section 166 (1) (L) of the Local Government Act 1999.

A rebate of differential general rates for the 2020/2021 financial year may be granted to the Principal Ratepayer of any assessment under Section 166 (1)(l) of the Local Government Act 1999, on application to the Council, conditions apply.

The amount of rebate will be the positive difference (if any) between: (a) the amount of differential general rates imposed for the current financial year in respect of that assessment; and (b) the amount of differential general rates imposed for the previous financial year in respect of that assessment plus 10%.

For the capping rebate to be granted the following criteria must apply;

- The land use of the property is Residential
- The applicant must be both the owner and occupier of the residential property for which the application is made
- There has been no improvements on the land over $20,000 since the start of the previous financial year
- The zoning of the land has not changed since the start of the previous financial year
- The Land Use has not changed since the start of the previous financial year
- The capping rebate amount exceeds $10, and
• Council receives the “Rate Capping Rebate Application Form” (attached) from the Principal Ratepayer prior to the due date of the first instalment.

Enquiries can be made through our Rates office on 8671 0010.

16 SALE OF LAND FOR NON-PAYMENT OF RATES
The Local Government Act 1999 provides that a Council may sell any property where the rates have been in arrears for three years or more. The Council is required to notify the owner of its intention to sell the land if payment of the outstanding amount is not received within one month, and must provide the owner with details of the outstanding amounts.

17 DISCLAIMER
A rate cannot be challenged solely on the basis of non-compliance with this policy and must be paid in accordance with the required payment provisions. Where a ratepayer believes that the Council has failed to properly apply this policy it should raise the matter with the Council. In the first instance contact the Rates Officer on 8671 0010 to discuss the matter. If, after this initial contact, a ratepayer is still dissatisfied they should write to The Chief Executive, Roxby Downs Council, PO Box 124, Roxby Downs, SA 5725.

18 CONTACT DETAILS FOR FURTHER INFORMATION
Rates Officer
Ph: 8671 0010
Email: roxby@roxbycouncil.com.au

A copy of the Council’s policy is available from Rates Officer on 8671 0010 or by writing to Roxby Downs Council, PO Box 124, Roxby Downs SA 5725.

19 REVIEW & EVALUATION
This Policy will be reviewed and evaluated every year.
Rate Capping Rebate Application Form

Discretionary Rebate of Rates – Section 166 (1) (L) Local Government Act 1999

A rebate of differential general rates for the 2020/21 financial year may be granted to the Principal Ratepayer of an assessment under Section 166 (1) (L) of the Local Government Act 1999, on application to the Council, conditions apply. The amount of the rebate will be the positive difference (if any) between: (a) the amount of differential general rates imposed for the 2020/21 financial year in respect of that assessment; and (b) the amount of differential general rates imposed for the 2019/20 financial year in respect of that assessment plus 10%.

The following criteria apply:
- The land use of the property is Residential
- The applicant must be both the owner and occupier of the residential property for which the application is made
- There has been no improvements on the land over $20,000 since 01/07/2019
- The zoning of the land has not changed since 01/07/2019
- The Land Use has not changed since 01/07/2019
- The capping rebate amount exceeds $10.00, and
- Council receives this completed form from the Principal Ratepayer prior to the due date of the first installment.

Note: Applications must be received by Council by 12 September 2020

I wish to apply for a Rate Capping rebate for the 2020/21 financial year and declare that I meet all the relevant criteria as per the Municipal Rating Policy.

Assessment no: ___________________________________________

Name: __________________________________________________________________________

Property address: ______________________________________________________________________________________

Postal Address if different from property address: __________________________________________________________

Contact telephone no: ________________________________________________________________

Signature of Ratepayer: ___________________________________

It is important to note that the lodgment of an application for a capping rebate does not change the due date for the payment of rates. Penalties apply to unpaid rates.
1. **Purpose**

To review the Complaints Policy

2. **Recommendation**

That the updated version of the Complaints Policy be adopted and that the policy is placed on the Council website.

3. **Background**

This policy was extensively updated in 2018 to reflect changes in the Code of Conduct for Council Employees. The Policy was updated using the model Complaints Policy published by the Local Government Association in February 2018. The model policy has not been updated since that time. The policy is now due for its periodic review.

4. **Discussion**

The purpose of this policy is provide a framework for handling complaints. The policy focuses on the principles of fairness; accessibility; responsiveness; and efficiency. It outlines Council’s commitment to use complaints as a way to improve services and programs. The policy also outlines the process for receiving complaints relating to employees.

As part of this policy review it has been identified that no material changes are required. Wording has only been changed to reflect changes in policy titles. The Whistleblower Protection Policy has been replaced by the Public Interest Disclosure Policy.

5. **Policy Implications**

5.1 **Financial/Budget**

Nil

5.2 **Resources**

Nil

5.3 **Legal and Risk Management**

The Local Government Act 1999 requires that councils have appropriate policies, practices and procedures in place to ensure compliance with statutory requirements and to achieve and maintain standards of good public administration.

6. **Attachment**

Complaints Policy

7. **Report Authoriser**

Michelle Hales
Group Manager Governance and Community
**TITLE** | **POLICY - Complaints Policy**
---|---
**Latest Review Changes** | Change of policy title from Whistleblowers Protection Policy to Public Information Disclosure Policy
**Previous Council Reviews** | 30.05.18
**Previous Audit Committee Reviews** | Not applicable

**Applicable Legislation:**
- Local Government Act 1999
- Local Government (General) (Employee Code of Conduct) Variations 2018

**Related Policies (alphabetical list):**
- Customer Service Policy
- Review of Council Decision Policy
- Public Interest Disclosure Policy
- Fraud and Corruption Prevention Policy

**Related Procedures:**
- Requests for Service

**Reference Documents:**
- LGA Model Complaints Policy (2018)
Part 1— Complaints regarding product and service delivery of council

1. Introduction

Local Government provides an extensive range of services and infrastructure to communities, and discharges obligations under many pieces of legislation.

Council is committed to the provision of quality service to customers and regards complaints as an opportunity to improve practices and procedures as well as resolve the matter. The aim of this policy is to provide a fair, consistent and structured process for Council’s customers if they are dissatisfied with a Council action, decision or service. Lessons learnt from complaint investigations will be used to directly inform service improvements.

Emphasis will be placed on resolving complaints as quickly as possible. However where complaints cannot be settled in the first instance Council will ensure that they are dealt with through appropriate, more formal procedures by staff with the authority to make decisions. This procedure is broadly consistent with the Australian Standard for complaint handling.

1.1 Principles Underlying the Policy

This policy is based on five principles, which will be fundamental in the way Council approaches complaint handling. They are:

- Fairness: treating complainants fairly requires impartiality, confidentiality and transparency at all stages of the process
- Accessibility: to be accessible there must be broad public awareness about Council’s policy and a range of contact options
- Responsiveness: this will be achieved by providing sufficient resources, well trained staff and review and improvement of the systems
- Efficiency: complaints will be resolved as quickly as possible, while ensuring that they are dealt with at a level that reflects their level of complexity
- Integration of different areas of Council where the complaint overlaps functional responsibilities.

2. Interpretation

Council refers to the Municipal Council of Roxby Downs

Employee includes a person employed directly by the Council in a full time, part time or casual capacity (whether that position is permanent or contractual) and persons providing services to, or on behalf of, the Council even though they may be employed by another party.

3. Definition of a Complaint

For the purposes of this policy, a complaint is defined as:

An expression of dissatisfaction with a product or service delivered by the Council or its representatives that has failed to reach the standard stated, implied or expected. This includes complaints about a service that has been, or should have been delivered.

Council also receives service requests and feedback across all areas of operations and clarification may be necessary to make the distinction for the purposes of this policy.

Complaints which are determined to be about matters that are not Council’s responsibility, such as disputes between neighbours, will not be handled under this policy.

A Request for Service is an application to have Council or its representative take some form of action to provide a Council service.
**Feedback** can take the form of comments, both positive and negative, about services provided by Council without necessarily requiring a corrective action, change of services or formal review of a decision. Feedback may, however, influence future service reviews and delivery methods.

Where Council has failed to meet the normal standards for a service which has been, or should have been, delivered this policy and the associated procedures apply.

4. **Council’s Commitment to Complaint Handling**

Council welcomes complaints as a way of improving its services and programs as well as providing an opportunity to put things right.

This policy will be made widely accessible to ensure that customers are fully aware of their right to complain. Information about how to lodge a complaint will be placed in a prominent position on Council’s website.

All complaints will be recorded in Council’s records management system in such a way that the information can also be analysed for service improvement opportunities.

Complainants will be advised of the likely timeframe required to investigate and resolve a complaint and regularly updated as to progress where necessary.

Employees will be trained to manage complaints efficiently and effectively, and provided with a level of delegated authority appropriate for the nature of complaints they are expected to resolve.

5. **Unreasonable Complainant Conduct**

All complaints received by Council will be treated seriously and complainants will be treated courteously. However, occasionally the conduct of a complainant can be unreasonable. This may take the form of unreasonable persistence, unreasonable demands, lack of cooperation, argumentative or threatening behaviour. What can be termed ‘unreasonable’ will vary depending on a number of factors and Council aims to manage these situations in a fair and equitable manner.

Where a complainant’s behaviour consumes an unwarranted amount of Council resources or impedes the investigation of their complaint, a decision may be made to apply restrictions on contact with the person. Before making any decision to restrict contact, the complainant will be warned that, if the specified behaviour(s) or actions continue, restrictions may be applied.

Any decision to suspend action on a complaint will be made by the Chief Executive or that delegate and communicated in writing to the complainant.

6. **Using Complaints to Improve Service**

Quality of service is an important measure of Council’s effectiveness. Learning from complaints is a powerful way of helping to develop the Council and increase trust among the people who use our services.

In addition to making changes to procedures and practices where appropriate, Council will review and evaluate the information gained through its complaints handling system on an annual basis to identify systemic issues and improvements to service. Council will receive a report on the number and nature of complaints received, including the percentage of unresolved complaints, at least once a year.

Where appropriate, complainants will be provided with an explanation of changes proposed or made as a result of the investigation of their complaint.

7. **Privacy and Confidentiality**

Complainants have a right to expect that their complaint will be investigated in private, to the extent possible. The identity of complainants will be made known only to those who need to know in the
process of investigating and resolving the complaint. The complaint will not be revealed or made public by the Council, except where required by law.

All complaints lodged with Council are subject to the Freedom of Information Act 1991 and confidentiality cannot be guaranteed under the provisions of that legislation.

8. Review and evaluation

In order to ensure Council continues to provide the best possible complaints handling service for its customers, this policy will be subject to periodic evaluation and review.

9. Further information

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council’s internet site: www.roxbydowns.sa.gov.au

    Municipal Council of Roxby Downs
    6 Richardson Place
    Roxby Downs SA 5725

Copies will be provided to interested parties upon request. Email roxby@roxbycouncil.com.au

Part 2—Complaints regarding Code of Conduct for Council Employees

Complaint procedure

Where a person alleges —

- an employee (or a relative of an employee) has sought or received a gift or benefit that is, or could reasonably be taken to be, intended or likely to create a sense of obligation on the part of the employee to a person or to influence the employee in the performance or discharge of the employees functions or duties; or
- an employee has failed to record, or correctly record, details of a gift or benefit received by the employee (or a relative of an employee) on the gift and benefits register; or
- the Chief Executive has not appropriately maintained a register for gifts and benefits received by employees of the Council,

they may submit a complaint alleging that an employee of council has contravened or failed to comply with the Code of Conduct for Council Employees, as prescribed in Schedule 2A of the Local Government (General) Regulations 2013.

A complaint must be given to the Chief Executive. In the case of a complaint against the Chief Executive, a complaint must be given to the Administrator, except in circumstance where it would be inappropriate to do so (such as where legislation requires the matter to which the complaint relates to remain confidential).

A complaint will be investigated and resolved according to the industrial and human resource procedures of the Council.
REPORT FOR ORDINARY COUNCIL MEETING

Meeting Date 27 May 2020
Title of Report Chief Executive Report

1. Purpose

To provide Council with an update from the Chief Executive.

2. Draft Annual Business Plan and Budget

Preparation of the consultation draft for the proposed annual business plan and budget for year ending 30 June 2021 is being wrapped up. As reported to the Audit Committee meeting the disruption caused by the COVID-19 event and response has impacted on the F2021 budget program.

Community consultation through online presentations and publication of the draft plan are scheduled through June in anticipation of presenting the consultation report to the July Council meeting, together with the draft plan for adoption.

To meet the reporting requirements for power and water billing, together with other Council fees and charges, recommendations on pricing for F2021 will be prepared for consideration at the June 2020 Council meeting.

Approval from this Council meeting is sought for the Council Administrator to authorise the release of the draft annual business plan and budget for public consultation purposes.

Recommendations:

1. That the Council grants approval for the Council Administrator to:
   a. Authorise the release of the draft Annual Business Plan and Budget for F2021 for public consultation purposes.
   b. Instruct the Chief Executive to conduct the public consultation on the plan and provide a report to Council on the results thereof.

2. That the Chief Executive provide a report to Council’s June meeting on proposed power and water charges for F2021.

3. That the Chief Executive provide a report to the June Council meeting on proposed fees and charges for Council facilities and services to apply from 1 July 2020.

4. That the Chief Executive provide a report to the June Council meeting on the requirements for the continuation of transitional business as usual for Council operations from 1 July 2020 pending the adoption of the annual business plan and budget for F2021.
3. For Information

3.1 COVID-19 Response

Council operations were quickly adapted to the COVID-19 working environment. Council’s business continuity plan framework was activated and aside from services closed by State Government regulations Council has been able to retain a full set of services. Council’s principal office has remained open throughout, with full Staff cooperation and support for social distancing and hygiene protocols. With a focus on maintaining essential services and working with contractors maintaining public infrastructure there have been no significant disruptions. The Dunes Café at Roxbylink has continued to provide takeaway coffee for the community.

To facilitate the Roxby Downs community planning for the COVID-19 response Council convened a weekly virtual roundtable of key agency stakeholders in Roxby Downs. The network includes SAPOL, Council, Roxby Downs Health Service, Family Practice, Doctors Surgery, Pharmacy, Area School, Children’s Service, Early Learning Centre, St Barbara’s Parish School and BHP. Andamooka was added to the group with representation from the Andamooka RDFS Health Clinic and APOMA. This group has worked well and has been instrumental in coordinating local actions and the recruitment of PPE, disinfectant and hand sanitiser.

BHP has introduced an extensive range of measures to provide a safe work environment for Staff and to manage interactions with Roxby Downs for village residents.

With the relaxation of controls by the South Australian State Government, Council playgrounds, skate-park, tennis courts, community library and community youth centre. Have been reopened with specific COVID 19 operating rules. This also coincided with the launch of the new Hermit Street Nature Play. Whilst very popular already, it was pleasing to see patrons observing social distancing.

3.2 BHP Temporary Accommodation Village 2021 and Airport Upgrade

With the change in direction from Roxby West, BHP is in full planning mode for a temporary residential village at Olympic Dam South (off Charlton Road) to cater for the April 2021 scheduled shutdown. Council is working with BHP on the Development Approval path to ensure that there are no delays from Council’s involvement.

Key points for attention:

1. On track for April 2021 scheduled shutdown.
2. Truck movement via Olympic Highway will not impact on township traffic. Additional traffic on Stuart Highway and through to Olympic Dam.
3. Accommodation and common facilities provider has been awarded. Structures will be leased by BHP for duration of camp. Opportunity for repurposing of some of these assets that could be suitable for conversion to community space/use has been raised eg. multi-purpose change rooms, community clubrooms for sporting groups.
4. BHP is assessing potential and approval process for running a pipeline from Olympic Dam to Roxby Downs sewerage treatment facility. Some primary treatment is envisaged at the Olympic Dam end.
   a. Subject to infrastructure capability to receive additional waste water, Council consent to receive same, EPA and DOH approvals, potential for increased supply of treated waste water for irrigation purposes is attractive.
   b. Approval granted for further exploration of feasibility by BHP and testing of approvals with EPA and DOH.
c. Assessment of yield potential and pathways for waste water utilisation by Council whereby this resource could replace potable water used by Council for amenity horticulture.

5. Three local contractors asked by BHP to provide bids for primary establishment works on site. This work could in part replace some of the postponed non-essential work on site to provide additional local employment.

Staged Development Approvals have been issued for works associated with the Olympic Dam airport upgrade. This work is being carried out in a manner to ensure that the ongoing operation of the existing airport facilities are not disrupted.

3.3 BHP and Department of Energy & Mining Relations

During April Council’s Administrator and Chief Executive conducted separate teleconferences with BHP and State Government (Department of Energy & Mining). These briefings provided an update on the COVID-19 response, Olympic Dam and Roxby Downs progress and preparations for the 2020/21 financial year program. Positive feedback was provided to the Council by both stakeholders.

3.4 Strategic Plan

A working draft of the revised strategic plan is close to finalisation. Upon completion consultation will be undertaken together with the compilation of key performance measures to support the operation of the plan.

4. Report Authoriser

Roy Blight
Chief Executive
### REPORT FOR ORDINARY COUNCIL MEETING

#### Meeting Date
27 May 2020

#### Title of Report
Development Application Decisions

1. **Purpose**
   
   To inform the community of the Development Application Decisions.

2. **For Information**
   
   The following is listed as the Development Application processed from 17 March 2020 to 14 May 2020.

<table>
<thead>
<tr>
<th>DA Number</th>
<th>Applicant</th>
<th>Description of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>692/038/19</td>
<td>David Martin</td>
<td>Verandah</td>
</tr>
<tr>
<td>692/006/20</td>
<td>Brenton Smith</td>
<td>Storage Shed</td>
</tr>
<tr>
<td>692/007/20</td>
<td>BHP Billiton</td>
<td>Temporary Worker's Accommodation (Construction Camp) with associated earthworks</td>
</tr>
<tr>
<td>692/008/20</td>
<td>Imparta Engineers</td>
<td>Repair to Fire Damaged Building</td>
</tr>
<tr>
<td>692/009/20</td>
<td>Tonkin Consulting</td>
<td>Stage 1 - 200 Rooms for Worker’s Accommodation, 1 Laundry Block/ Store/ Comms Room</td>
</tr>
</tbody>
</table>

3. **Attachment**
   
   Development Register

4. **Report Authoriser**
   
   Danielle Moore  
   Governance Support
# DEVELOPMENT APPLICATION SYSTEM

## MONTHLY COUNCIL REPORT OF BUILDING APPROVALS

<table>
<thead>
<tr>
<th>Permit No.</th>
<th>Applicants Details</th>
<th>Builder Details</th>
<th>Site of Building</th>
<th>Description of Work</th>
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<td>692/038/19</td>
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<td>David Martin</td>
<td>10 Mulga Ct, Roxby Downs 5725 SA</td>
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<td>D I MARTIN &amp; D L WHITE</td>
<td>10 Mulga Ct  Roxby Downs 5725 SA</td>
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<table>
<thead>
<tr>
<th>Permit No.</th>
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<th>Builder Details</th>
<th>Site of Building</th>
<th>Description of Work</th>
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<td>692/006/20</td>
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<td>Brenton Smith</td>
<td>23 Planigale Drive, Roxby Downs 5725 SA</td>
<td>Storage Shed</td>
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<td></td>
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<td>B P &amp; S L SMITH</td>
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<table>
<thead>
<tr>
<th>Permit No.</th>
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<th>Builder Details</th>
<th>Site of Building</th>
<th>Description of Work</th>
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<tr>
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<td>(Construction Camp) with associated earthworks</td>
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<td>Minister for Sustainability Environment &amp; Conservation</td>
<td>Adelaide 5000</td>
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# DEVELOPMENT APPLICATION SYSTEM

## MONTHLY COUNCIL REPORT OF BUILDING APPROVALS

**Month** 17/03/2020  **To** 14/05/2020

**Current Period End Date:** 30-Jun-2020

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<td>PO Box 3677 Rundle Mall SA 5000</td>
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<td>692/009/20</td>
<td>Tonkin Consulting</td>
<td>Ahrens</td>
<td>L702 Blinman Road Olympic Dam 5725 SA</td>
<td>Augmentation of Olympic Village (200 Rooms, 1</td>
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<td>Laundry Block/Store/Comms Room and a Gym/Indoor Sports Hall</td>
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<td>Owners Name &amp; Address: Minister for Sustainability Environment &amp; Conservation</td>
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<td></td>
<td></td>
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<td>Adelaide SA 5000</td>
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