



CONFIRMED

MINUTES

SPECIAL COUNCIL MEETING

Held

2nd of June 2021

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive – EATON

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- ~ Large Print
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Upon request.

VISION STATEMENT

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

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COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g.: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

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

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

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

RISK ASSESSMENT

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

SHIRE OF DARDANUP**MINUTES OF THE SHIRE OF DARDANUP SPECIAL COUNCIL MEETING HELD ON WEDNESDAY, 2ND OF JUNE 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM****1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Presiding Member Cr. M T Bennett declared the meeting open at 5.05pm, welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, you will be directed to the Assembly Area where we will meet (and complete a roll call).

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED**2.1 Attendance**

Cr. Michael Bennett	-	Shire President
Cr. Peter Robinson	-	Deputy Shire President
Cr. Tyrrell Gardiner	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Luke Davies	-	Elected Member
Cr. Patricia Perks	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Mr Luke Botica	-	Director Infrastructure

Ms Cathy Lee	-	Manager Governance & HR
Ms Natalie Hopkins	-	Manager Financial Services
Mr Ray Pryce	-	Finance
Mr Sudi Mishra	-	

2.2 Apologies

Cr. Carmel Boyce	-	Elected Member
Cr. Stacey Gillespie	-	Elected Member

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

None.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Meeting Held 26 May 2021

Note: The Minutes of the Ordinary Council Meeting held on Wednesday, 26 May 2021 will be confirmed at the next Ordinary Council Meeting on Wednesday, 30 June 2021.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

None.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

Note: Cr. M T Bennett advised that he had received the following Declarations of Interest prior to the Council meeting:

- *Shire President – Cr. M T Bennett – Declared a Proximity Interest - Resolution "A" - Page 85 of Draft Annual Budget 2021/22 - Transport Capital Upgrades refers to Pratt Road modifications. I own property on Pratt Road and therefore have a proximity interest.*
- *Shire President – Cr. M T Bennett – Declared a Proximity Interest - Resolution "A" - Page 86 of Draft Annual Budget 2021/22 Refers to Dual Use Path – Bobin Street – Hands Ave to Pratt Road. I own property on Pratt Road and therefore have a proximity interest.*
- *Shire President – Cr. M T Bennett – Declared a Proximity Interest - Resolution "A" - Page 92 of Draft Annual Budget 2021/22 Refers to Millars Creek Upgrade Lighting. I own property in Millbridge near Millars Creek and therefore have a proximity interest.*
- *Chief Executive Officer, Mr André Schönfeldt declared a Proximity Interest in 'Item 12.2 – Draft Budget for 2021/22' - Resolution "A". Page 92 of Draft Annual Budget 2021/22 Refers to renewal works at Garry Engel Park. I own property adjacent to the Park and therefore has a proximity interest.*

- *Chief Executive Officer, Mr André Schönfeldt declared a Proximity Interest in 'Item 12.2 – Draft Budget for 2021/22' - Resolution "F". Page 110 of Draft Annual Budget 2021/22 Refers to maintenance and minor expenditure at Garry Engel Park. I own property adjacent to the Park and therefore has a proximity interest.*
- *Chief Executive Officer, Mr André Schönfeldt declared an Impartiality Interest. The Draft Annual Budget 2021/22 refers to Donation Expenses, Maintenance and Capital expenditure for the Eaton Family Centre. I declare an Impartiality Interest in this item in relation to the Eaton Family Centre Building, as my wife [Evian] and son [Lukas] are members of the Eaton Combined Playgroup Association Incorporated - Eaton Family Centre.*
- *Cr. T G Gardiner declared a Proximity Interest in 'Item 12.2 –Draft Budget for 2021/22' - Resolution "A". Page 88 – Transport Renewals Refers to Renewal works on Henty Road. Cr. T G Gardiner owns land adjacent to Henty Road and therefore has a proximity interest.*
- *Cr. P S Robinson declared a Financial Interest in 'Item 12.2 –Draft Budget for 2021/22'. - Resolution "F" Page 17 – Schedule 5 of Draft Annual Budget 2021/22 Refers to Fire Control Allowances. I receive an honorarium as an FCO and therefore have a financial interest.*
- *Cr. P S Robinson declared an Impartiality Interest in 'Item 12.2 –Draft Budget for 2021/22' - Resolution "F". Page 29 – Schedule 8 of Draft Annual Budget 2021/22 refers to a Donation Expense to the Crooked Brook Forest Association. I am a member of the Crooked Brook Forest Group and advise that as a consequence there may be a perception that my impartiality on the matter may be affected.*
- *Cr. L Davies declared a Financial Interest in 'Item 12.2 –Draft Budget for 2021/22', in regard to the building of the New Administration Centre. Cr. L Davies is employed by Coles Pty Ltd that is housed within the Eaton Fair Shopping Centre and therefore has a financial interest.*

Note: Cr. M T Bennett asked Councillors and Staff if there are any further Declarations of Interest to be declared.

There were no further Declarations of Interest made.

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.1 *Title: Corporate Business Plan 2021/22 – 2024/25*

Reporting Department: Corporate & Governance
Reporting Officer: Mr Phil Anastasakis – Deputy Chief Executive Officer
Legislation: Local Government Act 1995
*Attachments: 12.1A - Corporate Business Plan 2021/22 - 2024/25
 (Under Separate Cover)
 12.1B – Risk Assessment*

Overview

Council has previously considered and endorsed on the 28th of April 2021 [OCM 114-21] the draft Corporate Business Plan 2021/22 – 2024/25. This report presents the final Corporate Business Plan 2021/22 – 2024/25 for Council adoption.

Background

Council adopted its reviewed and updated Strategic Community Plan 2018 – 2028 on the 28th of March 2018, which runs for a 10 year period. This review was conducted 4 years after the development of its first Strategic Community Plan and is consistent with the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements. A Strategic Community Plan 2020-2030 – Internal Review was also conducted in 2020 to guide Council over the next two years until the next full review of the Strategic Community Plan is conducted in late 2021/early 2022.

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

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

- Leadership,
- Environment,
- Community,
- Prosperity, and
- Amenity.

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

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

prioritisation is required due to the limited availability of resources. This planning process is formalised in the Corporate Business Plan.

- *Corporate Business Plan*

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

The financial capacity to undertake these tasks is evidenced in the Long Term Financial Plan for the period. This long term financial planning provides an assurance the actions contained in the Corporate Business Plan can be adequately resourced over the next 4 years and highlight the long term consequences of the application of human and financial resource to undertaking various projects.

The previous Corporate Business Plan 2020/21 – 2023/24 has been reviewed to produce the current Corporate Business Plan 2021/22 – 2024/25. This is part of an annual review conducted to assess the progress of projects and realign actions and priorities with current information and funding availability. The first year of the Corporate Business Plan will be ‘sliced off’ to form the basis of the draft annual budget for consideration by the Council.

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

Together the Strategic Community Plan and Corporate Business Plan form Council’s “**Plan for the Future**”, which is required to be produced in accordance with Section 5.56 of the Local Government Act 1995.

Council considered and endorsed the Draft Corporate Business Plan on the 28th of April 2021, inclusive of a number of amended action priorities. This report includes those Council amendments and recommends that Council endorse the final Shire of Dardanup Corporate Business Plan 2021/22 - 2024/25 (refer to Appendix SCM: 12.1A – Under Separate Cover).

Legal Implications

Local Government (Administration) Regulations 1996:

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

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

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

Strategic Community Plan

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

Action 1.3.1.2 Review and update annually the Shire of Dardanup Corporate Business Plan.

Environment - None.

Precedents

The previous Shire of Dardanup four year Corporate Business Plan 2020/21 to 2023/24 was reviewed and adopted last year in accordance with legislative requirements, and formed the foundation of the current Shire of Dardanup Corporate Business Plan 2021/22 to 2024/25.

Budget Implications

Revenue and expenditure forecasts for the next four years are incorporated within the current Shire of Dardanup Corporate Business Plan 2021/22 to 2024/25.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Council Policy CnG CPO18 – *Corporate Business Plan & Long Term Financial Plan* notes that each year with the best endeavours Council aims to consider a draft budget for adoption by the end of June. To achieve this aim the draft Corporate Business Plan (budget) needs to be compiled within the last weeks of May or early June.

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Corporate Business Plan 2021/22 – 2024/25
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Legislative requirements and compliance determine the need for the production of Corporate Business Plan.</p> <p>Financial The financial implications associated within the elements of the Corporate Business Plan can affect the financial sustainability of Council.</p> <p>Reputational The inclusion of projects and works within the various plans within the Corporate Business Plan build community expectation.</p>

Officer Comment

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

The 2021/22 Corporate Business Plan includes updated financial projections based on the cost of providing various services and facilities to the community, which are outlined and detailed within the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Service Strategies.

The Corporate Business Plan (CBP) forecasts an increase in rate revenue of 3.0% for 2021/22 (excluding interim rating), with further forecasts of 4.0% for years 2, 3, and 4 of the Plan.

The WA Treasury Corporation and the Australian Bureau of Statistics have reported the Consumer Price Index to remain low, which is reflected in the forecast of 1.34%, 1.52%, 1.86% and 2.24% over the four year period. These percentages, together with increases in the relevant WALGA cost index, have been used to apply an inflationary increase to various costs throughout the Plan.

Details relating to the various Asset Management Plans, Workforce Plan and Long Term Financial Plan were included in the recent Integrated Planning Committee meeting held on the 14th of April 2021 and Council on the 28th of April 2021 [OCM 134-21].

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

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

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

160-21 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

THAT Council adopts the Shire of Dardanup 2021/22 to 2024/25 Corporate Business Plan (Appendix SCM: 12.1A – Under Separate Cover).

CARRIED

5/2

By Absolute Majority

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

12.2 Title: Draft Annual Budget 2021/22

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mr Phil Anastasakis - Deputy CEO
 Mrs Natalie Hopkins – Manager Financial Services
Legislation: Local Government Act 1995

Overview

This report presents the draft 2021/22 Annual Budget for Council consideration, deliberation and endorsement. Following the endorsement of the draft Budget, the final 2021/22 Annual Budget papers will be formulated and presented to Council in the statutory format for final adoption at the 30 June 2021 Ordinary Council meeting.

Background

As part of the Integrated Planning and Reporting cycle, Council has recently reviewed and updated its four year Corporate Business Plan 2021/22 – 2024/25, and ten year Long Term Financial Plan.

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

The draft 2021/22 Annual Budget has therefore been prepared taking into consideration the preceding reviews and incorporates relevant elements of the various strategies, plans and resolutions adopted by Council.

This report recommends Council endorse the draft Shire of Dardanup 2021/22 Annual Budget, inclusive of the proposed 3.0% rate revenue increase (excluding interim rate income), Reserve transfers, workforce changes, loans, capital works and operational expenditure. (refer to Appendix SCM: 12.2A).

Legal Implications

Local Government Act 1995

Division 2 — Annual budget

6.2. Local government to prepare annual budget

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

** Absolute majority required.*

(2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*

- (a) *the expenditure by the local government; and*
- (b) *the revenue and income, independent of general rates, of the local government; and*
- (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*

(3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*

(4) *The annual budget is to incorporate —*

- (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*

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

Strategic Community Plan

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

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

Environment - None.

Precedents

Each year Council prepares an annual budget for the forthcoming financial year. The annual budget is formed from year one of the Shire of Dardanup Corporate Business Plan 2021/22 – 2024/25.

Budget Implications

The budget outlines planned expenditure and revenue and determines the financial parameters for the Council to operate within for the 2021/22 financial year.

The draft budget for the year has been prepared on the basis of a 3.0% rate revenue increase (excluding interim rate income), which is forecast to produce an end of year surplus of \$33,021. The small surplus enables Council to withstand any unforeseen financial costs or revenue reductions that may occur during the year.

The current forecast end of year surplus for 2020/21 is \$169,557, which is reflected in the opening surplus at the start of the 2021/22 financial year. This forecast will vary when the final annual financial report is produced for 2020/21, with the final result reflected in the financial statements when the 2021/22 mid-year budget review is conducted in February/March 2022.

The fees and charges when adopted will determine the amount of revenue to be received during the 2021/22 financial year for certain areas. The fees and charges revenue has been forecast in the draft budget income projections, and is based on the recent decision of Council at the Ordinary Council Meeting dated 31 March 2021, Resolution [73-21] to adopt draft Fees and Charges for the 2021/22 period.

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

For the 2021/22 budget it is proposed a total of \$13,893,232 be raised from general property rates, \$250,882 for the Eaton Landscaping Specified Area Rate, and \$103,719 for the Annual Bulk Waste Collection Specified Area Rate. In addition, Council forecast Interim Rate revenue of \$92,600 for the 2021/22 financial year. The expected yield from rates will be sufficient to balance the 2021/22 budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

Budget – Whole of Life Cost

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Draft Annual Budget 2021/22
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Legislative requirements and compliance determine the need for the production of the Annual Budget.</p> <p>Financial The financial implications associated within the elements of the Annual Budget can affect the financial sustainability of Council.</p> <p>Reputational The inclusion of projects and works within the various plans within the Annual Budget build community expectation.</p>

Officer Comment

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

- Financial statements including the Statement of Comprehensive Income (by Nature or Type) and (by Program), Budget Summary and Rate Setting Statement;
- Notes to and forming part of the budget including notes on operating expenditure and revenue, loan borrowings, transfers to and from reserves, rating information and grants (to be provided with the final budget document); and
- Detailed Financial Information for each Schedule at account level, with Sundry Notes providing a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2021/22 Budget.

The 2021/22 draft budget has been prepared utilising the various elements that Council has previously resolved to adopt. These include:

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

While the 2020/21 financial year has not yet ended, the draft 2021/22 Budget document presented to Council represents the current forecast closing surplus on the 30 June 2021.

The final 2021/22 Budget document is scheduled to be presented to Council and adopted at the Ordinary Council Meeting on 30 June 2021. It is not anticipated that the final budget document will vary from the

current draft budget, unless Council resolves to vary any of the revenue of expenditure items presented in the draft budget.

- **Rate Setting Statement**

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

The draft Budget for 2021/22 as presented produces a surplus of \$33,021 at the end of the financial year. There is effectively a small deficit of \$136,536 for the 12 month period, as the forecast opening surplus of \$169,557 is taken into consideration when calculating the end of year position.

If grants, revenue and the estimated brought forward surplus do not meet expectations or there are requests to increase or add expenditure items, this position will not be achievable. The other factor to be taken into account is the value of projects and items that have not been completed in 2020/21 and need to be brought forward to 2021/22 through the Carried Forward Projects Reserve.

- **Rates**

The draft 2021/22 Budget includes a 3.0% rate revenue increase (excluding interim rate income) for UV and GRV properties, and 0% increase in minimum rates. This in accordance with Council's previous resolution through the adoption of the Long Term Financial Plan and draft Corporate Business Plan.

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

For the 2021/22 budget it is proposed a total of \$13,893,232 be raised from general property rates, \$250,882 for the Eaton Landscaping Specified Area Rate, and \$103,719 for the Annual Bulk Rubbish Collection Specified Area Rate. The expected yield from rates will be sufficient to balance the 2021/22 budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

Based on a 3.0% rate revenue increase, the Gross Rental Valuation (GRV), Unimproved Valuation (UV) and Minimum Rates are included as follows:

	Unimproved Value Rate in Dollar	Gross Rental Value Rate in in Dollar	Minimum Rate
2020/21 – Current	\$0.006259	\$0.100662	\$1,547.50
2021/22 – Proposed	\$0.006468	\$0.104016	\$1,547.50

	Specified Area Rate Bulk Waste	Specified Area Rate Eaton Landscaping
2020/21 – Current	\$0.001315	\$0.002925
2021/22 – Proposed	\$0.001315	\$0.002925

The increase applied to GRV and UV properties represents Council's endorsement of a 3.0% rate revenue increase for the 2021/22 budget, with a 0% increase in minimum rates (OCM 31 March 2021 CR 73-21). The outcome of the rates modelling required to produce an overall 3.0% rate revenue increase results in an average 3.332% increase in GRV and UV properties not on the minimum rate, with a 0% increase in minimum rates. This 3.332% increase is primarily due to the 0% increase in minimum rates, resulting in the overall 3.0% increased income being generated solely from properties not on minimum rates. The impact of this rate increase will be softened through the 0% increase in the Bulk Waste and Eaton Landscaping Specified Area Rates.

The following table provides a summary of the rates modelling produced, which reflects the percentage increase and shows the mean (average), median (midpoint) and mode (most common) rate for each rating category (excludes Specified Area Rates, Waste Charges and ESL Levy):

General Rate Category	Value	Number on Minimum Rate	Number on General Rate	Mean Rate	Median Rate	Mode Rate Range
Residential	GRV	1,446	3,452	\$1,761.85	\$1,703.78	\$1,501 - \$1,601
Commercial	GRV	7	60	\$22,861.74	\$3,786.18	\$2,502 - \$2,601
Industrial	GRV	44	73	\$7,679.54	\$2,119.22	\$1,501 - \$1,601
Small Holdings	GRV	79	348	\$2,200.77	\$2,217.62	\$1,501 - \$1,601
Rural	UV	104	209	\$2,862.34	\$1,940.40	\$1,501 - \$1,601
Farmland	UV	22	265	\$3,401.19	\$2,865.32	\$1,501 - \$1,601
Mining	UV	14	0	\$1,547.50	\$1,547.50	\$1,501 - \$1,601
TOTAL		1,716	4,407	\$2,072.69	\$1,703.78	\$1,501 - \$1,601

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

At the Ordinary Council Meeting dated 25 March 2020, Council endorsed to continue with the Eaton Specified Area Rate. In line with Council's decision for a 0% increase in minimum rates, and to abide by the principle where Specified Area Rates are based on the recovery of costs, there is no increase forecast for Specified Area Rates Eaton Landscaping or Specified Area Rate Bulk Waste in the 2021/22 financial year.

Household waste collection charges have been increased 1.7% from \$225.70 to \$229.70 to predominantly reflect the forecast increase in kerbside recycling contract costs associated with the new waste contract and the introduction of the three bin FOGO system from 2021/22.

The Minister for Local Government enacted the Local Government (COVID-19 Response) Order 2020 on the 8 May 2020. While most of the responses applied to 2020/21, some have continued to apply in 2021/22, which are summarised as follows:

1. Interest on rates arrears (overdue rates) is capped at maximum of 7% (except for ratepayers assessed as being in financial hardship because of COVID-19) – previously 8% in 2020/21.
2. Interest on Instalments cap of 5.5% is removed, returning to 11% in 2021/22.
3. All ratepayers assessed as being in financial hardship because of COVID-19 are exempt from both types of interest – applied for 2020/21 only.

The 2021/22 Draft Annual Budget has been formed taking into account the updated orders as issued by the Minister.

- *Brought Forward Position*

The draft 2021/22 Budget includes an estimated brought forward surplus from 30 June 2021 of \$169,557. The surplus compares favourably with the revised budget position of \$150,655. This is primarily attributed to some revenue items exceeding budget forecasts, some expenditure items being lower than budget and the carrying forward of some capital works projects.

- *Staffing*

A concerted effort has been made in this budget to contain staff costs in the 2021/22 budget and future years, however the Council is growing and additional staff may be required to maintain and develop Council's facilities and services to the community. Provision has been made in the 2021/22 Budget for a Fair Work Australia minimum wage increase. As Council pays over the award an overall increase of 1% is forecast for 2021/22 with an allocation of \$55,205 or 0.5% for performance increases, which are advancing employees to a higher level due to promotion, new qualifications or responsibilities, or above standard performance.

At the Integrated Planning Committee meeting held on the 17 March 2021, Council endorsed the draft Workforce Plan for the 2021/22 – 2030/31. The Workforce Plan identifies the full time equivalent staff required for Council's operations.

Based on the Workforce Plan, the total number of full-time equivalent (FTE) staff at the end of 2021/22 will be 115.31 FTE. The total salaries and wages cost (including superannuation) associated with the employment of 115.31 FTE's is \$10,684,840, which is a decrease of 0.22% in full-time equivalent staff from the adopted 2020/21 budget of 115.57 FTE.

Employee costs consist of direct salary and wages, annual and long service leave provisions, workers compensation insurance, training costs, superannuation contributions, uniforms and protective clothing, professional development, fringe benefits tax and any other costs related to the employment of staff.

Total insurance costs for Council, incorporating Workers Compensation and General Insurances has increased from the 2020/21 forecast of \$467,941 to \$502,358 in 2021/22. This is due largely to the high number of natural disaster that have occurred over the last 12 months and projected increased risk from insurance underwriters.

Fringe Benefits Tax is incurred by Council for benefits provided to Council employees. The primary area of benefit provided is the private use of Council motor vehicles, with very minor costs for phone and entertainment. Fringe benefits tax is estimated to continue to reduce from an adopted budget of \$141,800 in 2020/21 to \$138,735 in 2021/22.

- *(Profit)/Loss on Asset Disposals*

There is only one forecast profit on disposal for the 2021/22 financial year of \$3,648,330, which relates to the sale of the current Council Administration Building. The actual profit or loss on asset disposal on all other plant and vehicle disposals will be calculated during the year based on the sale price and written down asset value.

- *Capital Works Programme*

\$18,918,988 is to be spent in 2021/22 on the acquisition and/or construction of furniture, equipment, vehicles, plant, buildings and infrastructure assets, including carried forward projects. Council will allocate \$15,091,560 from Reserves to fund this expenditure, with the balance of funding sourced from external grants and contributions, and proceeds from the sale of assets. Refer to pages 85 to 97 of the draft budget for a detailed list of asset acquisitions, works and disposal.

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

These Asset Management Plans were considered and adopted by Council at the Integrated Planning Committee meeting on the 14th of April 2021, and subsequent Council meeting on the 28th of April 2021.

Of the \$18,918,988 capital expenditure budget, the following is the breakdown based on Asset Category:

- Asset Renewal \$3,505,323 (18.5%);
 - Asset Upgrade \$3,291,203 (17.4%); and
 - New Assets \$12,122,462 (64.1%).
- *Loan Borrowings*

The 2021/22 budget includes the raising of one new loan during the year of \$320,000 (refer to page 81 of the draft budget). These funds are to be utilised in 2021/22 to contribute towards the cost of new FOGO (\$500,000) bins associated with the introduction of a three bin waste collection service.

Council will continue to repay existing loans during the year, with total Principal payments of \$349,517 and Interest/Government Guarantee Fee payments of \$116,967.

- *Reserves*

Transfers to reserves are expected to total \$10,526,326 for the 2021/22 year. Reserve Interest of \$54,883 is forecast to be earned on cash backed reserves during 2021/22, with 50% returned to the municipal fund. This compares with the forecast interest for 2020/21 of \$150,000. This reduced earnings forecast is attributed to lower interest rates, reduced cash reserves and future impact of market conditions, including COVID-19 factors.

Transfers from reserves (including carried forward projects) totalling \$15,091,560 are primarily used for capital projects.

Reserve transfers are detailed in the explanatory information of the draft budget document (refer to page 97 to 103 of the draft budget), together with the various Reserve balances.

The 2021/22 Budget expects less funds to be transferred to reserves than is in from reserves. If the reserve transfers proceed as budgeted the expected balance of reserves at 30 June 2022 will be \$13,718,964 and is a decrease on the expected balance at the start of the year of \$4,565,234.

- *Revenue and Expenditure Explanatory Information*

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

- *Schedule 3 - General Purpose Funding*

In accordance with Council's previous resolution through the adoption of the Long Term Financial Plan and draft Corporate Business Plan, the draft budget has been formulated on a 3.0% increase in overall the rate revenue, with minimum rate for all properties continuing to be levied at \$1,547.50.

The WA Local Government Grants Commission (WALGGC) has not yet finalised the grants for 2021/22. Interim advice received from the Department Local Government, Sport and Cultural Industries (DLGSCI) indicate that the 2021/22 grant allocation will reflect the 2020/21 grant funds received. Management has undertaken a conservative approach and forecast a 1.34% increase in the Financial Assistance Grants revenue as per the actual 2020/21 figures.

It is expected that Council will receive General Purpose Grant revenue of \$956,143 and Local Roads Grant revenue of \$541,233, noting that approximately 50% of these grant funds have been received in May 2021, and subsequently will be transferred to the Unspent Grants Reserve.

Interest earned on investments is expected to be as per 2021/22 budget estimates. Investments are placed in accordance with Council's investment policy and are limited to secure and liquid investment options such as term deposits. The 2021/22 budget forecasts Municipal Fund interest of \$27,090, and Reserve Fund interest of \$54,883. Reserve Fund interest is accumulated throughout the year with 50% distributed across all of Council's Reserve Accounts at year-end, and the balance returned to the municipal fund.

Total interest earnings for the Council, inclusive of interest charge on instalments and overdue rates, is budgeted to be \$212,618, which is a reduction on the budget estimate for 2020/21 of \$420,971. Low interest rates on investments (term deposits) and reduction of interest on rates are significant factors in this estimate.

- *Schedule 4 - Governance*

Schedule 4 contains the provision for Members of Council expenditure which includes the President/Councillor Meeting Attendance Fees combined budget of \$117,209. While no increase has been applied to the SAT Band, Council resolved to modify its Policy in relation to Councillor fees to increase fees to reflect 75% of the SAT Band fee (previously 70%). In addition, Councillors are entitled to an annual Telecommunications allowance of \$2,625 per Councillor as adopted by Council. Councillor training and conference expenditure is budgeted at \$22,769.

Forecast expenditure of \$28,000 is budgeted for Council Refreshments/Receptions which includes Council meeting meals, regional meetings plus general refreshments (sundry items for both Council and staff kitchen areas). Total Audit Fees expenditure is forecast at \$37,427 and comprises of Council's audit contract \$22,427, plus grant acquittals and the Financial Management Systems Review scheduled for 2021/22.

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

Emergency Services Levy (ESL) expenditure and revenue is recorded in the Fire Prevention section of the draft annual budget. Council estimates ESL expenditure across all eight brigades of \$200,000 which is funded through DFES's (Department Fire Emergency Services) ESL program. ESL levies are raised through Council's rating system and subsequently the funds collected are remitted to DFES.

The draft budget also includes the design works, site surrounds costs and new building for Dardanup Central Bushfire Brigade Station at a combined budget of \$707,959, the Wellington Mills Bushfire Brigade Station works for new amenities and shower facility construction at \$103,727, and the Waterloo Bushfire Brigade Station carried forward works of \$423,847. Additionally the 21/22 draft budget also incorporates several Water Tanks for various brigades. All projects are 100% funded by DFES.

Ranger Services and Emergency Services staff are contained within Law, Order & Public Safety. Budgeted salaries and wages are spread over Animal Control and Other Law, Order and Public Safety to a combined salaries including superannuation budget of \$429,350. Animal Management Program expenditure includes a budget allocation of \$5,250 in the draft budget. Dog and Cat Registration revenue is budgeted at \$52,000 and \$8,000 respectively, whilst Animal Infringements fines is forecast at \$10,000 for 2021/22.

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

- *Schedule 7 - Health*

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

Preventative Services contains all expenditure relating to Health Administration and Inspections. Health fees and charges are forecast at \$16,500 for the 2021/22 budget year.

Pest Control expenditure is budgeted at \$2,600 for Mosquito Control, and \$5,000 contribution towards the 2021/22 Leschenault CLAG contribution scheme administered by the City of Bunbury.

- *Schedule 8 – Education & Welfare*

Education and Welfare comprises of operational expenditure and revenue attributed to Education, Aged & Disabled Care, and Other Welfare. Annual School Awards are a budgeted donation totalling \$1,350 where Council contributes towards both primary and secondary school awards. In addition Council donates \$5,799 towards the Chaplaincy Program at Eaton Community College and Eaton Primary School.

Aged and Disabled expenditure includes a budgeted maintenance costs of \$3,870 for the Eaton Senior Citizens Centre are also reported in this area.

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

Donation expenses is budgeted at \$34,350 which includes donations to various community groups and projects, Seniors Christmas Dinners, and Council's Personal Development Scheme.

- *Schedule 10 – Community Amenities*

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

The total provision for all Sanitation Household expenditure including kerbside refuse and recycling removal and disposal, processing and operational Refuse Site expenditure is budgeted at \$1,367,613.

Domestic Refuse, Recycling and FOGO levies are budgeted at a combined \$1,226,598 in the 2021/22 draft budget. In addition to the rubbish, recycling and FOGO levies, Council has forecast Specified Area Rate (SAR) - Bulk Waste Collection revenue of \$103,719 of which \$71,719 is allocated to the Bulk Waste Collection, and \$32,000 contribution to the Transfer Station.

Revenue for Refuse Site Fees and Charges is budgeted at \$71,451 for 2021/22 financial year, which is a small increase on the previous year's forecast.

Environmental Expenditure is budgeted at \$50,000 and incorporates expenditures on projects including declared weeds management, revegetation projects, grant seed funding (match funding grant expenditure) and other projects as determined by management. The full extent of works will be further defined in the Environmental Management Plan. This allocation was decreased from \$66,000 in the previous year, based on the inability of the part-time staff member to complete all projects.

Town Planning expenditure items include \$426,575 for Consultancy, consisting of \$360,000 for Wanju and Waterloo Consultancy for the Development Contribution Plan which is funded from the Wanju Loan Funds, \$30,000 various Town Planning projects, \$20,000 allocation for Corporate Business Plan project

consultancy, and \$16,575 for Demographic Data Reporting. A sundry provision of \$5,000 is allocated for Land Development Expenses, plus additional expenditure for Picton East land development expenses which is funded by contributions revenue as detailed on page 43 of the draft budget (refer Note 106.1 and 106.2).

Town Planning Application revenue is budgeted at \$76,615 in 2021/22, which is an increase from the previous year's forecast of \$62,000; this is primarily due to an increase in the market economy and planning activities within the Shire.

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

The draft budget includes the capital projects totalling \$88,602 for the Gnomesville Public Toilets, which includes a carried forward art works component of \$7,000, with the remaining balance of the project funded from the Tourism WA grant held in Council's Trust Fund.

- *Schedule 11 – Recreation & Culture*

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

As detailed on page 108 of the draft budget, Appendix C – Building Maintenance and Minor Works Program includes public hall budget maintenance of \$88,823. Included in this figure is the estimated 2021/22 operational expenditure of \$31,037 on the Dardanup Hall, which is partly offset by budgeted Dardanup Hall hire revenue of \$10,000.

The adopted 10 year Building Asset Management Plan 2021/22 – 2030/31 includes building capital expenditure projects, some of which have been carried over, including the Eaton Bowling Club Rooms, Eaton Oval Club Rooms, and the Eaton Skate Park.

Parks, Gardens and Reserves operational expenditure is budgeted at \$3,390,402 for Reserves detailed on page 110 'Appendix E – Parks & Reserves Maintenance and Minor Works Expenditure'.

Parks and Reserves capital expenditure is budgeted at \$994,597 and is part funded by Reserve transfers, grants and the Specified Area Rate (SAR) for Eaton Landscaping. The SAR collected through Council's rating function has been partly allocated to Watson Reserve project as detailed on page 92 of the budget document.

Operating Revenue includes a budget provision of \$250,882 for Specified Area Rate for Eaton Landscaping allocated to Millbridge Public Open Space Maintenance \$150,882 and Eaton Parks and Reserves Upgrades of \$100,000.

The Eaton Recreation Centre (ERC) operating deficit for 2021/22 is forecast to be \$123,360. Operational expenditure including building maintenance, plus lease repayments and equipment, but excluding administration overheads, profit/loss on disposal and depreciation, is budgeted at \$1,508,481 and is partially offset by budget revenue of \$1,385,121. A full breakdown of ERC 2021/22 draft budget is included on pages 47 and 48, and by cost centre on page 57.

- *Schedule 12 - Transport*

Road Maintenance expenditure is budgeted at \$1,869,631, Bridges Maintenance \$113,020 and Ancillary Maintenance of \$436,055.

Capital Transport Projects are forecast at a total \$8,011,642 for Road Upgrades, Renewals and Pathway projects. Transport Grant Revenue is budgeted at \$940,000 in Black Spot Funding, \$1,580,000 in Regional Road Group Funding, \$474,025 for Roads to Recovery projects, and \$31,631 Pathway Grants, and \$12,471 in Main Roads Direct Grants. *Recent changes to the Australian Accounting Standards now require some Grant Revenue to be recognised in accordance with the delivery of project milestones.*

The Transport Budget also includes a provision of additional grant funding of \$317,213 from the Local Roads and Community Infrastructure Programs which is funded from the Unspent Grants Reserve. It is anticipated that Council will support bringing forward Pathway projects that are scheduled in future years to meet the funding criteria. If supported, the additional funding for these projects will enable a reduced transfer to the Pathways reserve and a corresponding increased transfer to the Building Reserve in future years.

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

- *Schedule 13 – Economic Services*

Economic Services contains expenditures and revenues for Tourism and Area Promotion, Building Control and Other Economic Services. Budgeted Tourism donations totalling \$78,500 and Economic Development contributions of \$52,000 are included in the draft annual budget.

Building Licence revenue is budgeted at \$110,000 for 2021/22 financial year, and Swimming Pool levies is forecast at \$18,730 in 2021/22.

- *Schedule 14 – Other Property & Services*

Administration Overheads, Public Works Overheads, Plant Operation and Salaries and Wages are reported in the Other Property & Services Function. A change has occurred in the 2021/22 budget in how Public Works Overheads are allocated to capital works projects, to ensure compliance with the Australia Accounting Standards where administration overheads are not capitalised. Administration overheads can still be applied to maintenance works. This has resulted in a PWOH rate of 122% being applied to capital works and 241% for maintenance works, in addition to several engineering staff's salary cost being applied directly to capital works. This reallocation of PWOH from capital works to maintenance works has required a corresponding reduction in the transfer to the Road Reserve to maintain the same end of year surplus. Other significant budget forecasts include workers compensation insurance budget of \$164,604, IT Equipment Leasing Expenditure of \$256,576 which includes IT Equipment leased as per IT Asset Management Plan, and Software Licencing Expenses \$512,664.

- *Summary*

The draft budget for 2021/22 is balanced and Councillors are encouraged to examine the document thoroughly. Councillors are welcome to contact the Deputy Chief Executive Officer or Manager Financial Services prior to the Special Council meeting to discuss any questions.

Council Role - Executive/Strategic.

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

OFFICER RECOMMENDED RESOLUTION "A"

DRAFT BUDGET FOR 2021/22 – INFRASTRUCTURE ASSETS

THAT Council endorse the Infrastructure Assets capital acquisition/works as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A).

DECLARATIONS OF INTEREST

- Shire President – Cr. M T Bennett – Declared a Proximity Interest - Resolution "A" - Page 86 of Draft Annual Budget 2021/22 Refers to Dual Use Path – Bobin Street – Hands Ave to Pratt Road. I own property on Pratt Road and therefore have a proximity interest.
- Shire President – Cr. M T Bennett – Declared a Proximity Interest - Resolution "A" - Page 92 of Draft Annual Budget 2021/22 Refers to Millars Creek Upgrade Lighting. I own property in Millbridge near Millars Creek and therefore have a proximity interest.
- Shire President – Cr. M T Bennett – Declared a Proximity Interest - Resolution "A" - Page 85 of Draft Annual Budget 2021/22 - Transport Capital Upgrades refers to Pratt Road modifications. I own property on Pratt Road and therefore have a proximity interest.
- Chief Executive Officer, Mr André Schönfeldt declared a Proximity Interest in 'Item 12.2 – Draft Budget for 2021/22' - Resolution "A". Page 92 of Draft Annual Budget 2021/22 Refers to renewal works at Garry Engel Park. I own property adjacent to the Park and therefore has a proximity interest.
- Chief Executive Officer, Mr André Schönfeldt declared an Impartiality Interest. The Draft Annual Budget 2021/22 refers to Donation Expenses, Maintenance and Capital expenditure for the Eaton Family Centre. I declare an Impartiality Interest in this item in relation to the Eaton Family Centre Building, as my wife [Evian] and son [Lukas] are members of the Eaton Combined Playgroup Association Incorporated - Eaton Family Centre.
- Cr. T G Gardiner declared a Proximity Interest in 'Item 12.2 –Draft Budget for 2021/22' - Resolution "A". Page 88 – Transport Renewals Refers to Renewal works on Henty Road. Cr. T G Gardiner owns land adjacent to Henty Road and therefore has a proximity interest.
- Cr. L Davies declared a Financial Interest in 'Item 12.2 –Draft Budget for 2021/22' - Resolution "A". Page 90 – Refers to the building of the New Administration Centre. Cr. L Davies is employed by Coles Pty Ltd that is housed within the Eaton Fair Shopping Centre and therefore has a financial interest.

Process:

As there were several Declarations of Interest made, Officer's withdraw 'Officer Recommended Resolution A' and provided councillors with the following recommendations so that elected members could remain in the room.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “A1”

161-21 MOVED - Cr. M T Bennett SECONDED - Cr. P S Robinson

DRAFT BUDGET FOR 2021/22 – INFRASTRUCTURE ASSETS

THAT Council endorse the Infrastructure Assets capital acquisition/works as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A), excluding:

Transport Capital Upgrades:

- Page 85 of Draft Annual Budget 2021/22 - J12904 – Pratt Road Modifications;

Transport Capital Expansion:

- Page 86 of Draft Annual Budget 2021/22 - J12629 – Dual Use Path – Bobin St Boardwalk – Collie River Foreshore.

Parks & Reserves Construction Expenditure:

- Page 92 of Draft Annual Budget 2021/22 – J11625 – Millars Creek – Upgrade Lighting; and
- Page 92 of Draft Annual Budget 2021/22 – New – Garry Engel Park Renewals.

Transport Renewals:

- Page 88 of Draft Annual Budget 2021/22 – New – Transport Renewal – Henty Road.

Land Development and Building Construction Expenditure:

- Page 90 of Draft Annual Budget 2021/22 – J14322 and J14325 – New Administration Centre.

CARRIED
6/1

FOR THE MOTION	AGAINST THE MOTION
Cr. M T Bennett Cr. P S Robinson Cr. L Davies Cr. T G Gardiner Cr. P R Perks Cr. M R Hutchinson	Cr. J Dow

PRATT ROAD MODIFICATIONS

DECLARATION OF INTEREST
<p>Cr. M T Bennett declared a Proximity Interest in this item. [Refer to Declarations of Interest for full details of declaration]</p> <p>Cr. M T Bennett left the room [5.23pm].</p>

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “A2”

162-21 MOVED - Cr. P S Robinson SECONDED - Cr. P R Perks

THAT Council endorse Transport Capital Upgrades:

- **J12904 – Pratt Road Modifications;**

detailed on Page 85 of the Infrastructure Assets capital acquisition/works as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A)

CARRIED
5/1

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

DUAL USE PATH – PRATT ROAD

DECLARATION OF INTEREST
<p>Cr. M T Bennett declared a Proximity Interest in this item. [Refer to Declarations of Interest for full details of declaration]</p> <p>Cr. M T Bennett remained outside of the room.</p>

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “A3”

163-21 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

THAT Council endorse Transport Capital Expansion:

- **J12629 – Dual Use Path – Bobin St Boardwalk – Collie River Foreshore.**

detailed on Page 86 of the Infrastructure Assets capital acquisition/works as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A)

CARRIED
6/0

MILLARS CREEK LIGHTING & GARRY ENGEL PARK**DECLARATION OF INTEREST**

Cr. M T Bennett declared a Proximity Interest in this item.
[Refer to Declarations of Interest for full details of declaration]
Cr. M T Bennett remained outside of the room.

Mr André Schönfeldt declared a Proximity Interest in this item.
[Refer to Declarations of Interest for full details of declaration]
Mr Schönfeldt left the room [5.24pm].

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "A4"

164-21 MOVED - Cr. T G Gardiner SECONDED - Cr. L Davies

THAT Council endorse Parks & Reserves Construction Expenditure:

- J11625 – Millars Creek – Upgrade Lighting; and
- New – Garry Engel Park Renewals.

detailed on Page 92 of the Infrastructure Assets capital acquisition/works as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A).

CARRIED
6/0

Note: Cr. M T Bennett and Mr André Schönfeldt returned to the room [5.25pm].

HENTY ROAD**DECLARATION OF INTEREST**

Cr. T G Gardiner declared a Proximity Interest in this item.
[Refer to Declarations of Interest for full details of declaration]

Cr. T G Gardiner left the room [5.25pm].

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "A5"

165-21 MOVED - Cr. M T Bennett SECONDED - Cr. P R Perks

THAT Council endorse Transport Renewals:

- New – Transport Renewal – Henty Road.

detailed on Page 88 of the Infrastructure Assets capital acquisition/works as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A).

CARRIED
6/0

Note: Cr. T G Gardiner returned to the room [5.26pm].

NEW ADMINISTRATION BUILDING

DECLARATION OF INTEREST

Cr. L Davies declared a Financial Interest in this item.
[Refer to Declarations of Interest for full details of declaration]

Cr. L Davies left the room [5.26pm].

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "A6"

166-21 MOVED - Cr. P S Robinson SECONDED - Cr. P R Perks

THAT Council endorse Land Development and Building Construction Expenditure:

- **Page 90 of Draft Annual Budget 2021/22 – J14322 and J14325 – New Administration Centre.**

detailed on Page 90 of the Infrastructure Assets capital acquisition/works as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A).

CARRIED
4/2

FOR THE MOTION	AGAINST THE MOTION
Cr. M T Bennett Cr. P S Robinson Cr. T G Gardiner Cr. P R Perks	Cr. J Dow Cr. M Hutchinson

Note: Cr. L Davies returned to the room [5.27pm].

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "B"

167-21 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

DRAFT BUDGET FOR 2021/22 – LAND & BUILDING ASSETS

THAT Council endorse the Land & Buildings Assets capital acquisition/works/disposals as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A).

CARRIED
5/2

FOR THE MOTION	AGAINST THE MOTION
Cr. M T Bennett Cr. P S Robinson Cr. T G Gardiner Cr. P R Perks Cr. L Davies	Cr. J Dow Cr. M Hutchinson

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “C”

168-21 MOVED - Cr. T G Gardiner SECONDED - Cr. L Davies

DRAFT BUDGET FOR 2021/22 – OTHER ASSETS

THAT Council endorse the Plant & Equipment, Motor Vehicles, Furniture & Fittings capital acquisition/works/disposals as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A).

CARRIED
5/2

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

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “D”

169-21 MOVED - Cr. P S Robinson SECONDED - Cr. P R Perks

DRAFT BUDGET FOR 2021/22 – RESERVE TRANSFERS

THAT Council endorse the Reserve Transfers as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A).

CARRIED
5/2

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

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “E”

170-21 MOVED - Cr. P R Perks SECONDED - Cr. T G Gardiner

DRAFT BUDGET FOR 2021/22 - LOANS

THAT Council endorse the current and proposed loans drawdown and repayments as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A).

CARRIED
5/2

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

RESOLUTION “F”**DECLARATIONS OF INTEREST**

Cr. P S Robinson declared an Impartiality Interest in ‘Item 12.2 –Draft Budget for 2021/22’ - Resolution “F”. Page 29 – Schedule 8 of Draft Annual Budget 2021/22 refers to a Donation Expense to the Crooked Brook Forrest Association. I am a member of the Crooked Brook Forest Group and advise that as a consequence there may be a perception that my impartiality on the matter may be affected.

Cr. P S Robinson declared a Financial Interest in ‘Item 12.2 –Draft Budget for 2021/22’. - Resolution “F” Page 17 – Schedule 5 of Draft Annual Budget 2021/22 Refers to Fire Control Allowances. I receive an honorarium as an FCO and therefore have a financial interest.

Cr. P S Robinson left the room [5.30pm].

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt declared an Impartiality Interest. The Draft Annual Budget 2021/22 refers to Donation Expenses, Maintenance and Capital expenditure for the Eaton Family Centre.

[Refer to Declarations of Interest for full details of declaration]

DECLARATION OF INTEREST

Mr André Schönfeldt declared a Financial Interest in this item.

[Refer to Declarations of Interest (Garry Engel Park) for full details of declaration]

Mr André Schönfeldt left the room [5.30pm].

Discussion:

Deputy Chief Executive Officer, Mr Phil Anastasakis advised that there was a correction to the Officer Recommended Resolution. “Statement of Cash Flows” was included in error and is not produced as part of the budget. Therefore this line is removed from the resolution.

Mr Anastasakis further advised that due to the Minister’s Order issued on the 2nd June 2021 that the maximum interest rate that could be charged on outstanding rates in 2021/22 is 7.0% instead of the previously forecast 11.0%, there would be reduction of \$16,470 in interest revenue resulting in the forecast end of year surplus as at 30th June 2022 reducing from \$33,021 to \$16,551.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "F"

171-21 MOVED - Cr. T G Gardiner SECONDED - Cr. P R Perks

DRAFT BUDGET FOR 2020/21 – OPERATING INCOME & EXPENDITURE

THAT Council endorse the 'Operating Income and Expenditure presented in Schedules 3 to 14' as contained in the 2021/22 Draft Budget (Appendix SCM: 12.2A), which includes the following:

- **Statement of Comprehensive Income by Nature or Type;**
- **Statement of Comprehensive Income by Program;**
- **Rate Setting Statement showing an amount required to be raised from rates for 2021/22 of \$13,981,832;**
- **Revenue generated from the Schedule of Fees and Charges for 2021/22;**
- **Notes to and Forming Part of the Budget; and**
- **Budget Program Schedules.**

CARRIED
4/2

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
<i>Cr. M T Bennett</i>	<i>Cr. J Dow</i>
<i>Cr. T G Gardiner</i>	<i>Cr. M Hutchinson</i>
<i>Cr. P R Perks</i>	
<i>Cr. L Davies</i>	

Note: Cr. P S Robinson and Mr André Schönfeldt returned to the room [5.37pm].

Discussion:

Deputy Chief Executive Officer, Mr Phil Anastasakis advised that there was a correction to the Officer Recommended Resolution. Part 4 be changed from:

4. *Endorse an interest rate of 11% where the owner has elected to pay rates (and service charges) through an instalment option.*

To:

4. *Endorse an interest rate of 5.5% where the owner has elected to pay rates (and service charges) through an instalment option.*

Change to Officer Recommendation

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

- *Part 4 – Interest Rate was amended to 5.5% under advice from the Deputy Chief Executive Officer to correct an error.*

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “G”

172-21 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

GENERAL AND MINIMUM RATES

THAT Council:

1. **For the purposes of yielding the deficiency disclosed by the Draft Budget for 2021/22 adopted as Part F above, endorse the imposition of the following general rates and minimum rates on Gross Rental and Unimproved Values to generate a general rate revenue increase of 3.0% (excluding interim rates with a 0% increase in minimum rates):**
 - a) **General Rates**
 - Gross Rental Value (GRV) Rated Properties = \$0.104016
 - Unimproved Value (UV) Rated Properties = \$0.006468
 - b) **Minimum Payments**
 - Gross Rental Value (GRV) Rated Properties = \$1,547.50
 - Unimproved Value (UV) Rated Properties = \$1,547.50
2. **Endorse the raising of the following Specified Area Rates:**
 - a) **“Bulk Waste Collection Levy” on developed residential properties within (and adjoining to) the townsites of Eaton, Dardanup and Burekup that are serviced with Council’s bulk and green waste kerbside pickup to meet the cost of the service and to contribute to the refuse site.**
 - Residential GRV = \$0.001315 per specified assessment to yield \$103,719.
 - b) **“Eaton Landscaping” levy on properties within the townsite of Eaton for the purpose of upgrading and maintaining parks and reserves in Eaton townsite.**
 - Residential GRV = \$0.002925 per specified assessment to yield \$250,882.

3. Endorse an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$13.00 for each instalment after the initial instalment is paid (\$39.00 for four (4) instalment option).
4. Endorse an interest rate of 5.5% where the owner has elected to pay rates (and service charges) through an instalment option.
5. Endorse an interest rate of 7.0% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

CARRIED
5/2

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

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

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

None.

15 PUBLIC QUESTION TIME

None.

16 MATTERS BEHIND CLOSED DOORS

None.

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be held on Wednesday 30 June 2021, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

Shire President, Cr. M T Bennett expressed Council's appreciation to the Finance Staff – Deputy Chief Executive Officer, Mr Phil Anastasakis; Manager Financial Services – Ms Natalie Hopkins; Accountant – Mr Ray Pryce and team for the significant amount of work they have put towards providing the budget documentation to Council.

There being no further business the Presiding Officer declared the meeting closed at 5.40pm.

**CONFIRMATION OF MINUTES**

“As the person presiding at the meeting at which these minutes were confirmed on the 30th of June 2021, I certify that these minutes have been confirmed as a true and accurate record of proceedings”.

Signature: 

Email: michael.bennett@dardanup.wa.gov.au