



# A G E N D A

## INTEGRATED PLANNING COMMITTEE MEETING

To Be Held

Wednesday, 12<sup>th</sup> March 2025  
Commencing at 10.00am

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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Upon request.



## NOTICE OF AN INTEGRATED PLANNING COMMITTEE MEETING

Dear Committee Member

The next Integrated Planning Committee Meeting of the Shire of Dardanup will be held on Wednesday, 12<sup>th</sup> March 2025 to be held at the Eaton Administration Centre - commencing at 10.00am.

A handwritten signature in black ink, appearing to read "AS", is positioned above the printed name of the Chief Executive Officer.

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 7<sup>th</sup> March 2025

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

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

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## VISION STATEMENT

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

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**Members of Integrated Planning Committee**

-Cr T Gardiner  
-Cr E Lilly  
-Cr L Davies  
-Cr S Gillespie  
-Cr M Hutchinson  
-Cr J Manoni  
-Cr T Bell  
-Cr T Jenour  
-Cr A Webster

**Terms of Reference**

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:  
[2023 - ToR - Integrated Planning Committee](#)

## COUNCIL ROLE

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

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environmental	Property
<b>Insignificant (1)</b>	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	<b>Compliance</b> - No noticeable regulatory or statutory impact. <b>Legal</b> - Threat of litigation requiring small compensation. <b>Contract</b> - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item. <b>Example:</b> Gossip, Facebook item seen by limited persons.	Contained, reversible impact managed by on site response.	Inconsequential or no damage.
<b>Minor (2)</b>	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	<b>Compliance</b> - Some temporary non compliances. <b>Legal</b> - Single minor litigation. <b>Contract</b> - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item. <b>Example:</b> Local paper / Industry news article, Facebook item seen by multiple groups.	Contained, reversible impact managed by internal response.	Localised damage rectified by routine internal procedures.
<b>Moderate (3)</b>	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	<b>Compliance</b> - Short term non-compliance but with significant regulatory requirements imposed. <b>Legal</b> - Single moderate litigation or numerous minor litigations. <b>Contract</b> - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile. <b>Example:</b> State-wide paper, TV News story.	Contained, reversible impact managed by external agencies.	Localised damage requiring external resources to rectify.
<b>Major (4)</b>	Long-term disability/ multiple injuries Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	<b>Compliance</b> - Non-compliance results in termination of services or imposed penalties. <b>Legal</b> - Single major litigation or numerous moderate litigations. <b>Contract</b> - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions. <b>Example:</b> Australia wide news stories. Regulatory / Political commentary involvement.	Uncontained, reversible impact managed by a coordinated response from external agencies.	Significant damage requiring internal & external resources to rectify.
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	<b>Compliance</b> - Non-compliance results in litigation, criminal charges or significant damages or penalties. <b>Legal</b> - Numerous major litigations. <b>Contract</b> - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions. <b>Example:</b> Worldwide news, Focused articles (e.g. 60 minutes). Regulatory / Political oversight and involvement.	Uncontained, irreversible impact.	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building.

**RISK - LIKELIHOOD TABLE**

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

**LEVEL OF RISK GUIDE**

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING TO BE HELD ON WEDNESDAY, 12<sup>TH</sup> MARCH 2025, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.**

**1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Presiding Officer, Mr André Schönfeldt to declare the meeting open, welcome those in attendance and refer to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers

*Acknowledgement of Country*

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

*Affirmation of Civic Duty and Responsibility*

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

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

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

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

*Emergency Procedure*

*In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the muster point located at the front of the building where we will meet (and complete a roll call).*



**2 RECORD OF ATTENDANCE/APOLOGIES**

2.1 Attendance

2.2 Apologies

**3 PRESENTATIONS**

None.

**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

4.1 Minutes - Integrated Planning Committee - April 2024

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Integrated Planning Committee Meeting held on 10<sup>th</sup> April 2024, be confirmed as true and correct subject to the following corrections:**

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

None.

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

None.

**7 DECLARATION OF INTEREST**

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

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

*Note: Chairperson to ask Councillors and Staff if there are any Declarations of Interest to be declared*

**8      REPORTS OF OFFICERS**

8.1    Title: *Eaton Recreation Centre Equipment Asset Management Plan 2025/26 – 2034/35*

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Mr Michael Gibbings - Manager Recreation Centre</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC: 8.1A – Eaton Recreation Centre AMP Appendix IPC: 8.1B – Risk Assessment</i>

**Overview**

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Eaton Recreation Centre Equipment Asset Management Plan 2025/26 - 2034/35, together with the Eaton Recreation Centre Equipment Asset Management Plan and Equipment Replacement Program 2025/26 - 2034/35, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE**

**THAT the Integrated Planning Committee recommends that Council:**

- 1.      Adopts the following Annual Transfers to the Eaton Recreation Centre Equipment Reserve for the delivery of the Eaton Recreation Centre Equipment Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	<b>Annual Transfer ( x \$1,000)</b>									
2025/2026 Draft LTFP	100	100	100	130	130	130	130	130	200	200

- 2.      Endorses the 10 year Eaton Recreation Centre Equipment Asset Management Plan 2025/26 - 2034/35 inclusive of the acquisition and replacement program (Appendix 8.1A).**

***Change to Officer Recommendation***

No Change. **OR:**

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

## **Background**

The Eaton Recreation Centre Equipment 10 Year Asset Management Plan is reviewed annually and provides a structured acquisition and replacement program for the equipment located within the Eaton Recreation Centre and Gym.

The Program includes the lease of gym cardio fitness equipment over a rolling period of five years, with the gym strength equipment purchased outright and replaced every 15 years.

The Program has been reviewed in preparation for the 2025/26 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

## **Legal Implications**

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

### *Local Government (Administration) Regulations 2011*

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

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

## **Council Plan**

2.2 - Increase participation in sport, recreation and leisure activities.

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None

## **Precedents**

Council reviews and adopts the 10 Year Program annually and the Eaton Recreation Centre Equipment AMP as and when amendments are made.

## **Budget Implications**

The information contained in the Recreation Centre Equipment 10 Year Program will be used annually to update the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget.

The following summary table from the Eaton Recreation Centre Equipment 10 Year Asset Management Plan is provided with the agenda and indicates the projected expenditure and income for the next ten years. (Appendix IPC: 8.1A):

- Equipment Expenditure Summary; and
- Recreation Centre Equipment Reserve Fund Balance.

Annual Transfer ( x \$1,000)	Current Year 24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Expenditure	111	169	143	82	130	87	115	98	98	543	122
Reserve Fund Balance	325	266	232	258	266	318	343	387	432	103	184

A complete copy of the Eaton Recreation Centre Equipment 10 Year Asset Management Plan is attached (Appendix IPC: 8.1A).

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

	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
	Annual Transfer ( x \$1,000)										
2024/2025 LTFP	100	100	100	100	130	130	130	130	130	200	200
Draft 2025/2026 LTFP		100	100	100	130	130	130	130	130	200	200

**Budget – Whole of Life Cost**

Budgeted expenditure and reserve transfer requirements are included annually in the Recreation Centre Equipment 10 Year Asset Management Plan.

**Council Policy Compliance**

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

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Eaton Recreation Centre Equipment Asset Management Plan 2025/26 – 2034/35
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Adoption of this is required for funding of Recreation Services Equipment
	Service Interruption Supply of Equipment is required for the operation of the Centre

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Risk of negative community response if assets are not maintained or replaced when required.

***Officer Comment***

The Program has been reviewed to ensure gym cardio fitness equipment and gym strength equipment is replaced based on its estimated useful life, and includes equipment that is purchased outright or leased by Council. Officers’ have also reviewed the prices used in the Program to ensure they reflect the future estimated replacement cost.

END REPORT

8.2 Title: IT Asset Management Plan 2025/26 – 2034/35

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mrs Natalie Hopkins – Director Corporate & Governance
<b>Reporting Officer</b>	Mr Chris Murray - Manager Information Services
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix IPC: 8.2A – IT Asset Management Plan 2025/26 – 2034/35 Acquisition & Replacement Program Appendix IPC: 8.2B – Risk Assessment

**Overview**

The Committee is requested to consider and endorse the Annual Transfer to Reserve for Information Technology expenditure, together with the Information Technology Asset Management Plan 2025/26 -2034/35 together with the IT Equipment Replacement Program 2025/26 -2034/35, which has been updated as part of the annual review of the Long-Term Financial Plan and Corporate Business Plan.

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING**

**THAT the Integrated Planning Committee recommends that Council:**

- Adopts the following Annual Transfers to the Information Technology Reserve for the delivery of the 10 Year Information Technology Replacement and Upgrade Works Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer ( x \$1,000)									
2025/2026 Draft LTFP	350	350	375	375	375	400	425	425	500	500

- Endorses the 10-year Information Technology Asset Management Plan 2025/26-2034/35 inclusive of the acquisition and replacement program (Appendix IPC 8.2A).**

**Change to Officer Recommendation**

No Change. **OR:**

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

## **Background**

The document referred to as the IT AMP (Information Technology Asset Management Plan) is a 10 Year Program that summarises all maintenance, renewal, upgrade and new expenditure programmed for the Council's existing and proposed Information Technology Assets. The IT Asset Management Plan is reviewed annually and provides a structured acquisition and replacement program for the IT equipment, software systems and licences.

The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the expenditure. The 10 Year IT Replacement and Upgrade Works Program considers project priorities in line with the Shire of Dardanup Council Plan (CP).

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

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

- Enable the achievement of various strategies within the Shire of Dardanup Council Plan (CP).
- To maintain or improve the quality and effectiveness of information services and business systems provided by the Shire of Dardanup.
- To minimise the impact of organisational growth and systems development on the budget by planning and prioritising the various Information Technology and Systems initiatives; and
- To inform the Long-Term Financial Plan and support the Corporate Business Plan.
- Enable progression of the prioritised projects contained in the ICT Strategic Plan which include enabling elements for delivery of the Council Plan.

Year one of the Asset Management Plan will be incorporated into the 2025/26 Annual Budget.

## **Legal Implications**

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

### *Local Government (Administration) Regulations 2011*

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

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



**Council Plan**

- 13.1 - Adopt best practice governance.
- 13.2 - Manage the Shire’s resources responsibly.

**Environment** - None.

**Precedents**

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

**Budget Implications**

The information contained in the IT 10 Year Program will be used annually to update the Council’s Long Term Financial Plan, Corporate Business Plan and Annual Budget.

The following summary table from the IT 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.2A):

- Information Technology Expenditure Summary; and
- Information Technology Reserve Fund Balance.

Annual Transfer ( x \$1,000)	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Operating & Capital Expenditure	1,695	1,738	1,437	1,404	1,443	1,494	1,450	1,473	1,556	1,586	1,704
Reserve Fund Balance	751	555	527	500	449	354	367	393	383	445	413

A copy of the IT 10 Year Asset Management Plan Works Program is attached (Appendix IPC: 8.2A).

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

	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	<b>Annual Transfer ( x \$1,000)</b>										
2024/2025 LTFP	350	350	350	375	375	375	400	425	425	500	500
Draft 2025/2026 LTFP		350	350	375	375	375	400	425	425	500	500

**Budget – Whole of Life Cost**

Budgeted expenditure and reserve transfer requirements are included annually in the IT Asset Management Plan to enable the ongoing replacement of IT assets, software and infrastructure at the end of useful life. In recent years IT infrastructure and hardware items have been acquired as leased assets rather than purchased assets. Due to the administrative overhead of leasing, we have been transitioning back to a purchased model which involved a gradual phase out of leasing and only a relatively small amount of residual leased equipment remains.

**Council Policy Compliance**

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

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	IT Asset Management Plan 2025/26 – 2034/35
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial                      Adoption of this Item is required for funding of IS and IT services Service Interruption              Services of IT and IS dependent on adoption of IT Asset Management Plan Reputational                      Compromised Quality of IT and IS might affect the reputation of council in providing services.

**Officer Comment**

This year’s IT Asset Management Plan has again incorporated the ERP project, with this major IT project dominating IT and IS development and resources over the next term. The remaining hardware and software replacement and maintenance activities reflect the longer-term IT and IS requirements required to service the needs of the Council.

The Cyber security initiatives implemented including the Managed Cyber Security Service and the biennial penetration testing are key inclusions.

In addition to supporting the business to meet the day to day operational and organisational requirements, Information Services are focused on alignment with the priorities of the Council, the Executive and broader Shire business around:

- The Council Plan 2022 – 2032 (CP);
- The ICT Strategic Plan 2020-2030; and
- Information Services Operational requirements to service business need.

The specific and aligned key priorities for the next term include continuing the work on the ERP project that is replacing the aging and legacy SynergySoft system. Perfect Gym has been rolled out to the Eaton Recreation Centre and ongoing licensing will continue.

Information Services are key enablers of the required ICT systems, data, hardware and software that support the Shire in managing their business as usual and project-based activities in order to ensure timely service delivery to the rate payers and local community.

END REPORT

8.3 Title: Executive and Compliance Vehicle Asset Management Plan 2025/26 – 2034/35

<b>Reporting Department</b>
<b>Responsible Officer</b>
<b>Reporting Officer</b>
<b>Legislation</b>
<b>Council Role</b>
<b>Voting Requirement</b>
<b>Attachments</b>

*Corporate & Governance Directorate*  
*Mrs Natalie Hopkins – Director Corporate & Governance*  
*Mr Rehan Shahid - Manager Financial Services*  
*Mr Natalie Reid - Procurement Officer*  
*Local Government (Financial Management) Regulations 1996*  
*Executive/Strategic.*  
*Simple Majority.*  
*Appendix IPC: 8.3A - Asset Plan 2025/26 – 2034/35 – Executive and Compliance Vehicle Asset Management Plan*  
*Appendix IPC: 8.3B – Risk Assessment Tool*

**Overview**

The Integrated Planning Committee is requested to consider and endorse the Annual Transfer to Reserve for the Executive & Compliance Vehicle Asset Management Plan 2025/26 - 2034/35, together with the Executive & Compliance Vehicle Asset Management Plan and Vehicle Replacement Program 2025/26 – 2034/35, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING**

**THAT the Integrated Planning Committee recommends that Council:**

- Adopts the following Annual Transfers to the Executive & Compliance Vehicles Reserve for the delivery of the Compliance and Executive Vehicle 10 Year Replacement Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer ( x \$1,000)									
2025/2026 Draft LTFP	135	135	165	175	150	155	165	195	215	215

- Endorses the 10 year Executive & Compliance Vehicle Asset Management Plan 2025/26 - 2034/35 inclusive of the vehicle acquisition and replacement program (Appendix IPC: 8.3A).**

**Change to Officer Recommendation**

No Change. **OR:**

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

**Background**

The Executive & Compliance Vehicle 10 Year Asset Management Plan is reviewed annually and provides a structured acquisition and replacement program for the compliance and executive vehicles utilised by the Council’s office based staff. The Program covers the following:

1. Replacement of the Council’s existing vehicle fleet – vehicles are replaced at the optimal point in their serviceable life, the triggers being as adopted in Council Policy Exec CP203 – *Light Vehicle Fleet* as follows:

Vehicle Type	Replacement Triggers (whichever occurs first)	
	Age (years)	Odometer Reading (km)
Passenger Vehicles (Sedan/Wagon)	4 years	100,000 km
Light Commercial Vehicles (Utility)	5 years	125,000 km

2. Disposal of vehicles which are deemed surplus to requirements / or disposal within Council Policy CP203 guidelines; and
3. Acquisition of new vehicles where required for new positions.

The Program contains estimates of purchase and sales prices, together with recommended reserve transfers to fund changeovers and new purchases. The Program closely aligns with the Shire of Dardanup Workforce Plan. The Program has been reviewed in preparation for the 2025/26 Long Term Financial Plan and Corporate Business Plan process and is provided to Council for consideration and adoption. Year one of the Asset Management Plan will be incorporated into the 2025/26 Annual Budget.

**Legal Implications**

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

*Local Government (Administration) Regulations 1996, Part 5, Division 3, Regulation 19DA 19DA. Corporate business plans, requirements for (Act s. 5.56)*

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

**Council Plan**

- 13.1 - Adopt best practice governance.
- 13.2 - Manage the Shire’s resources responsibly.

**Environment** - None.

**Precedents**

Council reviews and adopts the 10 Year Program annually as detailed in the Executive and Compliance Vehicle Asset Management Plan, and when amendments are made to the Plan.

**Budget Implications**

The information contained in the Executive & Compliance Vehicle 10 Year Program will be used annually to update the Council’s Long Term Financial Plan, Corporate Business Plan and Annual Budget.

The following summary tables from the Draft 2025/26 Executive & Compliance Vehicle 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.3A):

- Vehicle Expenditure Summary;
- Sales Revenue Summary; and
- Executive & Compliance Vehicle Reserve Fund Balance.

Consolidated Summary	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Expenditure	490	47	98	112	835	124	83	234	739	320	92
Sales Revenue	233	23	39	56	346	62	0	106	353	141	46
Reserve Fund Balance	135	251	335	456	159	252	332	380	203	246	424

A complete copy of the Executive & Compliance Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 8.3A).

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

Annual Transfer ( x \$1,000)	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer ( x \$1,000)										
2024/2025 LTFP	120	135	135	165	175	175	175	175	195	215	
Draft 2025/2026 LTFP		135	135	165	175	150	155	165	195	215	215

**Budget – Whole of Life Cost**

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

**Council Policy Compliance**

Replacement triggers used are in accordance with Council Policy *Exec CP203 – Light Vehicle Fleet*.

Vehicle Type	Replacement Triggers (whichever occurs first)	
	Age (years)	Odometer Reading (km)
Passenger Vehicles (Sedan/Wagon)	4 years	100,000 km
Light Commercial Vehicles (Utility)	5 years	125,000 km

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

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Executive & Compliance Vehicle Asset Management Plan 2025/26 – 2034/35	
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	Health	Keeping the Council fleet updated ensures that vehicles have the latest emissions and safety controls fitted.
	Financial	Increased costs associated with maintenance and changeover prices if vehicles are not changed over in the changeover period.
	Service Interruption	Older vehicles breaking down, which leads to vehicles not being available to provide the required services to the community.
	Legal and Compliance	Council not being compliant with its own policies and associated Acts and Regulations.
	Reputational	Council staff not driving up to date quality vehicles may lead to reputational risk.
	Environmental	Keeping our fleet updated ensures that vehicles have the latest emission and an environmental controls fitted.

### **Officer Comment**

The Executive and Compliance Vehicle Asset Program has been updated to reflect the replacement costs of each vehicle, age of vehicle, current odometer readings and the timing of the vehicle replacement cycle.

At the Ordinary Council Meeting held 13<sup>th</sup> of December 2023 [OCM: 300-23], Council endorsed the *Light Vehicle Fleet Review 2023* which reflects the following changeover periods, which is reflected in Council Policy Exec CP203 – *Light Vehicle Fleet*:

- Passenger Vehicles (Compliance & Executive) 4 years or 100,000 km, whichever comes first
- Light Commercial Vehicles (Utilities) 5 years or 125,000 km, whichever comes first

These Draft 2025/26 Executive and Compliance Vehicle Asset Management Plan incorporates the changeover periods as identified in the Council endorsed *Light Vehicle Fleet Review 2023*. The next Light Vehicle Fleet Review is scheduled for 2025/26.

Employees who have been allocated a Motor Vehicle Allowance (i.e. an approved Employee Benefit Vehicle) is budgeted within the Salaries and Wages section of the budget and reflected in the draft 2025/26 Long Term Financial Plan. *Should an Employee negotiate a Motor Vehicle Allowance during the budget cycle, and amendment to the Salaries and Wages budget would be required.*

It should be noted that the sourcing of new vehicles still remains a moderate supply issue. That is, whilst the procurement process may commence in July each year, due to timing of the Request for Tenders and / or Quotation process, this may extend the changeover date to the following financial year.

Furthermore, the Executive and Compliance Reserve Balance remains positive throughout the 10 Year Plan.

END REPORT



8.4 Title: Plant and Vehicle Asset Management Plan 2025/26 – 2034/35

<b>Reporting Department</b>	Infrastructure Directorate
<b>Responsible Officer</b>	Mrs Natalie Hopkins – Director Corporate and Governance
<b>Reporting Officer</b>	Mr Theo Naudé - Director Infrastructure Mr Andre van der Merwe - Manager Operations
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix IPC: 8.4A – Plant & Vehicle AMP Appendix IPC: 8.4B- Risk Assessment

**Overview**

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Infrastructure Plant and Vehicle Asset Management Plan 2025/26 - 2034/35 (PVAMP), together with the Infrastructure Plant & Vehicle Asset Management Plan and Vehicle Replacement Program 2025/26 - 2034/35, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING**

**THAT the Integrated Planning Committee recommends that Council:**

- Adopts the following Annual Transfers to the Plant and Engineering Equipment Reserve for the delivery of the Infrastructure Plant and Vehicle 10 Year Replacement Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	<b>Annual Transfer ( x \$1,000)</b>									
2025/2026 Draft LTFP	276	315	355	355	355	385	410	415	554	673

- Endorses the 10 year Infrastructure Plant and Vehicle Asset Management Plan 2025/26 - 2034/35 acquisition and replacement program (Appendix IPC: 8.4A).**

**Change to Officer Recommendation**

No Change. **OR:**

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

## Background

The Infrastructure Plant & Vehicle Asset Management Plan is reviewed on an annual basis to provide a structured approach towards the replacement program for the Shire's Infrastructure plant and vehicles. Replacement of Councils existing vehicle fleet – vehicles replaced at the optimal point in their serviceable life, the triggers being as adopted by Council in Policy CP048 – *Plant & Vehicle Acquisitions and Disposal Policy*

Type	Replacement Triggers (whichever occurs first)		
	Age (years)	Odometer Reading (km)	Hour Meter Reading (hours)
Grader	10	-	8,000
Loader	8	-	8,000
Truck - Light	6	150,000	-
Truck - Medium	8	200,000	-
Ride on Mower	5	-	2,000
Tractor	8	-	5,000
Trailer - Heavy	15	-	-
Trailer - Light	10	-	-
Quad Bike	5	-	-
Backhoe Loader	7	-	5,000
Skid Steer loader	5	-	5,000
Road sweeper	8	-	8,000
Attachments	To be considered for changeover at time of the changeover of the corresponding plant/vehicle.		

## Legal Implications

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

*Local Government (Administration) Regulations 1996*

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

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

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

(b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*

(c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

## Council Plan

13.1 - Adopt best practice governance.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

**Environment** - None.

**Precedents**

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

**Budget Implications**

The information contained in the 10 Year Program will be used annually to develop Council’s Long Term Financial Plan, Corporate Business Plan and Annual Budget.

The following tables from the Infrastructure Plant & Vehicle 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.4A):

- Plant Expenditure Summary;
- Plant Revenue Summary; and
- Plant Reserve Fund Balance.

Annual Transfer ( x \$1,000)	Current Year 24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Expenditure	395	852	394	623	537	273	616	411	999	565	145
Sales Revenue	106	224	117	124	136	57	177	144	330	195	40
Reserve Fund Balance	596	255	292	146	96	227	170	307	52	226	790

A complete copy of the Infrastructure Plant & Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 8.4A);

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

	Current Year 24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
	Annual Transfer ( x \$1,000)										
2024/2025 LTFP	256	276	315	355	355	355	385	410	415	554	673
Draft 2025/2026 LTFP		276	315	355	355	355	385	410	415	554	673

**Budget – Whole of Life Cost**

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

**Council Policy Compliance**

Replacement triggers used in the 10 Year Program are in accordance with Policy *Infr CP048– Plant & Vehicle Acquisition and Disposal Policy*.

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

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Infrastructure Plant & Vehicle Asset Management Plan 2025/26 – 2034/35	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.
	Financial	Risk that assets are not acquired to meet demand or needs of the Shire.
	Service Interruption	Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.
	Reputational	Risk that customer levels of service are reduced or are not maintained to meet public expectation.

**Officer Comment**

The replacement of existing plant and vehicles has been scheduled in accordance with Council's Policy *Infr CP048 – Plant & Vehicle Acquisition and Disposal Policy*. This Policy was established and adopted by Council to ensure that the Shire's plant and vehicle fleet is replaced at an optimal time, striking a balance between lifecycle cost and serviceability for each class of plant and vehicle.

Officers therefore recommend that the Integrated Planning Committee endorse the annual Transfer to Reserve for the Plant & Vehicle Replacement Program in the PVAMP, together with the Infrastructure Plant & Vehicle 10 Year Asset Management Plan.

END REPORT

8.5 Title: Storm Water Program of Works 2025/26 – 2034/35

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
<b>Reporting Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Kristin McKeachie - Manager Assets</i>
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC: 8.5A – Stormwater Asset Management Plan Work Program 2025/26 - 2034/35</i> <i>Appendix IPC: 8.5B – Summary of Transfers 2025/26 – 2034/35</i> <i>Appendix IPC 8.5C – Risk Assessment</i>

**Overview**

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Program of Works – Storm Water 2025/26 - 2034/35, together with the Program of Works – Storm Water 2025/26 - 2034/35, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING**

**THAT the Integrated Planning Committee recommends that Council:**

- Adopts the following Annual Transfers to the Storm Water Reserve for the delivery of the 10 Year Storm Water Works Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	<b>Annual Transfer ( x \$1,000)</b>									
2025/2026 Draft LTFP	30	50	50	50	50	50	50	50	50	50

- Endorses the 10 year Storm Water Drainage Asset Management Plan 2025/26 - 2034/35 Works Program (Appendix IPC: 8.5A).**

**Change to Officer Recommendation**

No Change. **OR:**

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

## **Background**

Asset Management of Storm Water Drainage at the Shire of Dardanup is conducted in accordance with the requirements of the Western Australian Integrated Planning and Reporting Framework (the IPRF) and its associated Guidelines published by the Department of Local Government, Sport and Cultural Industries. The IPRF defines Asset Management documentation as 'Informing Strategies' that contribute to the development of a Strategic Community Plan and a Corporate Business Plan.

Under the IPRF two levels of Asset Management documentation are recommended for each asset type:

- The Asset Management Plan (the AMP) is a 4 Year Plan of Action which lays out Council's medium term intent for management of the asset, including its expectations relating to the Renewal, Upgrade, Replacement and eventual Disposal of its' assets;
- The Program of Works is an outcome of the application of the AMP. It is a 10 Year Schedule of specific proposed deliveries to meet the intent of the AMP, which is adjusted annually (as necessary) to meet the Local Governments' budgetary capacity.

This report deals with the financial implications of the Program of Works for Storm Water Drainage.

The document referred to as the Storm Water Drainage Program of Works is a 10 Year Program that summarises all renewal, upgrade and new works programmed for the Council's existing and proposed Storm Water Assets. The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The 10 Year Storm Water Asset Works Program considers project priorities in line with the Shire of Dardanup Council Plan (CP).

## **Legal Implications**

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

*Local Government (Administration) Regulations 1996*

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

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

## **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

**Precedents**

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

**Budget Implications**

The information contained in the 10 Year Works Program will be used annually to develop the Shire of Dardanup Corporate Business Plan.

The proposed annual reserve transfer for storm water has not changed from that adopted in the Long Term Financial Plan (LTFP) of 2024/25. A summary of the transfers is provided for in (Appendix IPC:8.5B).

The following summary tables from the Storm Water Drainage Program of Works 2025/26-2034/35 are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.5A):

- Storm Water Expenditure Summary; and
- Storm Water Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Expenditure	0	93	95	11	51	53	0	0	0	0	0
Reserve Fund Balance	187	125	80	120	119	116	167	218	269	320	371

A complete copy of the Draft Storm Water Drainage Program of Works 2025/26-2034/35 is attached (Appendix IPC: 8.5A).

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

	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
<b>Annual Transfer (x \$1,000)</b>											
2024/2025 LTFP	30	30	30	50	50	50	50	50	50	50	
Draft 2025/2026 LTFP		30	30	50	50	50	50	50	50	50	50

**Budget – Whole of Life Cost**

The purpose of the Storm Water Drainage Program of Works is to plan for the expansion, upgrade, renewal and maintenance of the Shire’s Stormwater assets and is essentially dealing with the full life cycle requirements of stormwater infrastructure.

Due to the extremely long useful life of stormwater infrastructure (up to 90 years), it is difficult to predict renewal required and most upgrade projects will involve some renewal.



**Council Policy Compliance**

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

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Stormwater Asset Management Plan 2025/26 – 2034/35	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the end of their useful lives.
	Financial	Risk that assets are not upgraded or created to meet demand.
	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.

**Officer Comment**

The proposed Storm Water Drainage Program of Works continues the work undertaken in preparation of the previously adopted 2025/26 Program.

In line with the reviews of the Roads and Buildings Asset Management Plans, it is proposed to commence a full review of the Storm Water Drainage Asset Management Plan in 2025/26. In order to facilitate this review, it is proposed to undertake an external Condition Assessment and Treatment Priority survey at all Shire of Dardanup storm water drainage systems, similar to the corresponding exercises previously conducted for Roads, Buildings and Paths & Trails.

It is expected that (once complete) the updated Asset Management Plan will require a full review of the Storm Water Drainage Program of Works. It is highly probable that outcomes of the proposed condition assessment and treatment prioritisation activities will result in additional future works proposals (in particular) for the years 2030/31 and beyond.

The current Storm Water Drainage Program of Works 2025/26 is therefore considered an interim Program intended to ensure continuity of delivery in the meantime.

END REPORT

**8.6** Title: Pathway Program of Works - 2025/26 – 2034/35

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Mr Kristin McKechie - Manager Assets</i> <i>Mr Theo Naudé - Director Infrastructure</i>
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC: 8.6A – Draft Program of Works – Paths 2025/26 – 2034/35</i> <i>Appendix IPC: 8.6B – Summary of Transfers - Draft Program of Works – Paths 2025/26 – 2034/35</i> <i>Appendix IPC: 8.6C – Proposed Project Location Maps – Draft Program of Works – Paths 2025/26 – 2034/35</i> <i>Appendix IPC 8.6D – Risk Assessment Tool – Draft Program of Works – Paths 2025/26 – 2034/35</i>

**Overview**

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Program of Works - Paths 2025/26 – 2034/35, together with the Program of Works – Paths 2025/26 – 2034/35.

The Draft Program of Works – Paths 2025/26 – 2034/35 has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. The Draft Program of Works – Paths 2025/26 – 2034/35 in line with the revised Asset Management Plan (Paths and Trails) adopted by Council at the Ordinary Council Meeting of 18<sup>th</sup> of December 2024 (OCM: 311-24).

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING**

**THAT the Integrated Planning Committee recommends that Council:**

- Adopts the following Annual Transfers to the Pathways Reserve for the delivery of the 10 Year Pathways Works Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	150	200	200	200	200	200	200	250	200	200

- Endorses the 10 year Program of Works – Paths 2025/26 – 2034/35 (Appendix IPC: 8.6A).**

***Change to Officer Recommendation***

No Change. **OR:**

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

## **Background**

Asset Management of Pathways at the Shire of Dardanup is conducted in accordance with the requirements of the Western Australian Integrated Planning and Reporting Framework (the IPRF) and its associated Guidelines published by the Department of Local Government, Sport and Cultural Industries. The IPRF defines Asset Management documentation as 'Informing Strategies' that contribute to the development of a Strategic Community Plan and a Corporate Business Plan.

Under the IPRF two levels of Asset Management documentation are recommended for each asset type:

- The Asset Management Plan (the AMP) is a 4 Year Plan of Action which lays out Council's medium term intent for management of the asset, including its expectations relating to the Renewal, Upgrade, Replacement and eventual Disposal of its' assets;
- The Program of Works is an outcome of the application of the AMP. It is a 10 Year Schedule of specific proposed deliveries to meet the intent of the AMP, which is adjusted annually (as necessary) to meet the Local Governments' budgetary capacity.

This report deals with the financial implications of the Program of Works for Pathways.

The document referred to as the Pathways Program of Works is a 10 Year Program that summarises all renewal, upgrade and new works programmed for the Council's existing and proposed Pathways Assets. The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The 10 Year Pathways Asset Works Program considers project priorities in line with the Shire of Dardanup Council Plan (CP).

## **Legal Implications**

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

*Local Government (Administration) Regulations 1996*

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

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

## **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

**Precedents**

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

Council adopted an updated Asset Management Plan (Paths and Trails) at the Ordinary Council Meeting of 18<sup>th</sup> of December 2024 (OCM 311-24).

**Budget Implications**

The information contained in the 10 Year Works Program will be used annually to develop the Shire of Dardanup Corporate Business Plan.

The detail of the proposed works to be carried out in the Draft Program of Works – Paths 2025/26 – 2034/35 has altered in line with the recommendations of the revised Asset Management Plan (Paths and Trails) adopted by Council at the Ordinary Council Meeting of 18<sup>th</sup> of December 2024 (OCM 311-24). However, the proposed annual reserve transfer for pathways has not changed from that adopted in the Long Term Financial Plan (LTFP) of 2024/25. A summary of the transfers is provided for in (Appendix IPC: 8.6B).

The following summary tables from the 2025/26 Draft 10 Year Program of Works - Paths are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.6B):

- Pathways Expenditure Summary; and
- Pathways Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Expenditure	235	165	183	141	264	235	180	254	248	169	249
Reserve Fund Balance	147	151	194	265	216	188	213	165	171	226	183

A complete copy of the Draft 10 Year Program of Works - Paths is attached (Appendix IPC: 8.6A). The draft proposed project location maps can be found in (Appendix IPC: 8.6C)

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

	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Annual Transfer (x \$1,000)											
2024/2025 LTFP	150	150	200	200	200	200	200	200	250	200	200
Draft 2025/2026 LTFP		150	200	200	200	200	200	200	250	200	200

**Budget – Whole of Life Cost**

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

**Council Policy Compliance**

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

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Program of Works – Paths 2025/26 – 2034/35
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Risk that assets are not renewed at the end of their useful lives. Risk that assets are not upgraded or created to meet demand. Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.

**Officer Comment**

Works Program planning and delivery involves a holistic and team approach as it considers not only strategic, asset management and financial decisions but also infrastructure planning and delivery while considering contractual, funding providers and community expectations.

The Draft Program of Works – Paths 2025/26 – 2034/35 has been completely revised in line with the Asset Management Plan (Paths and Trails) adopted by Council at the Ordinary Council Meeting of 18<sup>th</sup> of December 2024 (OCM 311-24).

As foreshadowed in the previous (2024/25) IPC Report to Council (*Item 8.13 – Draft Pathways Program of Works 2024\_25 - 2033\_34, March 2024*), significant changes in the Program have occurred at a detail level because of the outcomes of the updated Asset Management Plan investigations. However, costs have been controlled to remain in line with previous Council direction regarding annual transfers to Reserves.

It is not expected that significant future adjustment of this scale will be required for at least the useful life of the updated Asset Management Plan (4 Years).

END REPORT

**8.7** *Title: Draft Program of Works – Parks and Reserves 2025/26 – 2034/35*

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
<b>Reporting Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Kristin McKeachie - Manager Assets</i>
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC 8.7A – Draft Program of Works - Parks &amp; Reserves 2025/26 – 2034/35</i> <i>Appendix IPC 8.7B – Summary of Transfers – Draft Program of Works - Parks &amp; Reserves 2025/26 – 2034/35</i> <i>Appendix IPC 8.7C - Risk Assessment Tool – Draft Program of Works - Parks &amp; Reserves 2025/26 – 2034/35</i>

**Overview**

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Parks and Reserves Program of Works 2025/26 – 2034/35, together with the Parks and Reserves Program of Works 2025/26 – 2034/35, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING**

**THAT the Integrated Planning Committee recommends that Council:**

- Adopts the following Annual Transfers to the Parks & Reserves Upgrades Reserve for the delivery of the 10 Year Road Works Program:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	350	400	250	250	250	250	250	250	250	250

**Change to Officer Recommendation**

No Change. **OR:**

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



## **Background**

Asset Management of Parks and Reserves at the Shire of Dardanup is conducted in accordance with the requirements of the Western Australian Integrated Planning and Reporting Framework (the IPRF) and its associated Guidelines published by the Department of Local Government, Sport and Cultural Industries. The IPRF defines Asset Management documentation as 'Informing Strategies' that contribute to the development of a Strategic Community Plan and a Corporate Business Plan.

Under the IPRF two levels of Asset Management documentation are recommended for each asset type:

- The Asset Management Plan (the AMP) is a 4 Year Plan of Action which lays out Council's medium term intent for management of the asset, including its expectations relating to the Renewal, Upgrade, Replacement and eventual Disposal of its' assets;
- The Program of Works is an outcome of the application of the AMP. It is a 10 Year Schedule of specific proposed deliveries to meet the intent of the AMP, which is adjusted annually (as necessary) to meet the Local Governments' budgetary capacity.

This report deals with the financial implications of the Program of Works for Parks and Reserves.

The document referred to as the Road Program of Works is a 10 Year Program that summarises all renewal, upgrade and new works programmed for the Council's existing and proposed Road Assets. The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The 10 Year Road Asset Program of Works considers project priorities in line with the Shire of Dardanup Council Plan (CP).

## **Legal Implications**

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

*Local Government (Administration) Regulations 1996*

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

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

## **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

**Precedents**

Council adopts the 10 Year Program of Works annually and the Parks and Reserves Asset Management Plan as and when updated.

**Budget Implications**

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

The proposed annual reserve transfer for Parks and Reserves has changed from that adopted in the Long Term Financial Plan (LTFP) of 2024/25. A summary of the transfers is provided for in (Appendix IPC: 8.7B). The reasons for the changes are primarily associated with the removal of the capital element of the Eaton Landscaping Specified Area Rate from 2024/25 and a corresponding increase to the Parks and Reserves Upgrade Reserve, with further program changes discussed in the Officer Comments section of this report.

The following summary tables from the 2025/26 Parks & Reserves Program of Works are provided within the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.7A):

- Parks & Reserves Expenditure Summary; and
- Parks & Reserves Upgrades Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Expenditure	70	1,480	757	187	71	197	138	207	212	217	83
Reserve Fund Balance	398	234	50	113	292	347	460	505	546	581	751

A complete copy of the Parks & Reserves Upgrades 10 Year Asset Management Plan is attached (Appendix IPC: 8.7A).

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

	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)										
2024/2025 LTFP	350	350	400	250	250	250	250	250	250	250	
Draft 2025/2026 LTFP		350	400	250	250	250	250	250	250	250	250

**Budget – Whole of Life Cost**

The purpose of the Parks & Reserves Program of Works is to plan for the upgrade, renewal and maintenance of the Council’s parks and reserves and is essentially dealing with the full life cycle requirements of parks furniture, equipment and treatments.

**Council Policy Compliance**

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

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Parks & Reserves Asset Management Plan 2025/26 – 2034/35
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Risk that assets are not renewed at the end of their useful lives. Financial Risk that assets are not upgraded or created to meet demand. Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.

**Officer Comment**

The proposed Parks & Reserves Program of Works 2025/26 continues the work undertaken in preparation of the previously adopted 2024/25 Program.

The major proposed changes to the first four years of the Draft 10 Year Parks and Reserves Expansion & Upgrade Program are as follows:

Park Name	Asset Activity	2024/25 PROGRAM		2025/26 PROGRAM		Comments
Garry Engel Park	New Leederville Bore			2025	\$330,000	New Item
Burekup Reserve	Design & Construct new Skate Park			2025	\$900,000	New Item  1/3 External Grant Funding (Lotteries West) assumed.  Shire Co-contribution to be funded from 'Cash-in-Lieu of PoS' Trust funds plus Reserves

With respect to the Burekup Skate Park proposal it should be noted that, unless the assumed 1/3<sup>rd</sup> external grant funding is forthcoming, delivery of this item will not be possible within the currently forecast Reserve balance. Should Council wish to proceed with this proposal under those circumstances, then additional funding allocation will be required from other sources.

In line with the reviews of the Roads and Buildings Asset Management Plans, it is proposed to undertake a full review of the Parks and Reserves Asset Management Plan in 2025/26. In order to facilitate this review, it is proposed to undertake an external Condition Assessment and Treatment Priority survey at all Shire of Dardanup parks and reserves, similar to the corresponding exercises conducted for Roads, Buildings and Paths & Trails.

It is expected that (once complete) the updated Asset Management Plan will require a full review of the Program of Works - Parks and Reserves.

The current Program of Works - Parks & Reserves 2025/26 is therefore considered an interim Program intended to ensure continuity of delivery in the meantime.

END REPORT

**8.8** *Title: Buildings Program of Works 2025/26 – 2034/35*

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
<b>Reporting Officer</b>	<i>Mr Kristin McKechie - Manager Assets</i> <i>Mr Theo Naudé - Director Infrastructure</i>
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC: 8.8A – Draft Program of Works – Buildings 2025/26 – 2034/35</i> <i>Appendix IPC: 8.8B – Summary of Transfers 2025/26 – 2034/35</i> <i>Appendix IPC: 8.8C – Risk Assessment Tool– Draft Program of Works – Buildings 2025/26 – 2034/35</i>

**Overview**

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Program of Works – Buildings 2025/26 – 2034/35, together with the Program of Works – Buildings 2025/26 – 2034/35, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

The updated Program of Works – Buildings 2025/26 – 2034/35 has been prepared in line with the recommendations of the updated Asset Management Plan (Buildings), adopted by Council at the Ordinary Council Meeting of 03 March 2024 (OCM 60-24).

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING**

**THAT the Integrated Planning Committee recommends that Council:**

- Adopts the following Annual Transfers to the Building Maintenance Reserve for the delivery of the 10 Year Program of Works – Buildings 2025/26 – 2034/35, to be incorporated into the draft 2025/26-2034/35 Long Term Financial Plan:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	<b>Annual Transfer (x \$1,000)</b>									
2025/2026 Draft LTFP	400	400	400	400	400	450	450	450	450	450

- Endorses the 10 year the 10 Year Program of Works – Buildings 2025/26 – 2034/35 (Appendix IPC: 8.8A).**

***Change to Officer Recommendation***

No Change. **OR:**

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

## **Background**

Asset Management of Buildings at the Shire of Dardanup is conducted in accordance with the requirements of the Western Australian Integrated Planning and Reporting Framework (the IPRF) and its associated Guidelines published by the Department of Local Government, Sport and Cultural Industries. The IPRF defines Asset Management documentation as 'Informing Strategies' that contribute to the development of a Strategic Community Plan and a Corporate Business Plan.

Under the IPRF two levels of Asset Management documentation are recommended for each asset type:

- The Asset Management Plan (the AMP) is a 4 Year Plan of Action which lays out Council's medium term intent for management of the asset, including its expectations relating to the Renewal, Upgrade, Replacement and eventual Disposal of its' assets;
- The Program of Works is an outcome of the application of the AMP. It is a 10 Year Schedule of specific proposed deliveries to meet the intent of the AMP, which is adjusted annually (as necessary) to meet the Local Governments' budgetary capacity.

This report deals with the financial implications of the Program of Works for Buildings.

The document referred to as the Buildings Program of Works is a 10 Year Program that summarises all renewal, upgrade and new works programmed for the Council's existing and proposed Building Assets. The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The 10 Year Building Asset Works Program considers project priorities in line with the Shire of Dardanup Council Plan (CP).

## **Legal Implications**

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

*Local Government (Administration) Regulations 1996*

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

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

## **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

**Precedents**

Council reviews and adopts the 10 Year Program annually and the Buildings Program of Works as and when amendments are made.

Council adopted an updated Asset Management Plan (Buildings) at the Ordinary Council Meeting of 03 March 2024 (OCM 60-24).

**Budget Implications**

The information contained in the 10 Year Buildings Program of Works will be used annually to develop the 10 year Long Term Financial Plan and Corporate Business Plan.

The proposed annual reserve transfer for buildings has changed from that adopted in the Long Term Financial Plan (LTFP) of 2024/25. A summary of the transfers is provided for in (Appendix IPC: 8.8B). The reasons for the changes are discussed in the Officer Comments section of this report.

The following summary tables from the Draft Program of Works – Buildings 2025/26 – 2034/35 are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.8A):

- Building Expenditure Summary; and
- Building Maintenance Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Expenditure	246	1,712	353	503	403	269	1,211	453	571	1,041	960
Reserve Fund Balance	1,420	637	819	884	1,027	1,327	809	951	1,007	674	389

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

	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	<b>Annual Transfer (x \$1,000)</b>										
2024/2025 LTFP	630	100	100	300	300	300	300	300	300	200	
Draft 2025/2026 LTFP		400	400	400	400	400	450	450	450	450	450

**Budget – Whole of Life Cost**

The purpose of the Program of Works – Buildings is to plan for the construction of new buildings and the upgrade, renewal, disposal and maintenance of the Council’s existing buildings and is essentially dealing with the whole of life requirements.

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



**Council Policy Compliance**

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

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Building Program of Works 2025/26 – 2034/35	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the end of their useful lives.
	Reputational	Risk that assets are not upgraded or created to meet demand. Risk that customer levels of service are reduced or maintained to meet public expectation.
	Service Interruption	Risk to service for public buildings if assets are not renewed or maintained to an operational standard
	Legal & Compliance	Possible damages claims against the Council if there is injury due to buildings not being maintained.

**Officer Comment**

Works Program planning and delivery involves a holistic and team approach, as it considers not only strategic, asset management and financial decisions but also infrastructure planning and delivery while considering contractual, funding providers and community expectations.

**Review of the Buildings Asset Management Plan**

The proposed 10 Year Program of Works – Buildings 2025/26 – 2034/35 represents a significant change over previous years.

Council was advised during a workshop held on the 12<sup>th</sup> of February 2025 that advice received from the Shire’s Auditors indicated that works which had been reported in previous Programs of Works as being of a Capital nature could no longer be treated in this fashion. These works (primarily periodic treatments such as painting), while recognised as being for the purposes of Preservation of the asset must now be reported as Operational expenditure.

This change is driven (in part) due to the level of asset componentisation recorded in the Shire's Financial Asset Register. Asset Componentization is an accounting approach that involves breaking down assets into identifiable components with different useful lives, treating them as separate entities for depreciation.

Since the Shire's financial asset register does not record some items (such as paint) separate from the parent asset (the Building), costs cannot be separately apportioned to the paint as a Capital expense.

As a result of the above advice, the Shire has taken steps to identify all proposed future works that might be affected by this change in treatment. All such costs will now be reported and tracked as 'Major Maintenance'. The Shire's Budget proforma has previously made allowance for this category of works in 'Appendix D'.

Due to the large number of individual items affected, and their Non-Capital nature going forward, these tasks will no longer appear as line items in the Program of Works – Buildings. However, costs for these tasks will continue to be funded through the Building Maintenance Reserve.

### **Bush Fire Buildings**

As a result of investigations carried out to isolate tasks to be reported as 'Major Maintenance' going forward, a significant backlog of undelivered works at Bush Fire Buildings was identified. These tasks were previously thought to be funded by the Department of Fire and Emergency Services (DFES) through the Local Government Grant Scheme (LGGS).

Investigation has shown that this is not the case, except by agreement following application. The Shire has not previously been in a position to justify a case for increased allocation for Maintenance of Buildings under the LGGS.

Section 2.4 of the LGGS Expenditure Framework for Capital and Operating Grants makes provision for the 'maintenance of buildings' under Class 1 'Brigade/Unit Operating Costs'. However, it is not clear from the Manual exactly what type(s) of 'maintenance of buildings' that classification covers and what (if any) of the additional costs that the Shire has identified can be recovered through the Grant.

The Shire is in the process of applying to DFES for additional support under this Classification. Absent such additional funding support, the Shire will be unable to systematically address the identified backlog and will continue to maintain these building via ad-hoc reactive maintenance practices.

In summary, the proposed draft 2025/26 Buildings Program of Works is considered a rational and reasonable programme, balancing Council's building project priorities and funding resources. The program delivers maintenance, upgrades and renewals of existing assets as priorities, and addresses shortfalls in maintenance delivery where possible.

END REPORT

**8.9** *Title: Road Program of Works 2025/26 – 2034/35*

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
<b>Reporting Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Kristin McKeachie - Manager Assets</i>
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC: 8.9A – Draft Program of Works – Roads 2025/26 - 2034/35</i> <i>Appendix IPC: 8.9B - Summary of Transfers - Draft Program of Works – Roads 2025/26 - 2034/35</i> <i>Appendix IPC: 8.9C – Location Maps - Draft Program of Works – Roads 2025/26 - 2034/35</i> <i>Appendix IPC: 8.9D – Risk Assessment Tool - Draft Program of Works – Roads 2025/26 - 2034/35</i>

**Overview**

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Road Program of Works 2025/26 - 2034/35, together with the Draft Program of Works - Roads 2025/26 - 2034/35, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

The updated Program of Works – Roads 2025/26 – 2034/35 has been prepared in line with the recommendations of the updated Asset Management Plan (Roads), adopted by Council at the Ordinary Council Meeting of 3<sup>rd</sup> of March 2024 (OCM 60-24).

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING**

**THAT the Integrated Planning Committee recommends that Council:**

- Adopts the following Annual Transfers to the Road Construction & Major Maintenance Reserve for the delivery of the 10 Year Road Works Program 2025/26-2034/35, to be incorporated into the draft 2025/26-2034/35 Long Term Financial Plan:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	35-36
	Annual Transfer (x \$1,000)									
2025/26 Draft LTFP	*(300)	250	500	750	800	900	1,000	1,050	1,000	1,000

\* Note: Negative transfer in 2025/26 represents transfer of \$300k from the Road Construction and Maintenance Reserve to Buildings Construction and Maintenance Reserve. Increased transfer to Buildings Construction and Maintenance Reserve is shown in the Summary of Transfers – Buildings (see Appendix IPC 8.8B – Summary of Transfers – Draft Program of Works – Buildings 2025\_26 - 2034\_35)

- Endorses the 10 year Program of Works - Roads 2025/26-2034/35 (Appendix IPC: 8.9A).**

***Change to Officer Recommendation***

No Change. **OR:**

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

## **Background**

Asset Management of Roads at the Shire of Dardanup is conducted in accordance with the requirements of the Western Australian Integrated Planning and Reporting Framework (the IPRF) and its associated Guidelines published by the Department of Local Government, Sport and Cultural Industries. The IPRF defines Asset Management documentation as 'Informing Strategies' that contribute to the development of a Strategic Community Plan and a Corporate Business Plan.

Under the IPRF two levels of Asset Management documentation are recommended for each asset type:

- The Asset Management Plan (the AMP) is a 4 Year Plan of Action which lays out Council's medium term intent for management of the asset, including its expectations relating to the Renewal, Upgrade, Replacement and eventual Disposal of its' assets;
- The Program of Works is an outcome of the application of the AMP. It is a 10 Year Schedule of specific proposed deliveries to meet the intent of the AMP, which is adjusted annually (as necessary) to meet the Local Governments' budgetary capacity.

This report deals with the financial implications of the Program of Works for Roads.

The document referred to as the Program of Works is a 10 Year Program that summarises all renewal, upgrade and new works programmed for the Council's existing and proposed Road Assets. The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The 10 Year Program of Works considers project priorities in line with the Shire of Dardanup Council Plan (CP).

## **Legal Implications**

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

### *Local Government (Administration) Regulations 1996*

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

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

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

*(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*

*(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

## **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment**

Project costs are reviewed to ensure sufficient funding is available to address environmental approvals and considerations.

**Precedents**

Council reviews and adopts the 10 Year Program annually and the Buildings Program of Works as and when amendments are made.

Council adopted an updated Asset Management Plan (Roads) at the Ordinary Council Meeting of 3<sup>rd</sup> of March 2024 (OCM 60-24).

**Budget Implications**

The information contained in the 10 Year Program of Works - Roads will be used to develop the 10 year Long Term Financial Plan and Corporate Business Plan.

The proposed annual reserve transfer for roads has changed from that adopted in the Long Term Financial Plan (LTFP) of 2024-2025. A summary of the transfers is provided for in (Appendix IPC: 8.9B). The reasons for the changes are discussed in the Officer Comments section of this report.

The following summary tables from the Draft Program of Works - Roads 2025/26 - 2034/35 are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.9B):

- Road Expenditure Summary; and
- Road Construction & Maintenance Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Expenditure	2,277	1,321	1,522	2,017	1,723	2,060	2,110	2,093	2,276	1,803	1,889
Reserve Fund Balance	1,473	937	883	782	801	816	784	1053	587	550	364

A complete copy of the Road 10 Year Program of Works - Roads is attached (Appendix IPC: 8.9A).

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

	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Annual Transfer (x \$1,000)											
2024/2025 LTFP	0	0	550	550	800	900	1,000	1,100	1,150	1,000	
Draft 2025/2026 LTFP		* (300)	250	500	750	800	900	1,000	1,050	1,000	1,000

*\* Note: Negative transfer in 2025/26 represents transfer of \$300k from the Road Construction and Maintenance Reserve to Buildings Construction and Maintenance Reserve. Increased transfer to Buildings Construction and Maintenance Reserve is shown in the Summary of Transfers – Buildings (see Appendix IPC 8.8B – Summary of Transfers – Draft Program of Works – Buildings 2025 26 - 2034 35)*

**Budget – Whole of Life Cost**

The purpose of the Road Asset Management Plan is to plan for the expansion, upgrade, renewal and maintenance of the Shire’s asset networks and is essentially dealing with the full life cycle requirements of infrastructure.

The Roads Program of Works is takes into consideration functional hierarchy, usage and operational performance of roads to ensure that the road assets remain viable and sustainable.

**Council Policy Compliance**

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

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Roads Program of Works 2025/26 - 2034/35
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Risk that assets are not renewed at the end of their useful lives.

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

**Officer Comment**

Works Program planning and delivery involves a holistic and team approach as it considers not only strategic, asset management and financial decisions but also infrastructure planning and delivery while considering contractual, funding providers and community expectations.

**Review of the Roads Asset Management Plan**

The proposed 10 Year Road Program of Works 2025/25-2034/35 represents a significant change over previous years.

The Draft Program of Works – Roads 2025/26 – 2034/35 has been reviewed in line with the Asset Management Plan (Roads) adopted by Council at the Ordinary Council Meeting of 03 March 2024 (CR 60-24).

The Draft Program of Works - Roads 2025/26-2034/35 allows for completion of already commenced, Grant funded, projects and delivery of recent Council Decisions related to necessary Upgrades. All subsequent Years of the Program of Works have been amended to allow for a greater volume of Renewals works as recommended by the revised Asset Management Plan (Roads) 2024 – 2028.

**Review of Cost Estimates for Proposed Projects**

In order to reduce the potential for budget overruns or contract shortfalls, it is considered imperative that estimated budgets for future Works are as accurate as possible and are based upon the best information available. Recent changes across the construction industry in general have resulted in significant fluctuations in prices received.

The estimated costs of all proposed Works in the proposed 2025/26 Program of Works have therefore been re-calculated based upon Unit Rates derived from recently completed projects, updated with reported CPI adjustments.

In addition, the escalation factors used to forecast future costs for Works beyond Year One of the Program have been re-calculated based upon the most recent inflation forecast data available from the Australian Bureau of Statistics (ABS).

**5 Year Roads Funding Program**

The Shire of Dardanup was advised by the Minister for Infrastructure, Transport, Regional Development and Local Government, and the Minister for Regional Development, Local Government and Territories, of its funding allocation under the Roads to Recovery (RTR) Program for the period 1 July 2024 to 30 June 2029. Over that period, the Shire is eligible to receive (up to) \$2,780,888 upon application for use on eligible projects.

In addition to the above funding source, the Shire seeks annual contributions from the State for Regional Roads Group (RRG) eligible projects and State and Federal funds for Black Spot treatments.



Initial allocation of prospective Grant funds revenue (pending approval of Draft Program by Council and confirmation of Grant Applications from Grant Providers) over the first five years of the Draft Program of Works - Roads 2025/26-2034/35 is as follows:

Year	Road Name	RRG	Black Spot (State or Federal)	RTR
2024 (Carry Over)	BUSHER ROAD	294,000		131,831
	EATON DRIVE	1,520,000		316,000
2025	EATON DRIVE RIGHT			33,899
	GARVEY ROAD			113,000
	GLENHUON BOULEVARD			289,487
	HAMILTON ROAD	89,500		
	HENTY ROAD		184,716	
	MARTIN PELUSEY ROAD	106,000		54,500
	MOORE ROAD	119,000		61,000
2026	DARDANUP WEST ROAD			209,000
	DOWDELLS LINE	122,570		
	EATON DRIVE LEFT	88,000		44,000
	EATON DRIVE RIGHT	224,000		112,000
	GARVEY ROAD			113,000
	HAMILTON ROAD	166,000		51,000
	HYNES ROAD	52,000		28,500
2027	DARDANUP WEST ROAD			81,500
	DOWDELLS LINE	390,000		197,700
	EATON DRIVE RIGHT	324,000		162,500
	FERGUSON ROAD	108,000		
2028	BANKSIA ROAD	27,000		
	CHARTERHOUSE STREET			142,000
	DOWDELLS LINE	142,110		52,000
	EATON DRIVE LEFT	11,000		
	FERGUSON ROAD	113,000		55,000
	GOLDING CRESCENT			173,263
	MARTIN PELUSEY ROAD	17,000		
	PRATT ROAD			235,000
2029*	DOWDELLS LINE	294,000		148,000
	EATON DRIVE LEFT	110,000		
	EATON DRIVE RIGHT	16,000		
	FERGUSON ROAD	148,000		76,000
	HALE STREET			249,500
	HAMILTON ROAD	34,000		
	HAYWARD STREET			33,000
	HYNES ROAD	88,000		46,000
	MOORE ROAD	50,000		
<b>Grand Total</b>		<b>4,653,180</b>	<b>184,716</b>	<b>3,328,983</b>

\* Note: RTR allocation for FYE 2029 assumes continuation of RTR program beyond the currently announced Program Window.

**Bunbury Outer Ring Road**

It is anticipated that the Bunbury Outer Ring Road project will continue to see works being done to Shire roads until (approximately) the end of the second quarter of 2025. The following works remain outstanding as of March 2025:

Local road name	Works start	Upgrade
Golding Crescent	2021	New roundabout and re-alignment
Martin-Pelusey Road	2022	Upgraded tie-in to SLK Golding Crescent
Harris Road	2022	Upgrade works for BORR
Wireless Road	2022	Upgrade works for BORR
Waterloo Road	2022	Upgrade works for BORR

Traffic redirection around the BORR during financial year 2024/25 caused significant damage to Dowdells Line, which increased the usual numbers, and types of vehicles on that road. The Shire was able to secure assistance from both the South West Gateway Alliance (SWGA) and the RRG to carry out emergency repairs to Dowdells Line during 2024/25.

However, while the BORR completion works are still ongoing, there can be no guarantee that further damage may not occur to this or other Shire roads. Officers therefore recommend retention of the prior allocation of \$50,000 in 2025/2026 for works that might result from the BORR activities or from urgent works required due to the BORR detour roads that will be taking more traffic than they were intended for.

**First four years of the 10 Year Road Asset Program of Works 2025/26-2034/35**

The first four years of the 10 Year Road Asset Program of Works 2025/26-2034/35 including 2024/25 Carry Over Projects) are listed below:

Road Name	Budget Reporting Classification	Design Description	Budget Year
BORR - impacted Local Roads	Road Reconstruction	SPECIFIC DESIGN: Various Repairs as Required	2024/25
BUSHER ROAD	Road Reconstruction	SPECIFIC DESIGN: Intersection Upgrade in Accordance with Road Safety Audit	2024/25
GOLDING CRESCENT	Road Reconstruction	SPECIFIC DESIGN: Golding Crescent and Delmarco Drive Intersection upgrade.	2024/25
EATON DRIVE (2880)	Road Reconstruction	SPECIFIC DESIGN: Signalised intersection at Glen Huon Boulevard	2024/25
EATON DRIVE (2880)	Road Reconstruction	SPECIFIC DESIGN: Intersection improvements to Hands Avenue/Eaton Drive Intersection.	2024/25

MARTIN PELUSEY ROAD	Asphalt Reseals	Reseal (Asphalt)	2025/26
MOORE ROAD	Asphalt Reseals	Reseal (Asphalt) Replace Kerb: Left = 0m; Right = 51m	2025/26
SCOTT STREET	Asphalt Reseals	Reseal (Asphalt)	2025/26
HAMILTON ROAD	Asphalt Reseals	Reseal (Asphalt)	2025/26
HAMILTON ROAD	Asphalt Reseals	Reseal (Asphalt)	2025/26
GLENHUON BOULEVARD	Asphalt Reseals	Reseal (Asphalt)	2025/26
EATON DRIVE RIGHT	Asphalt Reseals	DESIGN FOR: Rehabilitation (Asphalt)	2025/26
GARVEY ROAD	Bitumen Reseals	Reseal (Bitumen)	2025/26
BUREKUP ENTRANCE	Bitumen Reseals	Reseal (Bitumen) Replace Kerb: Left = 7m; Right = 7m	2025/26
EATON DRIVE RIGHT	Bitumen Reseals	DESIGN FOR: Rehabilitation (Asphalt)	2025/26
HENTY ROAD	Road Reconstruction	SPECIFIC DESIGN: Pavement Widening (Various Locations)	2025/26
HAMILTON ROAD	Road Reconstruction	DESIGN FOR: Reconstruction (Bitumen)	2025/26
HAMILTON ROAD	Road Reconstruction	SPECIFIC DESIGN: Anne Street Left Out (Construction)	2025/26
COUNCIL DRIVE	Road Reconstruction	SPECIFIC DESIGN: Council Drive Kerb rectification	2025/26
HYNES ROAD	Asphalt Reseals	Reseal (Asphalt)	2026/27
MILLARD STREET	Asphalt Reseals	Reseal (Asphalt)	2026/27
MILLARD STREET	Asphalt Reseals	Reseal (Asphalt)	2026/27
MILLARD STREET	Asphalt Reseals	Reseal (Asphalt)	2026/27
HAMILTON ROAD	Asphalt Reseals	Reseal (Asphalt)	2026/27
ABE COURT	Asphalt Reseals	Reseal (Asphalt)	2026/27
VELVET GROVE	Asphalt Reseals	Reseal (Asphalt)	2026/27
LUSITANO AVENUE	Asphalt Reseals	Reseal (Asphalt)	2026/27
EATON DRIVE LEFT	Asphalt Reseals	Reseal (Asphalt)	2026/27
DOWDELLS LINE	Bitumen Reseals	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
GARVEY ROAD	Bitumen Reseals	Reseal (Bitumen)	2026/27
DARDANUP WEST ROAD	Bitumen Reseals	Reseal (Bitumen)	2026/27
DARDANUP WEST ROAD	Bitumen Reseals	Reseal (Bitumen)	2026/27
TANK STREET	Gravel Resheets	Gravel Re-sheeting	2026/27

DOWDELLS LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
DOWDELLS LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Asphalt)	2026/27
DOWDELLS LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
DOWDELLS LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
OFFER ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
OFFER ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
OFFER ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
DARDANUP WEST ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
HAMILTON ROAD	Road Reconstruction	Reconstruction (Bitumen)	2026/27
EATON DRIVE RIGHT	Road Reconstruction	Rehabilitation (Asphalt)	2026/27
RECREATION ROAD		DESIGN FOR: Rehabilitation (Bitumen)	2026/27
DOWDELLS LINE		DESIGN FOR: Reconstruction (Bitumen)	2026/27
DIADEM STREET	Asphalt Reseals	Reseal (Asphalt)	2027/28
MURDOCH CRESCENT	Asphalt Reseals	Reseal (Asphalt)	2027/28
FERGUSON ROAD	Bitumen Reseals	Reseal (Bitumen)	2027/28
WELLINGTON MILL ROAD	Bitumen Reseals	Reseal (Bitumen)	2027/28
WELLINGTON MILL ROAD	Bitumen Reseals	Reseal (Bitumen)	2027/28
JOSHUA BROOK ROAD	Gravel Resheets	Gravel Re-sheeting	2027/28
CATALANO ROAD	Gravel Resheets	Gravel Re-sheeting	2027/28
FERGUSON ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Asphalt)	2027/28
RECREATION ROAD	Road Reconstruction	Rehabilitation (Bitumen)	2027/28
DOWDELLS LINE	Road Reconstruction	Reconstruction (Bitumen)	2027/28
DARDANUP WEST ROAD	Road Reconstruction	Rehabilitation (Bitumen)	2027/28
EATON DRIVE RIGHT	Road Reconstruction	Rehabilitation (Asphalt)	2027/28

Maps detailing the proposed location of the first year of each Project are attached at (Appendix IPC: 8.9C).

In summary, the program represents a rational and reasonable program that meets the needs of the maintenance needs of the network while remaining in line with the Shire's available budgets. Improvements to the scheduling and breakdown of projects will ensure that adequate pre-planning and preparation for works is carried out and will aid in maximising grant applications (through better understanding of the scope and scale of works to be undertaken).

END REPORT

8.10 Title: Elected Member Fees, Expenses and Allowances – 2025/26

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
<b>Reporting Officer</b>	<i>Mr Rehan Shahid - Manager Financial Services</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Legislative.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>8.10A – DLGSC Fact Sheet - Superannuation for Council Members</i> <i>8.10B – Risk Assessment Tool</i>

**Overview**

Council is requested to review elected member fees and allowances as part of the formulation of the 2025/26 Corporate Business Plan, Long Term Financial Plan and Annual Budget. This report also includes the option for Elected Members to be paid **Superannuation (12%)** as part of 2025/26 budget deliberations.

**OFFICER RECOMMENDED RESOLUTION TO THE  
INTEGRATED PLANNING COMMITTEE MEETING RESOLUTION 'A'**

**THAT the Integrated Planning Committee recommends that Council:**

- 1. Sets the Shire President and Elected Member 2025/26 Annual Attendance Fee at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2025, as determined by the Salaries and Allowances Tribunal.**
- 2. Sets the Shire President and Deputy Shire President 2025/26 Annual Local Government Allowance at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2025, as determined by the Salaries and Allowances Tribunal.**
- 3. Sets the Elected Member 2025/26 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2025, as determined by the Salaries and Allowances Tribunal.**
- 4. Reimburse child care expenses at the lesser of actual cost or \$35 per hour (as determined by the Salaries & Allowances Tribunal). Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for child care expenses.**
- 5. Reimburse travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the *Local Government (Administration) Regulations 1996* and Council Policy CnG CP042 - Councillor Fees.**

6. **Include Superannuation to Elected Members of Council at a rate equivalent to the Superannuation Guarantee, applying from 1<sup>st</sup> July 2025.**

**OR**

**OFFICER RECOMMENDED RESOLUTION TO THE  
INTEGRATED PLANNING COMMITTEE MEETING RESOLUTION 'B'**

**THAT the Integrated Planning Committee recommends that Council:**

1. **Sets the Shire President and Elected Member 2025/26 Annual Attendance Fee at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2025, as determined by the Salaries and Allowances Tribunal.**
2. **Sets the Shire President and Deputy Shire President 2025/26 Annual Local Government Allowance at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2025, as determined by the Salaries and Allowances Tribunal.**
3. **Sets the Elected Member 2025/26 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2025, as determined by the Salaries and Allowances Tribunal.**
4. **Reimburse child care expenses at the lesser of actual cost or \$35 per hour (as determined by the Salaries & Allowances Tribunal). Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for child care expenses.**
5. **Reimburse travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the *Local Government (Administration) Regulations 1996* and Council Policy CnG CP042 - Councillor Fees.**

***Change to Officer Recommendation***

No Change. **OR:**

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

**Background**

The Salaries and Allowances Tribunal (SAT) is empowered to determine certain payments that are to be made or reimbursed to elected Council members.

Where the SAT has chosen to determine minimum and maximum amounts for fees, expenses or allowances, there is an obligation on Local Governments to set the amounts to be paid or reimbursed within the range determined.

Section 5.98 of the *Local Government Act 1995* (LGA) permits the reimbursement of prescribed expenses and the payment for Councillors to attend meetings and committees.

Meeting Attendance Fees are payable for the attendance at each meeting. SAT determines minimum and maximum fees.

SAT has determined four categories (or bands) and has assessed each Local Government to be categorised from Band 1 (largest Councils) through to Band 4 (smallest). The Shire of Dardanup has been categorised as a Band 3 Council.

Council is anticipating the 2025/26 Salaries and Allowances Determination will be released mid-April with an effective date of the 1<sup>st</sup> of July 2025. There was an increase of 4.0% applied to the 2024/25 Salaries and Allowances, therefore it is anticipated a small increase around 3% may be applied from the 1<sup>st</sup> of July 2025.

The following table sets out the current minimum and maximum Meeting Attendance Fees as determined by the SAT on the 5<sup>th</sup> of April 2024 for the 2024/25 financial year.

<b>MINIMUM &amp; MAXIMUM MEETING ATTENDANCE FEES – 2024/25</b>				
<b>BAND 3</b>				
	<b>Members other than President or Mayor</b>	<b>President or Mayor</b>	<b>Minimum – Independent Member</b>	<b>Maximum – Independent Member</b>
Council Meeting (per meeting)	Minimum Fee - \$213 Maximum Fee - \$447	Minimum Fee - \$213 Maximum Fee - \$686	N/A	N/A
Committee Meeting (per meeting) and Prescribed Meeting Fees per meeting	Minimum Fee - \$104 Maximum Fee - \$224	Minimum Fee - \$104 Maximum Fee - \$224	\$0	\$224
<b>Annual Fee in Lieu of fees for attending meeting per s5.99 LGA</b>	<b>Minimum Fee - \$8,320 Maximum Fee - \$17,711</b>	<b>Minimum Fee - \$8,320 Maximum Fee - \$27,425</b>	<b>N/A</b>	<b>N/A</b>

It has been the practice of Council to pay elected members an Annual Fee in lieu of an attendance fee for each Council meeting under *section 5.99 Local Government Act 1995*.

<b>MEETING ATTENDANCE FEES TO SHIRE OF DARDANUP ELECTED MEMBERS – 2024/25</b>		
<b>CURRENTLY PAID</b>		
	<b>Members other than the President</b>	<b>President</b>



Annual Fee in Lieu of fees for attending meeting per s5.99 LGA	\$14,169 Equates to 80% of the Maximum Fee	\$21,940 Equates to 80% of the Maximum Fee
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**5.99. Annual fee for council members in lieu of fees for attending meetings**

*A local government may decide\* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —*

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B; or*
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.*

*\* Absolute majority required.*

In addition to the Meeting Attendance Fee, a President or Mayor may be paid an Annual Allowance in accordance with Section 5.98(5) and Section 5.98A of the LGA.

Deputies may also be paid an Annual Allowance being up to 25% of that payable to Presidents or Mayors. The following tables' set out the Annual Allowance for Band 3 as per the Salaries and Allowances Tribunal, and the Annual Allowance (Local Government Allowance) as adopted by Council for the 2024/25 financial year calculated as 80% of the Maximum Fee.

<b>ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2024/25</b>		
<b><u>BAND 3</u></b>		
	<b>President or Mayor</b>	<b>Deputy President or Mayor (up to 25% of President or Mayor)</b>
Band 3 Allowance	Minimum Fee = \$1,113 Maximum Fee = \$39,988	Minimum Fee = \$278 Maximum Fee = \$9,997

<b>ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2024/25</b>		
<b><u>CURRENTLY PAID</u></b>		
	<b>President or Mayor</b>	<b>Deputy President or Mayor (up to 25% of President or Mayor)</b>
Local Government Allowance	\$31,990 Equates to 80% of the Maximum Fee	\$7,998 Equates to 80% of the Maximum Fee

Members are entitled to be reimbursed for prescribed expenses in accordance with Section 5.98 of the LGA. In addition, Council may resolve to reimburse additional prescribed expenses.

Expenses that are required to be reimbursed are regulated as follows and in accordance with the Local Government (Administration) Regulations 1996 Regulation 31. *Expenses that are to be reimbursed in accordance with s. 5.98(2)(a) and (3) of the Local Government Act 1995.*

Local Government (Administration) Regulations 1996 Regulation 31

**31. Expenses to be reimbursed (Act s. 5.98(2)(a))**

- (1) For the purposes of section 5.98(2)(a), the kinds of expenses that are to be reimbursed by all local governments are —
- (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
  - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member; and
  - (c) child care and travel costs incurred by a council member in completing the training required by section 5.126(1).

The extent to which telephone & fax line rentals referred to in sub-regulation (1)(a) can be reimbursed is the actual amount.

The extent to which child care costs referred to in sub-regulation (1)(b) can be reimbursed is the actual cost per hour or \$35.00 per hour (2024/25), whichever is the lesser amount.

As contained in the Determination of the Salaries and Allowances Tribunal, the extent to which a council member can be reimbursed for reasonable travel costs referred to in regulation (1)(b) of the Local Government (Administration) Regulations is:

- (a) if the person lives or works in the local government district or an adjoining local government district, is the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
- (b) if the person does not live or work in the local government district or an adjoining local government district, is the actual cost, in relation to a journey from the person's place of residence or work and back —
  - (i) for the person to travel from the person's place of residence or work to the meeting and back; or
  - (ii) if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

Instead of reimbursing a particular type of expense, Council may resolve to pay an annual allowance that is within the prescribed range.

- Allowances in lieu of reimbursement of telecommunications expenses:

Elected Members are paid an annual Information and Communications Technology (ICT) Allowance of \$2,800 pa which is 80% of the prevailing maximum band value of \$3,500. The ICT allowance shall be paid in accordance with Section 5.99A of the Local Government Act. This allowance validates all costs relating to telephone usage including plans and contracts, rentals, mobile phones, mobile devices, extra telephone lines, call costs, internet service provider fees, and consumables incurred while performing the functions of a Councillor.

The minimum ICT annual allowance determined by SAT is \$500 per annum; the maximum being \$3,500 per annum (2024/25).

- Allowances in lieu of reimbursement of travelling and accommodation expenses:

The maximum annual allowance for travelling and accommodation expenses is the same amount as the amount to which a person would be entitled for those expenses in the same circumstances under the Public Service Award in accordance with Council Policy CnG CP042 – *Councillor Fees Policy*.

- *Reimbursements*

Council currently pays the following allowances and expense reimbursements.

- Travel / Accommodation - \$0.6866 per km (1600c to 2600cc), \$0.9554 (over 2600cc), \$0.5669 (under 1600cc) or actual cost incurred.
- Child Care – Maximum \$35 per hour.

**Superannuation for Council Members**

New provisions streamline the provision of superannuation to council members. Following passage of the *Local Government Amendment Act 2024*, new sections 5.99B to 5.99E of the *Local Government Act 1995* (the Act) will allow local governments to resolve by absolute majority to make superannuation contributions for council members from 1 February 2025.

Prior to this, if a local government wanted to offer superannuation to council members, it would need to become an “Eligible Local Governing Body” (ELGB) under Division 446 of the *Taxation Administration Act 1953* (Cth), which requires a unanimous council resolution.

The option to pay Superannuation on Council Members Fees is a decision on Council.

- From 19<sup>th</sup> of October 2025, it will become mandatory for class 1 and 2 local governments to make superannuation contributions.
- For class 3 and 4 local governments, the payment will remain optional for each council to **decide if they want to make superannuation contributions to council members**. *Where a local government is required to, or resolves to, make superannuation contributions, individual council members may choose to 'opt out' of receiving superannuation.*

Based on the current 2024/25 Elected Member Fees and Allowances, it is estimated that an increase of 12% Superannuation Guarantee as follows:

ANNUAL ATTENDANCE FEE		SUPERANNUATION GUARANTEE 1/7/25 (12%)
Shire President	\$21,940	\$2,633
Elected Members other than Shire President	\$14,169 / \$113,352	\$13,602
ANNUAL LOCAL GOVERNMENT ALLOWANCE		
Shire President	\$31,990	\$3,839
Deputy Shire President	\$7,998	\$960
<b>TOTAL SUPERANNUATION (Estimate)</b>		<b>\$21,034</b>

Further information is attached in 8.10A – *DLGSC Fact Sheet - Superannuation for Council Members*.

**Legal Implications**

Only reimbursement of permissible expenditure and allowances up to prescribed amounts are payable in accordance with Section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*.

Part 8 of the *Local Government (Administration) Regulations 1996* includes the provisions on which local government payments are made to elected members, refer Regulation 30, 31, and 32.

**Council Plan**

- 13.1 - Adopt best practice governance.
- 13.2 - Manage the Shire’s resources responsibly.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

**Environment** - None.

**Precedents**

Council currently pays the following Elected Member fees:

ANNUAL ATTENDANCE FEE	
Shire President	\$21,940
Elected Members other than Shire President	\$14,169
ANNUAL LOCAL GOVERNMENT ALLOWANCE	
Shire President	\$31,990
Deputy Shire President	\$7,998
ALLOWANCES PER ANNUM	
Information and Communications Technology	\$2,800
REIMBURSEMENTS	
Travel / Accommodation	\$0.68 km or actual expense incurred
Child Care	Reimburse expenses up to a maximum of \$35 per hour

SAT undertakes an annual review of fees and allowances and publishes the new rates in April each year.

At the Integrated Planning Committee meeting held on the 13<sup>th</sup> of March 2024 [IPC: 13-24] Council resolved to set the Annual Attendance Fees, Annual Local Government Allowance and the Annual ICT fee at 75% of the Maximum Band 3 Value.

However, at the Ordinary Council Meeting dated 27<sup>th</sup> of March 2024 [OCM 79-24], the percentage was increased from 75% to 85% of the prevailing Maximum Band 3 Value.

At the Special Council Meeting dated 29<sup>th</sup> of May 2024, as part of the 2024/25 draft Budget adoption, the previous adopted percentage of 85% via Council Resolution [OCM79-24] was revoked [OCM 149-24], and the percentage was endorsed at 80% of the prevailing Maximum Band 3 value [OCM 150-24].

**ELECTED MEMBER RESOLUTION “A” AND COUNCIL RESOLUTION**

149-24                      **MOVED -**                      Cr M Hutchinson                      **SECONDED -**                      Cr J Manoni

*THAT Council revokes Resolution (79-24) parts 1 to 3 inclusive from the Ordinary Council meeting dated 27<sup>th</sup> March 2024, that reads:*

*THAT Council:*

1.                      *Sets the Shire President and Elected Member 2024/25 Annual Attendance Fee at 85% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2024, as determined by the Salaries and Allowances Tribunal.*
  
2.                      *Sets the Shire President and Deputy Shire President 2024/25 Annual Local Government Allowance at 85% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2024, as determined by the Salaries and Allowances Tribunal.*
  
3.                      *Sets the Elected Member 2024/25 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 85% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2024, as determined by the Salaries and Allowances Tribunal.*

**CARRIED**

*By Absolute Majority*

*8/1*

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
<i>Cr. T G Gardiner</i>	<i>Cr L W Davies</i>
<i>Cr. E P Lilly</i>	
<i>Cr. J D Manoni</i>	
<i>Cr. A L Webster</i>	
<i>Cr. A C Jenour</i>	
<i>Cr. S L Gillespie</i>	
<i>Cr. M R Hutchinson</i>	
<i>Cr. T Bell</i>	

**AND**

**ELECTED MEMBER RESOLUTION ‘B’ AND COUNCIL RESOLUTION**

150-24                      **MOVED -**                      Cr M Hutchinson                      **SECONDED -**                      Cr J Manoni

*THAT Council:*

1.                      *Sets the Shire President and Elected Member 2024/25 Annual Attendance Fee at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2024, as determined by the Salaries and Allowances Tribunal.*
  
2.                      *Sets the Shire President and Deputy Shire President 2024/25 Annual Local Government Allowance at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2024, as determined by the Salaries and Allowances Tribunal.*
  
3.                      *Sets the Elected Member 2024/25 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1<sup>st</sup> of July 2024, as determined by the Salaries and Allowances Tribunal.*

**CARRIED**

*By Absolute Majority*

9/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. J D Manoni	
Cr L W Davies	
Cr. A L Webster	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. M R Hutchinson	
Cr. T Bell	

Council Policy *CnG CP042* adopted on the 23<sup>rd</sup> of October 2024 [OCM 275-24] incorporates the 80% of the maximum band value for Council Meeting Attendance Fees, Local Government Allowances, Reimbursement of ICT (Information and Communications Technology) Allowances.

**Budget Implications**

Each year Council includes in the annual budget the anticipated elected member fees, expenses and allowance based on 80% of the SAT Band 3 allowance, together with any increase determined by SAT.

Elected Member Superannuation is not currently budgeted within the Long-Term Financial Plan. As determined by the Superannuation Guarantee (Administration) Act 1992 (SGAA), through the Australian Taxation Office, the Superannuation Guarantee rate **effective 1<sup>st</sup> of July 2025** is **12%**.

If Council elects to pay Superannuation to Council Members, based on the current Elected member allowances paid, it is estimated that an additional expense of \$21,034 will be incurred. This would be incorporated into the draft 2025/2026 -2034/35 Long Term Financial Plan.

**Budget – Whole of Life Cost**

As no new assets have been created, there are no direct whole of life or ongoing cost implications.

**Council Policy Compliance**

*CnG CP042 Councillor Fees Policy* was reviewed and amended in October 2024 which includes a provision of 80% of the Maximum Band Value for Councillor Fees and Allowances.

**Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Elected Member Fees, Expenses and Allowance – 2025/26
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Financial	Elected Member & Staff Budget requests form part of the Annual Budget Process
	Legal and Compliance	Risk of Council breaching the Local Government Act 1995 – Risk that the Member Fees, Expenses and Allowances is not adopted

**Officer Comment**

Elected Member remuneration is reviewed annually by the Salaries and Allowances Tribunal. As at the reporting date, the SAT had not released the determination for Local Government Elected Members for payments and allowances effective 1<sup>st</sup> of July 2025.

In line with Council’s decision, it is proposed that Council adopts the following set percentages for the Annual Attendance Fee, the Local Government Allowance, and the ICT Allowance for the 2025/26 financial year:

ANNUAL ATTENDANCE FEE		
	Current 2024/25	Proposed 2025/26
<b>Shire President</b>	\$21,940 equates to 80% of maximum band value (Band 3)	80% of the maximum band value (Band 3)
<b>Councillors other than Shire President</b>	\$14,169 equates to 80% of the maximum band value (Band 3)	80% of the maximum band value (Band 3)

LOCAL GOVERNMENT ALLOWANCE		
	Current 2024/25	Proposed 2025/26
<b>Shire President</b>	\$31,990 equates to 80% of maximum band value (Band 3)	80% of the maximum band value (Band 3)
<b>Deputy Shire President</b>	\$7,998 equates to 80% of maximum band value (Band 3 up to 25% of Shire President)	80% of the maximum band value (Band 3 = up to 25% of Shire President)*

\* Deputies may also be paid an Annual Allowance being up to 25% of that payable to Presidents or Mayors.

ANNUAL INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) ALLOWANCE		
	Current 2024/25	Proposed 2025/26
<b>All Councillors</b>		80% of the maximum band value

	\$2,800 per annum equates to 80% of maximum band value (Band 3)	(Band 3)
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*The minimum ICT annual allowance for determined by SAT is \$500 per annum; the maximum being \$3,500 per annum (2024/25).*

### **Council Superannuation**

Council must also decide whether they wish to pay superannuation in addition to the Elected Member Fees and Allowances as set out in this report. The Superannuation Guarantee rate for 1<sup>st</sup> July 2025 is 12%. Should Council decide to do so, it is expected that SG cost will be around \$21,034 (based on current 2024/25 allowances).

END REPORT



**8.11** *Title: Community Budget Requests 2025/26 – 2034/35*

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
<b>Reporting Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
<b>Legislation</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC: 8.13A – Wells Recreation Park – Dardanup Sporting &amp; Community Clubs Inc – Fencing, Lighting</i> <i>Appendix IPC: 8.13B – Eaton Basketball Association – Third Fan at ERC</i> <i>Appendix IPC: 8.13C – Ferguson Valley Marketing – Contribution towards Mobile Community and Information Pop Up Van/Trailer</i> <i>Appendix IPC: 8.13D – Ferguson Valley Marketing – Lost &amp; Found Festival</i> <i>Appendix IPC: 8.13E – Ferguson Hall Committee – Condition Report</i> <i>Appendix IPC: 8.13F – Coastal Rowing WA Inc – Sea Containers (2)</i> <i>Appendix IPC: 8.13G – Risk Assessment Tool</i>

**Overview**

Council is to consider the community budget requests received as part of the development of the 2025/26 Annual Budget development process.

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING**

**THAT the Integrated Planning Committee recommends that Council:**

- 1. Continue to financially support the following tourism groups, events and partnerships in the draft 2025/26 Annual Budget and 2025/26 – 2034/35 Long Term Financial Plan:**

	2025/26	2026/27	2027/28	2028/29
<b>Ferguson Valley Marketing Inc – Operational Grant</b> (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$23,500	\$23,500	\$24,205	\$24,931
<b>Tourism &amp; Events Grants –</b> (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, Dardanup Arts Spectacular \$11,500 - CP044; Lost and Found Festival \$15,000)	\$40,000	\$40,000	\$40,000	\$40,000
<b>Bunbury Geographe Tourism Partnership</b>	\$20,000	\$20,000	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$83,500</b>	<b>\$83,500</b>	<b>\$84,205</b>	<b>\$84,931</b>

- 2. Supports the investigation and cost estimate of Wells Recreation Park – fencing southern boundary and requests the Chief Executive Officer to incorporate this into the Shire’s Parks and Reserve Asset Management Plan Review to be conducted during 2025/2026;**

3. **Supports the investigation and cost estimate of Wells Recreation Park - lights on the western side of the oval and requests the Chief Executive Officer to incorporate this into the Shire's Parks and Reserve Asset Management Plan Review to be conducted during 2025/2026;**
4. **Supports, in principal, the acquisition of a Third Industrial Fan at the Eaton Recreation Centre on the basis of the expenditure being grant funded to cover the majority of the costs;**
5. **Does not Support Ferguson Valley Marketing – One Off Funding Contribution towards a Mobile Community and Information Pop Up for \$10,000 and requests the Chief Executive Officer to work with the Ferguson Valley Marketing Association to further develop the proposed concept of a pop up or a more permanent Information Centre at Gnomesville as part of a review of the Gnomesville Master Plan to be conducted in 2025/2026.**
6. **Supports Ferguson Valley Marketing – Lost and Found Festival 2025 Additional Contribution of \$5,000, to a total of \$20,000.**
7. **Does not Support Ferguson Hall Committee contribution request to professionally project scope the long-term fix drainage/water run-off issues at an estimated cost of \$15,000, and requests the Chief Executive Officer incorporate this into the Council Plan Review as an action to be undertaken during 2025/2026;**
8. **Does not Support Coastal Rowing WA Inc to purchase two (2) Sea Containers at a cost of \$16,000.**

Note: Not recommended for inclusion in draft budget, however, an option exists for Coast Rowing WA Inc to apply for Shire of Dardanup Community Grants and leverage other funding.

### ***Change to Officer Recommendation***

No Change. **OR:**

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

## **Background**

Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year. Part of Council's process includes considering budget submissions from Community Groups to the Chief Executive Officer, which are to be received no later than 31<sup>st</sup> of March each year (*refer Council Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan*).

Council advertised on its website, social media and in the South West Times on the 23<sup>rd</sup> of January 2025 seeking submissions from community and not-for-profit community groups for the 2025/26 Budget closing on 14<sup>th</sup> of February 2025. Council received seven (7) individual Community Budget Requests which are included in the Officer Comments section of this report.

## **Legal Implications**

*Local Government Act 1995*

*Local Government (Financial Management) 1996*

Section 6.2 (4) of the *Local Government Act 1995* states:

- 6.2. *Local government to prepare annual budget*
- (4) *The annual budget is to incorporate —*
- (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

Part 2, Regulation 5 (1) (g) of the *Local Government (Financial Management) 1996* Regulation states:

5. *CEO's duties as to financial management*
- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
- (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

## **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

## **Precedents**

Each year as part of the budget and Long Term Financial Plan (LTFP) development process Councillors, community and staff are provided the opportunity to put forward budget requests for consideration. The 2025/26 budget and Long Term Financial Plan adopted by Council included specific allocations to community groups.

## **Budget Implications**

Any approved Community Budget requests will be included in Council's four-year 2025/26 – 2028/29 Corporate Business Plan, and the 2025/26 Annual Budget.

Council’s adopted Long Term Financial Plan includes the following contributions relating to tourism, and tourism related festivals, events and activities (excludes community, arts and cultural development programs and Australia Day events):

	2025/26	2026/27	2027/28	2028/29
<b>Ferguson Valley Marketing Inc – Operational Grant</b> (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$23,500	\$23,500	\$24,205	\$24,931
<b>Tourism &amp; Events Grants –</b> (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, Dardanup Arts Spectacular \$11,500 - CP044; Lost and Found Festival \$15,000)	\$40,000	\$40,000	\$40,000	\$40,000
<b>Bunbury Geographe Tourism Partnership</b>	\$20,000	\$20,000	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$83,500</b>	<b>\$83,500</b>	<b>\$84,205</b>	<b>\$84,931</b>

As per the table in the Background section of this report, if Council supports any or all of the budget requests, an additional income may need to be obtained in 2025/26 through increased rates, other revenue sources, or through a reduction in other expenditure areas. *Expenditure endorsed in this report will then be updated into the draft 2025/26 Long Term Financial Plan.*

**Budget – Whole of Life Cost**

The Ferguson Valley Marketing Inc (FVM) group has received financial support from Council for many years. Based on the success of the FVM in growing membership and attracting grants from other agencies and sources, other requests may be forthcoming from the Board in the future.

A number of the budget requests relate to capital works and assets, which will require ongoing maintenance and eventual replacement in future years. This capital acquisition, maintenance and renewal has no budget funding allocated in the LTFP or 2025/26 draft Budget.

**Council Policy Compliance**

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. *Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan* applies.

*Policy Exec CP011 Tourism Policy* recognises and provides support to Ferguson Valley Marketing Inc.

**Risk Assessment**

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

<b>Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Community Budget Requests – 2025/26
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial                      Community Budget requests form part of the Annual Budget Process.</p> <p>Reputational                      Shire brand can be impacted if Community requests are not provided</p> <p>Legal &amp; Compliance                      Failure to comply with Council policy <i>CP 018 – Corporate Business Plan &amp; Long Term Financial Plan</i> could result in non-compliance</p>

**Officer Comment**

Full details of the Community Budget Request submissions received for the 2025/26 are contained within the appendices of this report, as per attachments (Appendix IPC:8.13A, Appendix IPC:8.13B, Appendix IPC:8.13C, Appendix IPC:8.13D, Appendix IPC:8.13E and Appendix IPC:8.13F)

Council has received the following Community Budget Requests:

Project	Comment/Summary of Request from Budget Submitter	Requested By	Asset Program	Financial Year	Cost	Net Budget Impact 2025/26	EMT Comment
Wells Recreation Park – Fencing Southern Boundary	The reason for this is that during soccer and cricket games balls often end up in the irrigation drain where they need to be retrieved out of the water or the ball flies over the drain and ends up near or on Ferguson Rd. Both scenarios are hazardous for the player collecting the ball especially if they are young as well as disrupting play. The fence would also stop stray dogs easily entering the oval which does happen reasonably frequently.	Dardanup Sporting and Community Clubs Inc	Parks	2025/26	Unknown	Unknown	To be considered at IPC; not included the current draft Parks AMP. Recommend it be included in the Parks AMP review due for 2025/2026.
Wells Recreation Park – Lights on Western Side of Oval	The Dardanup Cricket Club would like to see lights on the western side of the oval which would greatly assist with training. The lights would also assist other Clubs using the oval as well as the Bull and Barrel Festival.  The Cricket Club is now steadily growing with 2 Senior and 2 junior teams now that the changerooms have been built.	Dardanup Sporting and Community Clubs Inc on behalf of Dardanup Cricket Club	Lighting	2025/26	Unknown	Unknown	To be considered at IPC; not included the current draft Parks/Lighting AMP. Recommend it be included in the Parks AMP review due for 2025/2026.
Eaton Recreation Centre – Third Industrial Fan	Basketball is the fastest growing sport in Australia right now with Australia wide participation exceeding 1.3 million in 2022. And the Eaton association itself seeing a doubling in participation in the past 5 years! We now host more than 140 teams during our summer regular season (one of the largest associations in the South-West) and we have extended ourselves into kindy and pre-primary programs and a winter basketball comp for juniors.  The primary season for basketball is during the summer and you are likely aware that the heat on the east court on Saturday lunch sessions getting so hot we have to consider shorter games and other heat controls.	Eaton Basketball Association	Buildings	2025/26	Quote \$27,895 (dated 2014)	No impact if 100% Grant Funded	Recommendation for inclusion based on external Grant Funding to cover majority of costs.

Project	Comment/Summary of Request from Budget Submitter	Requested By	Asset Program	Financial Year	Cost	Net Budget Impact 2025/26	EMT Comment
Ferguson Valley Marketing – One off Contribution towards Mobile Community Information Pop Up	The introduction of a mobile community and information pop up in the form of a kitted van/tailer will allow the team of volunteers to readily increase their reach across the community. The pop up is a perennial project. Grant funding would be a key portion of the purchase price of a fit purpose second-hand vehicle registered and insured by FVM The Vehicle will be garaged in a secure space and maintained by FVMFVM will undertake any fit out required. Operating out of a car boot, to date the pop up has had 27 operating days.	Ferguson Valley Marketing	Tourism Expense	2025/26	\$10,000	\$10,000	Not Supported. Requests the Chief Executive Officer to work with the Ferguson Valley Marketing Association to further develop the proposed concept of a pop up or a more permanent Information Centre at Gnomesville as part of a review of the Gnomesville Master Plan to be conducted in 2025/2026.
Ferguson Valley Marketing – Lost and Found Festival 2025 Contribution	Lost and Found Festival 2025 The festival will be held from Friday, 13th October to Sunday, 19th October 2025 inclusive. The Event stakeholder briefing for Lost and Found 2025 has been set for March 18 <sup>th</sup> when the new Participant Packages will be detailed and explained. FVM seek the Shire of Dardanup’s ongoing and continued support of this iconic festival. The Lost and Found festival brand is highly regarded and is recognised across the tourism and hospitality industries as an exciting festival on its way to reaching its full potential. The festival is regarded as a key event in the region by Tourism WA.	Ferguson Valley Marketing	Tourism Expense	2025/26	\$20,000 (increase of \$5,000 from 24/25)	Additional Expense of \$5,000	Supported. Presentation at Councillor Concept Forum on 5/3/25. \$15,000 is allocated within the draft 25/26 LTFF. Supports Ferguson Valley Marketing – Lost and Found Festival 2025 Additional Contribution of \$5,000, to a total of \$20,000.
Ferguson Hall Committee	Funding request to professionally project scope the long term fix drainage/water run-off issues.  Some years ago the Shire paved the carpark in the front of the hall. During rain events this has caused significant issues with water run off. The result is that the Hall has a major damp problem. This is the causal factor with the Hall white ant issues. After several failed attempts to redirect the water run off by the Shire Maintenance Department. What we are requesting is that the Shire budget \$15,000 in funds for the 2026 period to professionally scope the long term fix for the issue.	Ferguson Hall Committee	Maintenance	2025/26	\$15,000	\$15,000	Does not Support Ferguson Hall Committee contribution request to professionally project scope the long-term fix drainage/water run-off issues at an estimated cost of \$15,000, and requests the Chief Executive Officer incorporate this into the Council Plan Review as an action to be undertaken during 2025/2026  <i>Structural alterations are the responsibility of the Lessor (ie Council).</i>

<p>Coastal Rowing WA Inc – Sea Containers (2)</p>	<p>Request for two (2) x 40 foot Sea Containers to be located at either Eaton Foreshore and or Watson Reserve estimated at \$8,000 per container (acquisition).</p>	<p>Coastal Rowing WA Inc</p>	<p>Parks</p>	<p>2025/26</p>	<p>\$16,000</p>	<p>\$16,000</p>	<p>Not recommended for inclusion in draft budget. Option for Coast Rowing WA Inc to apply for Shire of Dardanup Community Grants and leverage other funding. Does not Support Coastal Rowing WA Inc to purchase two (2) Sea Containers at a cost of \$16,000.</p>
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A separate report for Councillor and Staff Budget Requests will be presented at the April 2025 Integrated Planning Committee meeting to be held on the 9<sup>th</sup> of April 2025.

END REPORT

**9 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**10 NEW BUSINESS OF AN URGENT NATURE**

**11 MATTERS BEHIND CLOSED DOORS**

None.

**12 CLOSURE OF MEETING**

The Chairperson advises that the date of the next Integrated Planning Committee Meeting will be Wednesday, 9<sup>th</sup> April 2025.

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