



A G E N D A

INTEGRATED PLANNING COMMITTEE MEETING

To Be Held

Wednesday, 13th March 2024

Commencing at 9.00am

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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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, 13th March 2024 to be held at the Eaton Administration Centre - commencing at 9.00am.

A handwritten signature in black ink, appearing to read "A. Schönfeldt", is positioned above the printed name.

MR ANDRÉ SCHÖNFELDT

Chief Executive Officer

Date: 7th March 2024

Note: If interested persons would like to make comment on any items in this agenda, please email 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.

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"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes. |

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

| Rating (Level) | Health | Financial Impact | Service Interruption | Legal and Compliance | Reputational | Environmental | Property |
|--------------------------|---|---------------------------|---|--|---|--|--|
| Insignificant (1) | Near miss Minor first aid injuries | Less than \$10,000 | No material service interruption - backlog cleared < 6 hours | Compliance - No noticeable regulatory or statutory impact. Legal - Threat of litigation requiring small compensation. Contract - No effect on contract performance. | Unsubstantiated, low impact, low profile or 'no news' item. Example: Gossip, Facebook item seen by limited persons. | Contained, reversible impact managed by on site response. | Inconsequential or no damage. |
| Minor (2) | Medical type injuries | \$10,001 - \$50,000 | Short term temporary interruption – backlog cleared < 1 day | Compliance - Some temporary non compliances. Legal - Single minor litigation. Contract - Results in meeting between two parties in which one party expresses concern. | Substantiated, low impact, low news item. Example: 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. |
| Moderate (3) | Lost time injury <30 days | \$50,001 - \$300,000 | Medium term temporary interruption – backlog cleared by additional resources < 1 week | Compliance - Short term non-compliance but with significant regulatory requirements imposed. Legal - Single moderate litigation or numerous minor litigations. Contract - Receive verbal advice that, if breaches continue, a default notice may be issued. | Substantiated, public embarrassment, moderate impact, moderate news profile. Example: State-wide paper, TV News story. | Contained, reversible impact managed by external agencies. | Localised damage requiring external resources to rectify. |
| Major (4) | 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 | Compliance - Non-compliance results in termination of services or imposed penalties. Legal - Single major litigation or numerous moderate litigations. Contract - Receive/issue written notice threatening termination if not rectified. | Substantiated, public embarrassment, high impact, high news profile, third party actions. Example: 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. |
| Catastrophic (5) | Fatality, permanent disability | More than \$1.5 million | Indeterminate prolonged interruption of services – non-performance > 1 month | Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties. Legal - Numerous major litigations. Contract - Termination of contract for default. | Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions. Example: 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 | Almost Certain | The event is expected to occur in most circumstances | The event is expected to occur more than once per year |
| 4 | Likely | The event will probably occur in most circumstances | The event will probably occur at least once per year |
| 3 | Possible | The event should occur at some time | The event should occur at least once in 3 years |
| 2 | Unlikely | The event could occur at some time | The event could occur at least once in 10 years |
| 1 | Rare | 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, 13TH MARCH 2024, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 9.00AM.

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. ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON

3.1 Election of Chairperson

Nominations for the position of Chairperson are to be given to Mr André Schönfeldt who will be the Presiding Officer for the election in writing [forms available from the Chief Executive Officer].

The position of Chairperson will expire in October 2025 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

The nominee is to accept the nomination in writing to the position of Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

3.2 Election of Deputy Chairperson

Nominations for the position of Deputy Chairperson are to be given to the Chairperson in writing [forms available from Chief Executive Officer].

The position of Deputy Chairperson will expire in October 2025 being the date of the next ordinary election Local Government Act 1995 2.28(2) Item 12.

The nominee is to accept the nomination in writing to the position of Deputy Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

DECLARATION

Following due process as per Section 5.12 and Schedule 2.3 of the Local Government Act 1995 the following people are declared:

_____ - Chairperson
 _____ - Deputy Chairperson

of the Audit & Risk Committee.

4 PRESENTATIONS

None.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

5.1 Minutes - Integrated Planning Committee – 19th April 2023

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Integrated Planning Committee Meeting held on 19th April 2023, be confirmed as true and correct subject to the following corrections:

6 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

8 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

9 REPORTS OF OFFICERS

9.1 Title: Eaton Recreation Centre Equipment Asset Management Plan 2024/25 – 2033/34

| | |
|-----------------------------|--|
| Reporting Department | <i>Sustainable Development Directorate</i> |
| Responsible Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Reporting Officer | <i>Mr Michael Gibbings - Manager Recreation Centre</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Appendix IPC: 9.1A – Eaton Recreation Centre AMP Appendix IPC: 9.1B – 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 2024/25 - 2033/34, together with the Eaton Recreation Centre Equipment Asset Management Plan and Equipment Replacement Program 2024/25 - 2033/34, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE

THAT the Integrated Planning Committee recommends that Council:

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

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

- Endorses the 10 year Eaton Recreation Centre Equipment Asset Management Plan 2024/25 - 2033/34 inclusive of the acquisition and replacement program (Appendix 9.1A).**

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 2024/25 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: 9.1A):

- Equipment Expenditure Summary; and

- Recreation Centre Equipment Reserve Fund Balance.

| Annual Transfer (x \$1,000) | Current Year 23/24 | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 | 32/33 | 33/34 |
|------------------------------|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Expenditure | 140 | 112 | 117 | 131 | 61 | 93 | 128 | 110 | 185 | 95 | 584 |
| Reserve Fund Balance | 300 | 284 | 272 | 246 | 293 | 340 | 354 | 387 | 346 | 293 | 23 |

A complete copy of the Eaton Recreation Centre Equipment 10 Year Asset Management Plan is attached (Appendix IPC: 9.1A).

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

| | 23/24 | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 | 32/33 | 33/34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | | |
| 2023/2024 LTFP | 100 | 100 | 100 | 100 | 100 | 130 | 130 | 130 | 130 | 130 | 130 |
| Draft 2024/2025 LTFP | | 100 | 100 | 100 | 100 | 130 | 130 | 130 | 130 | 130 | 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: 9.1B) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|--|
| Risk Event | Eaton Recreation Centre Equipment Asset Management Plan 2024/25 – 2033/34 |
| 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 |
| | 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

9.2 Title: IT Asset Management Plan 2024/25 – 2033/34

| | |
|-----------------------------|---|
| Reporting Department | Corporate & Governance Directorate |
| Responsible Officer | Mr Phil Anastasakis - Deputy CEO |
| Reporting Officer | Mr Chris Murray - Manager Information Services |
| Legislation | Local Government Act 1995 |
| Council Role | Executive/Strategic. |
| Voting Requirement | Simple Majority. |
| Attachments | Appendix IPC: 9.2A – IT Asset Management Plan 2024/25 – 2033/34 Acquisition & Replacement Program Appendix IPC: 9.2B – Consolidated Summary 2024/25 – 2033/34 Appendix IPC: 9.3C – 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 2024/25 -2033/34 together with the IT Equipment Replacement Program 2024/25 -2033/34, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION 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:**

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

- Endorses the 10 year Information Technology Asset Management Plan 2024/25-2033/34 inclusive of the acquisition and replacement program (Appendix IPC 9.2A).**

Background

The document referred to as the IT AMP (Information Technology Asset Management Plan) is a 10 Year Program that summarises all 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 2024/25 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: 9.2B):

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

| Annual Transfer (x \$1,000) | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|---------------------------------|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Operating & Capital Expenditure | 1,144 | 1,695 | 1,592 | 1,339 | 1,321 | 1,367 | 1,423 | 1,416 | 1,408 | 1,501 | 1,516 |
| Reserve Fund Balance | 556 | 357 | 252 | 265 | 252 | 217 | 132 | 135 | 162 | 155 | 213 |

A copy of the IT 10 Year Asset Management Plan Works Program is attached (Appendix IPC: 9.2A).

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

| | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | | |
| 2023/2024 LTFP | 350 | 350 | 350 | 350 | 375 | 375 | 375 | 400 | 425 | 425 | 500 |
| Draft 2024/2025 LTFP | | 350 | 350 | 350 | 375 | 375 | 375 | 400 | 425 | 425 | 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, moving forward the intention is to transition back to a purchased model which involve a gradual transition out of leasing which commenced over the previous year and will continue for the next 3 years.

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: 9.2C) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | | | | | | |
|--|--|-----------|---|----------------------|--|--------------|--|
| Risk Event | IT Asset Management Plan 2024/25 – 2033/34 | | | | | | |
| 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 | <table border="0"> <tr> <td>Financial</td> <td>Adoption of this Item is required for funding of IS and IT services</td> </tr> <tr> <td>Service Interruption</td> <td>Services of IT and IS depend on adoption of IT Asset Management Plan</td> </tr> <tr> <td>Reputational</td> <td>Compromised Quality of IT and IS might affect the reputation of council in providing services.</td> </tr> </table> | Financial | Adoption of this Item is required for funding of IS and IT services | Service Interruption | Services of IT and IS depend on adoption of IT Asset Management Plan | Reputational | Compromised Quality of IT and IS might affect the reputation of council in providing services. |
| Financial | Adoption of this Item is required for funding of IS and IT services | | | | | | |
| Service Interruption | Services of IT and IS depend 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 incorporated the ERP project which was endorsed by Council during 23/24, with this major IT project dominating IT and IS development over the next 2-3 years. The remaining hardware and software replacement and maintenance activities reflect the long term IT and IS requirements required to service the needs of the Council. Additional programmed maintenance and asset replacement has been included relating to CCTV systems across the Shire, and for new systems within the new Council administration building and library.

The Shire of Dardanup is well positioned compared to neighbouring Shires, particularly with regard to cyber security initiatives achieved within the last year. The investment is required to continue these safeguards over this next term and maintain our position as a leader in this space amongst our peers.

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 Plan 2022/23.

The specific and aligned key priorities for the next term include continuing the work on the ERP project that is intended to replace the aging and legacy SynergySoft system and settling into the new building.

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.

9.3 Title: Executive and Compliance Vehicle Asset Management Plan 2024/25 – 2033/34

| | |
|-----------------------------|---|
| Reporting Department | Corporate & Governance Directorate |
| Responsible Officer | Mr Phil Anastasakis - Deputy CEO |
| Reporting Officer | Mrs Natalie Hopkins - Manager Financial Services Mr Natalie Reid - Procurement Officer |
| Legislation | Local Government (Financial Management) Regulations 1996 |
| Council Role | Executive/Strategic. |
| Voting Requirement | Simple Majority. |
| Attachments | Appendix IPC: 9.3A - Asset Plan 2024-2025 – Executive and Compliance Vehicle Asset Management Plan Appendix IPC: 9.3B – 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 2024/25 - 2033/34, together with the Executive & Compliance Vehicle Asset Management Plan and Vehicle Replacement Program 2024/25 – 2033/34, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION 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:**

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

- Endorses the 10 year Executive & Compliance Vehicle Asset Management Plan 2024/25-2033/34 inclusive of the vehicle acquisition and replacement program (Appendix IPC: 9.3A).**

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 2024/2025 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 2024/25 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 2024/25 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: 9.3A):

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

| Consolidated Summary | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Expenditure | 443 | 490 | 48 | 92 | 309 | 711 | 54 | 0 | 464 | 631 | 242 |
| Sales Revenue | 190 | 234 | 24 | 37 | 117 | 327 | 27 | 0 | 221 | 301 | 103 |
| Reserve Fund Balance | 219 | 90 | 184 | 270 | 230 | 29 | 155 | 336 | 255 | 129 | 185 |

A complete copy of the Executive & Compliance Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 9.3A).

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

| Annual Transfer (x \$1,000) | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|------------------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | | |
| 2023/2024 LTFP | 120 | 120 | 120 | 120 | 150 | 175 | 150 | 155 | 165 | 195 | |
| Draft 2024/2025 LTFP | | 120 | 135 | 135 | 165 | 175 | 175 | 175 | 175 | 195 | 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: 9.3B) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|--|
| Risk Event | Executive & Compliance Vehicle Asset Management Plan 2024/25 – 2033/34 |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Risk Category Assessed Against | <p>Health Keeping the Council fleet updated ensures that vehicles have the latest emissions and safety controls fitted.</p> <p>Financial Increased costs associated with maintenance and changeover prices if vehicles are not changed over in the changeover period.</p> <p>Service Interruption Older vehicles breaking down, which leads to vehicles not being available to provide the required services to the community.</p> <p>Legal and Compliance Council not being compliant with its own policies and associated Acts and Regulations.</p> <p>Reputational Council staff not driving up to date quality vehicles may lead to reputational risk.</p> <p>Environmental Keeping our fleet updated ensures that vehicles have the latest emission and an environmental controls fitted.</p> |

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 13th December 2023 [CR: 300-23], Council endorsed the *Light Vehicle Fleet Review 2023* which reflects the following changeover periods:

- 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 2024/25 Executive and Compliance Vehicle Asset Management Plan incorporates the changeover periods as identified in the Council endorsed *Light Vehicle Fleet Review 2023*.

It should be noted that the sourcing of new vehicles remains a supply issue. Some vehicle dealerships require 12-month order wait, of which Council's procurement processes commence post Annual Budget adoption. That is, whilst the procurement process may commence in July each year, due to timing of the Request for Tenders and / or Quotation processes, this may extend the changeover date to the following financial year.

The Executive and Compliance Reserve Balance remains positive throughout the 10 Year Plan, noting that several changeovers are scheduled for the 2024/25 financial year to remain compliant to Council Policy *Exec CP203 – Light Vehicle Fleet*.

END REPORT

9.4 Title: Infrastructure Plant and Vehicle Asset Management Plan 2024/25 – 2033/34

| | |
|-----------------------------|--|
| Reporting Department | <i>Infrastructure Directorate</i> |
| Responsible Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Reporting Officer | <i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Andre van der Merwe - Manager Operations</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Appendix IPC: 9.4A – Plant & Vehicle AMP</i> <i>Appendix IPC: 9.4B- Risk Assessment</i> |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Infrastructure Plant and Vehicle Asset Management Plan 2024/25 - 2033/34 (PVAMP), together with the Infrastructure Plant & Vehicle Asset Management Plan and Vehicle Replacement Program 2024/25 – 2033/34, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION 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:**

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 256 | 276 | 315 | 330 | 330 | 330 | 360 | 385 | 390 | 554 |

- Endorses the 10 year Infrastructure Plant and Vehicle Asset Management Plan 2024/25 - 2033/34 acquisition and replacement program (Appendix IPC: 9.4A).**

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 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.

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: 9.4A):

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

| Annual Transfer (x \$1,000) | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|------------------------------|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Expenditure | 415 | 395 | 886 | 345 | 827 | 429 | 284 | 558 | 571 | 664 | 472 |
| Sales Revenue | 125 | 106 | 226 | 89 | 187 | 83 | 60 | 149 | 196 | 211 | 155 |
| Reserve Fund Balance | 627 | 616 | 254 | 321 | 23 | 7 | 113 | 68 | 79 | 19 | 256 |

A complete copy of the Infrastructure Plant & Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 9.4A);

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

| | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | | |
| 2023/2024 LTFP | 250 | 256 | 276 | 315 | 330 | 330 | 330 | 360 | 385 | 390 | 554 |
| Draft 2024/2025 LTFP | | 256 | 276 | 315 | 330 | 330 | 330 | 360 | 385 | 390 | 554 |

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: 9.4B) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | | | | | | | | |
|--|---|-----------|--|-----------|--|----------------------|--|--------------|--|
| Risk Event | Infrastructure Plant & Vehicle Asset Management Plan 2024/25 – 2033/34 | | | | | | | | |
| 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 | <table border="0"> <tr> <td>Financial</td> <td>Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.</td> </tr> <tr> <td>Financial</td> <td>Risk that assets are not acquired to meet demand or needs of the Shire..</td> </tr> <tr> <td>Service Interruption</td> <td>Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.</td> </tr> <tr> <td>Reputational</td> <td>Risk that customer levels of service are reduced or are not maintained to meet public expectation.</td> </tr> </table> | 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. |
| 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.

The following new acquisitions of plant and vehicles have been included in the Program:

- 3-Tonne Truck (2026/27) – Parks & Environment Section – this has been added to assist new staff in the section as identified in the Workforce Plan.
- Tipping Trailer (2033/34) – Parks & Environment: this plant is proposed due to the current need for this versatile trailer.

- Road Sweeper (2035/36) – this is included in the Program. However, Council staff are exploring options to share a road sweeper with a neighbouring Local Government(s) as it is expected that full utilisation will not occur until Wanju and Waterloo Industrial Park are well into development.
- Skid Steer Loader (2028/29) - commonly referred to as a “Bobcat” – Although a useful item to own, and one that is often hired in, the level of utilisation is currently not fully understood. A business case will be prepared by the Operations team to confirm the need and timing of the plant.

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

9.5 Title: Storm Water Program of Works 2024/25 – 2033/34

| | |
|-----------------------------|--|
| Reporting Department | Corporate & Governance Directorate |
| Responsible Officer | Mr Phil Anastasakis - Deputy CEO |
| Reporting Officer | Mr Theo Naudé - Director Infrastructure Mr Kristin McKeachie - Manager Assets |
| Legislation | Local Government Act 1995 Local Government (Function & General) Regulations 1996 |
| Council Role | Executive/Strategic. |
| Voting Requirement | Simple Majority. |
| Attachments | Appendix IPC: 9.5A – Stormwater Asset Management Plan Work Program 2024/25 – 2033/34 Appendix IPC: 9.5B – Summary of Transfers 2024/25 – 2033/34 Appendix IPC 9.5C – Risk Assessment |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Storm Water Works Program 2024/25 - 2033/34, together with the Storm Water Asset Management Plan and Works Program 2024/25 – 2033/34, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION 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:**

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 30 | 30 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |

- Endorses the 10 year Storm Water Drainage Asset Management Plan 2024/25 - 2033/34 Works Program (Appendix IPC: 9.5A).**

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 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 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 2023/2024. A summary of the transfers is provided for in (Appendix IPC:9.5B).

The following summary tables from the Storm Water Drainage Program of Works 2024/25-2033/34 are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 9.5A):

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

| Annual Transfer (x \$1,000) | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|------------------------------|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Expenditure | 50 | 0 | 93 | 95 | 11 | 51 | 53 | 0 | 0 | 0 | 0 |
| Reserve Fund Balance | 130 | 164 | 107 | 66 | 108 | 109 | 109 | 162 | 215 | 270 | 325 |

A complete copy of the Draft Storm Water Drainage Program of Works 2024/25-2033/34 is attached (Appendix IPC: 9.5A).

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

| | Current Year 22/23 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | | |
| 2023/2024 LTFP | 25 | 30 | 30 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |
| Draft 2024/2025 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: 9.5C) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | |
|--|--|--|
| Risk Event | Stormwater Asset Management Plan 2024/25 – 2033/34 | |
| 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 2023/24 Program.

In line with the reviews of the Roads and Buildings Asset Management Plans, it is proposed to undertake 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 Daradanup storm water drainage systems, similar to the corresponding exercises conducted for Roads and Buildings.

It is expected that (once complete) the updated Asset Management Plan will require a full review of the Storm Water Drainage Program of Works.

The current Storm Water Drainage Program of Works 2024/25 is therefore considered an interim Program intended to ensure continuity of delivery in the mean-time.

END REPORT

9.6 Title: Pathway Program of Works - 2024/25 – 2033/34

| | |
|-----------------------------|---|
| Reporting Department | <i>Corporate & Governance Directorate</i> |
| Responsible Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Reporting Officer | <i>Mr Kristin McKeachie - Manager Assets</i> <i>Mr Theo Naudé - Director Infrastructure</i> |
| Legislation | <i>Local Government Act 1995</i> <i>Local Government (Function & General) Regulations 1996</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Appendix IPC: 9.6A – Pathways Program of Works Works Program 2024/25 – 2033/34</i> <i>Appendix IPC: 9.6B – Summary of Transfers 2024/25-2033/34</i> <i>Appendix IPC 9.6C – Risk Assessment</i> |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Pathways Program of Works 2024/25 – 2033/34, together with the Pathways Program of Works 2024/25 – 2033/34, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION 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:**

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

- Endorses the 10 year Pathways Program of Works 2023/24-2032/33 Works Program (Appendix IPC: 9.6A).**

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 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 PAMP 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 pathways has not changed from that adopted in the Long Term Financial Plan (LTFP) of 2023/2024. A summary of the transfers is provided for in (Appendix IPC: 9.6B).

The following summary tables from the 2024/25 Pathways 10 Year Program of Works are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 9.6A):

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

| Annual Transfer (x \$1,000) | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|------------------------------|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Expenditure | 102 | 235 | 120 | 134 | 131 | 364 | 230 | 146 | 254 | 249 | 98 |
| Reserve Fund Balance | 200 | 122 | 156 | 228 | 305 | 151 | 125 | 182 | 132 | 136 | 241 |

A complete copy of the Pathways 10 Year Program of Works Program is attached (Appendix IPC: 9.6A).

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

| | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|------------------------------|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Annual Transfer (x \$1,000) | | | | | | | | | | | |
| 2023/2024 LTFP | 100 | 150 | 150 | 200 | 200 | 200 | 200 | 200 | 200 | 250 | |
| Draft 2024/2025 LTFP | | 150 | 150 | 200 | 200 | 200 | 200 | 200 | 200 | 250 | 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: 9.6C) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|--|
| Risk Event | Pathway Program of Works 2024/25 – 2033/34 |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Risk Category Assessed Against | <p>Financial</p> <p>Risk that assets are not renewed at the end of their useful lives.</p> <p>Risk that assets are not upgraded or created to meet demand.</p> <p>Reputational</p> <p>Risk that customer levels of service are reduced or maintained to meet public expectation.</p> |

Officer Comment

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 Pathways Program of Works 2024/25 – 2033/34 continues delivery of the prior Program of Works with no change.

In line with the reviews of the Roads and Buildings Asset Management Plans, it is proposed to undertake a full review of the Pathways 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 Daradanup pathways, similar to the corresponding exercises conducted for Roads and Buildings.

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

The current Pathways Program of Works 2024/25 is therefore considered an interim Program intended to ensure continuity of delivery in the mean-time.

END REPORT

9.7 Title: Parks and Reserves Program of Works 2024/25 – 2033/34

| | |
|-----------------------------|---|
| Reporting Department | Corporate & Governance Directorate |
| Responsible Officer | Mr Phil Anastasakis - Deputy CEO |
| Reporting Officer | Mr Theo Naudé - Director Infrastructure Mr Kristin McKeachie - Manager Assets |
| Legislation | Local Government Act 1995 Local Government (Function & General) Regulations 1996 |
| Council Role | Executive/Strategic. |
| Voting Requirement | Simple Majority. |
| Attachments | Appendix IPC 9.7A – Parks & Reserves Asset Management Plan 2024/25 – 2033/34 Appendix IPC 9.7B – Summary of Transfers 2024/25-2033/34 Appendix IPC 9.7C - Risk Assessment |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Parks and Reserves Program of Works 2024/25 – 2033/34, together with the Parks and Reserves Program of Works 2024/25 – 2033/34, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION 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:**

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

- Endorses the 10 year Parks & Reserves Program of Works 2024/25-2033/34 (Appendix IPC: 9.7A).**

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 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 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 2023/2024. A summary of the transfers is provided for in (Appendix IPC: 9.7B). 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 2024/25 Parks & Reserves Program of Works are provided within the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 9.7A):

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

| Annual Transfer (x \$1,000) | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|------------------------------|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Expenditure | 311 | 70 | 279 | 412 | 187 | 71 | 197 | 138 | 207 | 212 | 217 |
| Reserve Fund Balance | 98 | 382 | 467 | 472 | 551 | 747 | 821 | 953 | 1,016 | 1,076 | 1,131 |

A complete copy of the Parks & Reserves Upgrades 10 Year Asset Management Plan is attached (Appendix IPC: 9.7A).

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

| | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | | |
| 2023/2024 LTFP | 250 | 250 | 250 | 300 | 150 | 150 | 150 | 150 | 150 | 150 | 150 |
| Draft 2024/2025 LTFP | | 350 | 350 | 400 | 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: 9.7C) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | | | | | | |
|--|--|-----------|--|-----------|--|--------------|--|
| Risk Event | Parks & Reserves Asset Management Plan 2024/25 – 2033/34 | | | | | | |
| 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 | <table border="0"> <tr> <td>Financial</td> <td>Risk that assets are not renewed at the end of their useful lives.</td> </tr> <tr> <td>Financial</td> <td>Risk that assets are not upgraded or created to meet demand.</td> </tr> <tr> <td>Reputational</td> <td>Risk that customer levels of service are reduced or maintained to meet public expectation.</td> </tr> </table> | 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. |
| 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 2024/25 continues the work undertaken in preparation of the previously adopted 2023/24 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 | 2023/24 PROGRAM | | 2024/25 PROGRAM | | Comments |
|--|----------------|----------------------|-------------------------------|-----------------|---------|--|
| Gardiner Reserve | Upgrade | 2025 | 100,000 | | | Deferred |
| Duck Pond Signage | Upgrade | 2025 | 12,500 | | | Cancelled |
| Eaton Drive Islands & Verges | Upgrade | 2025 2026 2027 | 100,000 100,000 100,000 | | | Deferred |
| Glen Huon Oval Filtration System and storage tanks | Upgrade | 2025 2026 | 50,000 250,000 | 2026 | 344,700 | Timing Change Repriced for CPI Escalation |
| Planting of street trees for Stage 2A, 2B & 2C Parkridge | Upgrade | | | 2024 | 18,255 | New Item |

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 2024/25. In order to facilitate this review, it is proposed to undertake an external Condition Assessment and Treatment Priority survey at all Shire of Daradanup parks and reserves, similar to the corresponding exercises conducted for Roads and Buildings.

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

The current Parks & Reserves Program of Works 2024/25 is therefore considered an interim Program intended to ensure continuity of delivery in the mean-time.

END REPORT

9.8 Title: Buildings Program of Works 2024/25 – 2033/34

| | |
|-----------------------------|--|
| Reporting Department | Corporate & Governance Directorate |
| Responsible Officer | Mr Phil Anastasakis - Deputy CEO |
| Reporting Officer | Mr Kristin McKeachie - Manager Assets Mr Theo Naudé - Director Infrastructure |
| Legislation | Local Government Act 1995 Local Government (Function & General) Regulations 1996 |
| Council Role | Executive/Strategic. |
| Voting Requirement | Simple Majority. |
| Attachments | Appendix IPC: 9.8A – Building Asset Management Plan 2024/25 – 2033/34 Appendix IPC: 9.8B – Summary of Transfers 2024/25 – 2033/34 Appendix IPC: 9.8C – Risk Assessment |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Building Program of Works 2024/25 – 2033/34, together with the Building Program of Works 2024/25 – 2033/34, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION 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 Building Works Program:**

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 930 | 100 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 200 |

- Endorses the 10 year Buildings Program of Works 2024/25-2033/34 (Appendix IPC: 9.8A).**

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 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 Buildings Program of Works as and when amendments are made.

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 2023/2024. A summary of the transfers is provided for in (Appendix IPC: 9.8B). The reasons for the changes are discussed in the Officer Comments section of this report.

The following summary tables from the Draft 2024/25 Buildings Program of Works are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 9.8A):

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

| Annual Transfer (x \$1,000) | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|------------------------------|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Expenditure | 9,020 | 43 | 27 | 1,196 | 289 | 162 | 1,142 | 1,238 | 22 | 37 | 765 |
| Reserve Fund Balance | 1,734 | 2,683 | 2,855 | 2,062 | 2,146 | 2,351 | 1,575 | 675 | 968 | 1,251 | 712 |

A complete copy of the Building 10 Year Asset Management Plan is attached (Appendix IPC: 9.8A).

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

| | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | | |
| 2023/2024 LTFP | 750 | 600 | 500 | 750 | 350 | 450 | 450 | 450 | 450 | 450 | |
| Draft 2024/2025 LTFP | | 930 | 100 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 200 |

Budget – Whole of Life Cost

The purpose of the Buildings Program of Works 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: 9.8C) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|---|
| Risk Event | Building Program of Works 2024/25 – 2033/34 |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Risk Category Assessed Against | <p>Financial Risk that assets are not renewed at the end of their useful lives. Risk that assets are not upgraded or created to meet demand.</p> <p>Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.</p> <p>Service Interruption Risk to service for public buildings if assets are not renewed or maintained to an operational standard</p> <p>Legal & Compliance Possible damages claims against the Council if there is injury due to buildings not being maintained.</p> |

Officer Comment

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 Buildings Program of Works 2024/25-2033/34 represents a significant change over previous years.

The Shire of Dardanup has undertaken a full review of the Asset Management Plan for Buildings. Pending adoption by Council, this review will result in an alteration in the focus of the Shire’s efforts with respect to Building Management, with a reduction in the level of New and Upgraded assets being created and a greater emphasis being placed upon the like-for-like Renewal of Existing assets.

While some Upgrades and Expansion works are likely to be necessary in the future (and will be accommodated in the Program as they are identified) this type of activity will no longer form the foundation of the Program of Works going forward.

The 10 Year Buildings Program of Works 2024/25-2033/34 allows for:

- Completion of already commenced, Grant funded, projects;
- Delivery of recent Council Decisions related to necessary Upgrades;
- Major upgrades of the Daranaup Hall (in 2026/27) and Dardanup Administration Building (2029/30)
- Minor capital upgrade of the Eaton Recreation Centre (addition of vehicle protection bollards at the main entrances) in 2025/26

All other 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 (Buildings) 2024 – 2028.

In summary, the proposed draft 2024/25 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, while completing current committed works.

END REPORT

9.9 Title: Road Program of Works 2024/25 – 2033/34

| | |
|-----------------------------|--|
| Reporting Department | Corporate & Governance Directorate |
| Responsible Officer | Mr Phil Anastasakis - Deputy CEO |
| Reporting Officer | Mr Theo Naudé - Director Infrastructure Mr Kristin McKeachie - Manager Assets |
| Legislation | Local Government Act 1995 Local Government (Function & General) Regulations 1996 |
| Council Role | Executive/Strategic. |
| Voting Requirement | Simple Majority. |
| Attachments | Appendix IPC: 9.9A – Road Program of Works 2024/25 - 2033/34 Appendix IPC: 9.9B- Summary of Transfers 2024/25 - 2033/34 Appendix IPC: 9.9C – Risk Assessment |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Road Program of Works 2024/25 - 2033/34, together with the Road Program of Works 2024/25 - 2033/34, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION 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:**

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 0 | 0 | 350 | 550 | 800 | 900 | 1,000 | 1,100 | 1,150 | 1,000 |

- Endorses the 10 year Road Program of Works 2024/25-2033/34 (Appendix IPC: 9.9A).**

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 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 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

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

Precedents

At its November 2023 Ordinary Council Meeting, Council decided (270-23):

THAT Council:

1. *Endorses the amended scope of works for project J12917 Council Drive Streetscape Project and associated costs.*
2. *Authorises an amendment (increase) of the 2023/24 Budget allocation for Project J12907 (Project Preliminaries - Eaton Drive Intersections) from \$100,000 to \$150,000.*
3. *Authorises an amendment (increase) of the 2023/24 Budget Expenditure Project J12831 BORR – Local Roads from \$50,000 to \$414,787, including recognition of the additional external funding received, and:*
 - a) *Accepts the offered Road Project Grant funding to the amount of \$143,000 from SW RRG for Urgent Repairs to Dowdells Line and makes provision for works to be CARRIED out in the 2023/24 financial year;*
 - b) *Approves the allocation of funds previously received from South West Gateway Alliance (SWGA) in respect of the Dowdells Line urgent repairs in the amount of \$150,000 to this account;*
 - c) *Approves allocation of funds from the Local Roads and Community Infrastructure (LRCI) Phase 4 Grant to meet the Shire's co-contribution obligations in respect of the Dowdells Line urgent repairs project being \$71,787 in the 2023/24 financial year.*
4. *Approves as unbudgeted expenditure and an amendment (increase) of the 2023/24 Budget Expenditure the establishment of a new project for Design of Intersection Improvements at Moore and Busher Roads, including recognition of the additional external funding received, and:*
 - a) *Accepts the offered Road Project Grant funding to the amount of \$29,000 from SW RRG for Design of Intersection Improvements at Moore and Busher Roads and makes provision for works to be CARRIED out in the 2023/24 financial year;*
 - b) *Approves allocation of funds from the Local Roads and Community Infrastructure (LRCI) Phase 4 Grant to meet the Shire's co-contribution obligations in respect of the Intersection Improvements at Moore and Busher Roads project being \$14,650 for Moore/Busher Roads intersection in the 2023/24 financial year;*
 - c) *Requests the CEO to make provision for the Construction of the proposed Intersection Improvements at Moore and Busher Roads to take place in the 2024/25 financial year.*
5. *Cancels Project J12923 Russell Road (Burekup Hall to School) path widening from the 2023/24 Capital Works Program and authorises an amendment (decrease) to the 2023/24 Budget Expenditure.*
6. *Cancels Project J12924 Charlotte Street path renewal from the 2023/24 Capital Works Program and authorises an amendment (decrease) to the 2023/24 Budget Expenditure.*
7. *Cancels project J05009 Ferguson Bushfire Station project from the 2023/24 Capital Works Program and authorises an amendment (decrease) to the 2023/24 Budget Expenditure.*
8. *Notes that adjustment (increase) to budget J11639 to Wells Recreation Reserve Clubrooms as a result of expenses incurred due to storm damage and revenue received as a result of an insurance claim in respect of this event will be required.*
 - a) *Requests the CEO to provide a further report on this matter once all necessary repairs are complete and all costs and revenues have been identified.*

At its 22 November 2023 Ordinary Council Meeting, Council Decided (Decision 278-23)

THAT Council:

1. *Declines to accept any tenders received in response to Tender RFT-F0344431 Ferguson Road Reconstruction and Upgrade 13.56 – 19.56 SLK due to the prices exceeding the Shire’s allocated budget for the project, in accordance with Functions and General Regulation 18(5).*
2. *Requests the Chief Executive Officer to inform the Regional Road Group of Council’s decision and make arrangements to return funds received from the State Black Spot for the project.*
3. *Requests that the project is returned to the Road Asset Management Plan and Associated 10 Year Programs for rescheduling and the design is used for renomination of the project for funding under the Black Spot Program in a future Financial Year.*

At its 28 February Ordinary Council Meeting, Council Decided (Decision 28-24)

THAT Council:

1. *Rescinds Decision 270-23 Item 3(c) (allocation of (\$71,787 from LRCI Phase 4 Grant to Dowdells Line)*
2. *Rescinds Decision 270-23 Item 4(b) (allocation of (\$14,650 from LRCI Phase 4 Grant to Moore and Busher Roads)*

By Absolute Majority

AND

1. *Authorises an amendment (increase) of the 2023/2024 Budget Expenditure Project J12831 BORR – Local Roads from \$414,787 to \$495,167, an increase of \$80,380, with these increased funds to be sourced from all remaining residual Shire of Dardanup Roads to Recovery (RTR) funds from the 2019 to 2024 grant program.*
2. *Approves establishment of a new project in the 2024/2025 Budget for construction of the Eaton Drive / Cudliss Street Intersection Upgrade at an estimated construction cost of \$1,082,126; and*
 - a. *Approves allocation of funds from the Local Roads and Community Infrastructure (LRCI) Phase 4 Grant in the amount of \$352,834 to support the Shire’s co-contribution obligations in respect of the proposed RRG funding application for the above project.*
 - b. *Approves allocation of \$9,292 from the Roads Construction & Major Maintenance Reserve to complete the Shire’s co-contribution obligations in respect of the proposed RRG funding application for the above project.*
3. *Approves establishment of a new project in the 2024/25 Budget for Internal and External Repainting at the Eaton Recreation Centre at an estimated cost of \$218,842; and*
 - a. *Approves allocation of funds from the Local Roads and Community Infrastructure (LRCI) Phase 4 Grant in the amount of \$194,230.*
 - b. *Approves allocation of \$15,320 from the Building Reserve to support completion of these works.*
4. *Authorises a reduced transfer of \$121,787 from the Roads Construction & Major Maintenance Reserve in 23/24 to reflect increased external funding from the Roads To Recovery (RTR) grant program.*

In addition to the above Decisions and Amended Decisions, Council adopts the 10 Year Program of Works annually and the Roads AMP as and when it is reviewed.

Budget Implications

The information contained in the 10 Year Road Program of Works 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 2023-2024. A summary of the transfers is provided for in (Appendix IPC: 9.9B). The reasons for the changes are discussed in the Officer Comments section of this report.

The following summary tables from the Draft 2024/25 Road Program of Works are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 9.9B):

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

| Annual Transfer (x \$1,000) | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|------------------------------|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Expenditure | 2,220 | 2,773 | 1,386 | 1,908 | 1,858 | 1,548 | 1,716 | 1,299 | 1,563 | 1,695 | 1,803 |
| Reserve Fund Balance | 1,493 | 1,029 | 352 | 260 | 85 | 109 | 59 | 278 | 611 | 576 | 302 |

A complete copy of the Road 10 Year Program of Works is attached (Appendix IPC: 9.9A).

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

| | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|------------------------------|--------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Annual Transfer (x \$1,000) | | | | | | | | | | | |
| 2023/2024 LTFP | 650 | 600 | 600 | 900 | 1,150 | 1,150 | 1,150 | 1,150 | 1,250 | 1,500 | |
| Draft 2024/2025 LTFP | | 0 | 0 | 350 | 550 | 800 | 900 | 1,000 | 1,100 | 1,150 | 1,000 |

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: 9.9C) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | | | | | | |
|--|--|-----------|--|-----------|--|--------------|--|
| Risk Event | Roads Program of Works 2024/25 - 2033/34 | | | | | | |
| 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 | <table border="0"> <tr> <td>Financial</td> <td>Risk that assets are not renewed at the end of their useful lives.</td> </tr> <tr> <td>Financial</td> <td>Risk that assets are not upgraded or created to meet demand.</td> </tr> <tr> <td>Reputational</td> <td>Risk that customer levels of service are reduced or maintained to meet public expectation.</td> </tr> </table> | 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. |
| 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

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 2024/25-2033/34 represents a significant change over previous years.

The Shire of Dardanup has undertaken a full review of the Asset Management Plan for Roads. Pending adoption by Council, this review will result in an alteration in the focus of the Shire’s efforts with respect to Road Management, with a reduction in the level of New and Upgraded assets being created and a greater emphasis being placed upon the like-for-like Renewal of Existing assets.

While some Upgrades and Expansion works are likely to be necessary in the future (and will be accommodated in the Program as they are identified) this type of activity will no longer form the foundation of the Program of Works going forward.

The 10 Year Road Program of Works 2024/25-2033/34 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 Proposed Projects Based on External Inspection and Prioritisation

As part of work undertaken to prepare the revised Roads Asset Management Plan 2024 – 2028, inspection of all Shire of Dardanup Roads was carried out by an external specialist consultant. During this inspection, the Actual Measured Condition of each distinct section of Road (intersection to intersection or at changes in surface type) was assessed to a high level of detail, along with a recommended priority for treatment.

Information collected during this inspection has been used to calibrate the proposed treatments, locations, and order of priority of the 10 Year Road Asset Program of Works 2024/25-2033/34.

Review of Cost Estimates for Proposed Projects

As part of the Revaluation of Infrastructure Assets in 2022, the Shire of Dardanup undertook a review of the Unit Rates used for the preparation of Costs Estimates for future works on roads. These Unit Rates were provided by the Shire's third party Valuation Consultant (TALIS Pty Ltd) and were reviewed by the Shire's external auditors as part of the 2020 Financial Accounting Audit.

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. The estimated costs of all proposed Works in the proposed 2024/25 Program of Works have therefore been re-calculated based upon the 2022 audited Unit Rates, 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

As a result of various Council Decisions related to roads funding noted above (Decisions 270-23 and 278-23) and as a result of the increase emphasis upon Renewals (Preservation) works outlined in the revised Roads Asset Management Plan 2024-28, a completely new 5 Year Roads Funding program is required.

The new 5 Year Roads Funding Program is as shown below. This will primarily be directed to Regional Roads Group (RRG), Roads to Recovery (RTR) and Local Roads and Community Infrastructure (LRCI) Phase 4 funding opportunities. It should be noted that LRCI Phase 4 is the last phase of the LRCI initiative and no further funding from this source is expected beyond the close of the program in 2025/26.

The RTR program reaches the end of the current 5 Year Funding Window on 1 July 2024. A new 5 Year Funding Window has been announced by the Federal Government with an increased Total Funding Allocation (approximately double the current program), however the Shire is yet to be notified of the exact amount of its Grant Allocation for the next Window.

| Project | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 |
|--|----------------|-------------|--------------|---------|---------|
| BUSHER ROAD (SLK 0.0 to SLK 0.3) | \$441,350.00 | | | | |
| EATON DRIVE (SLK 0.99 to SLK 1.04) | \$1,082,126.00 | | | | |
| EATON DRIVE (SLK 0.4 to SLK 1.7) | \$1,200,000.00 | | | | |
| DOWDELLS LINE (SLK 6.16 to SLK 6.21) | | \$3,985.00 | \$39,500.00 | | |
| DOWDELLS LINE (SLK 5.8 to SLK 6.16) | | \$15,234.00 | \$151,000.00 | | |
| DOWDELLS LINE (SLK 8.252 to SLK 9.21) | | \$40,558.00 | \$402,000.00 | | |
| HAMILTON ROAD (SLK 0.19 to SLK 0.28) | | \$18,000.00 | | | |
| HAMILTON ROAD (SLK 0.42 to SLK 0.52) | | \$20,000.00 | | | |

| Project | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 |
|---|---------|--------------|--------------|--------------|--------------|
| HENTY ROAD (Various Locations) | | \$70,000.00 | | | |
| HAMILTON ROAD (SLK 1.52 to SLK 1.56) | | \$100,000.00 | | | |
| DARDANUP WEST ROAD (SLK 0.96 to SLK 1.96) | | \$104,500.00 | | | |
| DARDANUP WEST ROAD (SLK 1.96 to SLK 2.96) | | \$104,500.00 | | | |
| GARVEY ROAD (SLK 0.0 to SLK 1.0) | | \$113,000.00 | | | |
| MARTIN PELUSEY ROAD (SLK 2.4 to SLK 3.23) | | \$160,500.00 | | | |
| GLENHUON BOULEVARD (SLK 0.28 to SLK 1.55) | | \$289,487.00 | | | |
| DOWDELLS LINE (SLK 6.2 to SLK 7.3) | | | \$44,363.00 | | \$429,000.00 |
| EATON DRIVE LEFT (SLK 2.0 to SLK 2.71) | | | \$132,000.00 | | |
| EATON DRIVE RIGHT (SLK 0.0 to SLK 0.49) | | | \$336,000.00 | | |
| GARVEY ROAD (SLK1,0 to SLK 2.0) | | | \$113,000.00 | | |
| HAMILTON ROAD (SLK 0.7 to SLK 0.86) | | | \$99,000.00 | | |
| HAMILTON ROAD (SLK 1.17 to SLK 1.923) | | | \$152,000.00 | | |
| HYNES ROAD (SLK 2.15 to SLK 2.6) | | | \$80,500.00 | | |
| MOORE ROAD (SLK 0.65 to SLK 1.16) | | | \$179,662.00 | | |
| DARDANUP WEST ROAD (SLK 0.693 to SLK 0.96) | | | | \$81,500.00 | |
| DOWDELLS LINE (SLK 0.03 to SLK 0.3) | | | | \$19,500.00 | |
| DOWDELLS LINE (SLK 7.252 to SLK 8.252) | | | | \$473,363.00 | |
| EATON DRIVE RIGHT (SLK 2.0 to SLK 2.71) | | | | \$486,500.00 | |
| FERGUSON ROAD (SLK 10.53 to SLK 11.85) | | | | \$163,500.00 | |
| BANKSIA ROAD (SLK 0.0 to SLK 0.3) | | | | | \$42,500.00 |
| EATON DRIVE LEFT (SLK 0.5 to SLK 0.59) | | | | | \$18,000.00 |
| FERGUSON ROAD (SLK 3.56 to SLK 3.67) | | | | | \$163,000.00 |
| FERGUSON ROAD (SLK 5.05 to SLK 5.11) | | | | | \$11,000.00 |
| MARTIN PELUSEY ROAD (SLK 3.23 to SLK 3.36) | | | | | \$27,000.00 |
| PRATT ROAD (SLK 1.38 to SLK 2.341) | | | | | \$234,177.31 |

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 the end of calendar year 2024:

| 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 2023/24 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 2023/24.

However, while the BORR construction is ongoing, there can be no guarantee that further damage may not occur to this or other Shire roads. Officers therefore recommend allocating \$50,000 in 2024/2025 for works that might result from the BORR activities or from urgent works required due to SLK 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 2024/25-2033/34

The first four years of the 10 Year Road Asset Program of Works 2024/25-2033/34 are listed below:

| Road Name | Budget Reporting Classification | Design Description | Budget Year |
|-----------------------------|---------------------------------|--|-------------|
| BORR - impacted Local Roads | Bitumen Reseals | SPECIFIC DESIGN: Various Repairs as Required | 2024/25 |
| BUSHER ROAD | Road Reconstruction | SPECIFIC DESIGN: Intersection Upgrade in Accordance with Road Safety Audit | 2024/25 |
| EATON DRIVE (2880) | Road Reconstruction | SPECIFIC DESIGN: Intersection improvements to Hands Avenue/Eaton Drive Intersection. | 2024/25 |
| EATON DRIVE (2880) | Road Reconstruction | SPECIFIC DESIGN: Signalised intersection at Glen Huon Boulevard | 2024/25 |
| GOLDING CRESCENT | Road Reconstruction | SPECIFIC DESIGN: Golding Crescent and Delmarco Drive Intersection upgrade. | 2024/25 |
| HENTY ROAD | Rural Improvement | SPECIFIC DESIGN: Guidepost Installation | 2024/25 |
| BUREKUP ENTRANCE | Bitumen Reseals | Reseal (Bitumen) Replace Kerb: Left = 7m; Right = 7m | 2025/26 |
| COUNCIL DRIVE | Road Reconstruction | SPECIFIC DESIGN: Council Drive Kerb rectification | 2025/26 |
| DARDANUP WEST ROAD | Bitumen Reseals | Reseal (Bitumen) | 2025/26 |
| DARDANUP WEST ROAD | Bitumen Reseals | Reseal (Bitumen) | 2025/26 |
| DOWDELLS LINE | Road Reconstruction | DESIGN FOR: Rehabilitation (Bitumen) | 2025/26 |
| DOWDELLS LINE | Road Reconstruction | DESIGN FOR: Rehabilitation (Asphalt) | 2025/26 |

| | | | |
|---------------------------------------|---------------------|--|---------|
| DOWDELLS LINE | Bitumen Reseals | DESIGN FOR: Rehabilitation (Bitumen) | 2025/26 |
| EATON DRIVE RIGHT | Asphalt Reseals | DESIGN FOR: Rehabilitation (Asphalt) | 2025/26 |
| EATON DRIVE RIGHT | Bitumen Reseals | DESIGN FOR: Rehabilitation (Asphalt) | 2025/26 |
| GARVEY ROAD | Bitumen Reseals | Reseal (Bitumen) | 2025/26 |
| GLENHUON BOULEVARD | Asphalt Reseals | Reseal (Asphalt) | 2025/26 |
| HAMILTON ROAD | Asphalt Reseals | Reseal (Asphalt) | 2025/26 |
| HAMILTON ROAD | Asphalt Reseals | Reseal (Asphalt) | 2025/26 |
| HAMILTON ROAD | Road Reconstruction | SPECIFIC DESIGN: Anne Street Left Out (Construction) | 2025/26 |
| HAMILTON ROAD | Road Reconstruction | DESIGN FOR: Reconstruction (Bitumen) | 2025/26 |
| HENTY ROAD | Road Reconstruction | SPECIFIC DESIGN: Pavement Widening (Various Locations) | 2025/26 |
| LENNARD ROAD | Gravel Resheets | Gravel Re-sheeting | 2025/26 |
| MARTIN PELUSEY ROAD | Asphalt Reseals | Reseal (Asphalt) | 2025/26 |
| MILLARD STREET | Asphalt Reseals | Reseal (Asphalt) | 2025/26 |
| MONASH BOULEVARD | Asphalt Reseals | Reseal (Asphalt) | 2025/26 |
| MOUNTFORD ACCESS | Gravel Resheets | Gravel Re-sheeting | 2025/26 |
| SCOTT STREET | Asphalt Reseals | Reseal (Asphalt) | 2025/26 |
| ST HELENA ROAD | Gravel Resheets | Gravel Re-sheeting | 2025/26 |
| ABE COURT | Asphalt Reseals | Reseal (Asphalt) | 2026/27 |
| DARDANUP WEST ROAD | Road Reconstruction | DESIGN FOR: Rehabilitation (Bitumen) | 2026/27 |
| DOWDELLS LINE | Road Reconstruction | Rehabilitation (Bitumen) | 2026/27 |
| DOWDELLS LINE | Road Reconstruction | Rehabilitation (Bitumen) | 2026/27 |
| DOWDELLS LINE | Road Reconstruction | Rehabilitation (Asphalt) | 2026/27 |
| DOWDELLS LINE | Road Reconstruction | DESIGN FOR: Rehabilitation (Bitumen) | 2026/27 |
| EATON DRIVE LEFT | Asphalt Reseals | Reseal (Asphalt) | 2026/27 |
| EATON DRIVE RIGHT | Road Reconstruction | Rehabilitation (Asphalt) | 2026/27 |
| GARVEY ROAD | Bitumen Reseals | Reseal (Bitumen) | 2026/27 |
| HAMILTON ROAD | Road Reconstruction | Reconstruction (Bitumen) | 2026/27 |
| HAMILTON ROAD | Asphalt Reseals | Reseal (Asphalt) | 2026/27 |
| HYNES ROAD | Asphalt Reseals | Reseal (Asphalt) | 2026/27 |
| LUSITANO AVENUE | Asphalt Reseals | Reseal (Asphalt) | 2026/27 |
| MILLARD STREET | Asphalt Reseals | Reseal (Asphalt) | 2026/27 |
| MILLARD STREET | Asphalt Reseals | Reseal (Asphalt) | 2026/27 |
| MILLBRIDGE BOULEVARD | Asphalt Reseals | Reseal (Asphalt) | 2026/27 |
| MOORE ROAD | Asphalt Reseals | "Reseal (Asphalt) | |
| Replace Kerb: Left = 0m; Right = 51m" | 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 |
| TANK STREET | Gravel Resheets | Gravel Re-sheeting | 2026/27 |
| VELVET GROVE | Asphalt Reseals | Reseal (Asphalt) | 2026/27 |
| CATALANO ROAD | Gravel Resheets | Gravel Re-sheeting | 2027/28 |
| DARDANUP WEST ROAD | Road Reconstruction | Rehabilitation (Bitumen) | 2027/28 |
| DIADEM STREET | Asphalt Reseals | Reseal (Asphalt) | 2027/28 |
| DOWDELLS LINE | Bitumen Reseals | Reseal (Bitumen) | 2027/28 |
| DOWDELLS LINE | Road Reconstruction | DESIGN FOR: Rehabilitation (Bitumen) | 2027/28 |
| DOWDELLS LINE | Road Reconstruction | Rehabilitation (Bitumen) | 2027/28 |
| EATON DRIVE RIGHT | Road Reconstruction | Rehabilitation (Asphalt) | 2027/28 |
| FERGUSON ROAD | Bitumen Reseals | Reseal (Bitumen) | 2027/28 |
| FERGUSON ROAD | Road Reconstruction | DESIGN FOR: Rehabilitation (Asphalt) | 2027/28 |
| JOSHUA BROOK ROAD | Gravel Resheets | Gravel Re-sheeting | 2027/28 |
| LENNARD ROAD | Gravel Resheets | Gravel Re-sheeting | 2027/28 |
| MURDOCH CRESCENT | Asphalt Reseals | Reseal (Asphalt) | 2027/28 |
| PANIZZA ROAD | Gravel Resheets | Gravel Re-sheeting | 2027/28 |
| TEMPLE ROAD | Gravel Resheets | Gravel Re-sheeting | 2027/28 |
| WELLINGTON MILL ROAD | Bitumen Reseals | Reseal (Bitumen) | 2027/28 |
| WELLINGTON MILL ROAD | Bitumen Reseals | Reseal (Bitumen) | 2027/28 |
| BANKSIA ROAD | Gravel Resheets | Gravel Re-sheeting | 2028/29 |
| CHARTERHOUSE STREET | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| CORAL PLACE | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| CRONSHAW ROAD | Gravel Resheets | Gravel Re-sheeting | 2028/29 |
| DOWDELLS LINE | Road Reconstruction | Rehabilitation (Bitumen) | 2028/29 |
| EATON DRIVE LEFT | Bitumen Reseals | Reseal (Bitumen) | 2028/29 |
| EDITH COWAN AVENUE | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| FERGUSON ROAD | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| FERGUSON ROAD | Road Reconstruction | Rehabilitation (Asphalt) | 2028/29 |
| HAMILTON ROAD | Bitumen Reseals | 2nd Coat Seal (10mm) | 2028/29 |
| HAROLD DOUGLAS DRIVE | Road Reconstruction | DESIGN FOR: Rehabilitation (Bitumen) | 2028/29 |
| HAYWARD STREET | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| INDIGO LOOP | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| LUSITANO AVENUE | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| MALABOR RETREAT | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| MARTIN PELUSEY ROAD | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| MILLARD STREET | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| MILLARD STREET | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| OAK COURT | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |
| PRATT ROAD | Asphalt Reseals | Reseal (Asphalt) | 2028/29 |

It is the Officer's intention to have clear project summary documentation for each of the 24/25 road projects prior to the finalisation of the 24/25 works program and are not included as part of this report.

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

9.10 Title: Elected Member Fees, Expenses and Allowances – 2024/25

| | |
|-----------------------------|---|
| Reporting Department | <i>Corporate & Governance Directorate</i> |
| Responsible Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Reporting Officer | <i>Mrs Natalie Hopkins - Manager Financial Services</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Legislative.</i> |
| Voting Requirement | <i>Absolute Majority.</i> |
| Attachments | <i>9.10 – Risk Assessment Tool</i> |

Overview

Council is requested to review elected member fees and allowances as part of the formulation of the 2024/25 Corporate Business Plan, Long Term Financial Plan and Annual Budget.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING

THAT the Integrated Planning Committee recommends that Council:

- 1. Sets the Shire President and Elected Member 2024/25 Annual Attendance Fee at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st 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 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st 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 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2024, 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.**

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 2024/25 Salaries and Allowances Determination will be released mid-April with an effective date of the 1st of July 2024. There was an increase of 1.5% applied to the 2023/24 Salaries and Allowances, therefore it is anticipated a small increase around 3% may be applied from the 1st of July 2024.

The following table sets out the current minimum and maximum Meeting Attendance Fees as determined by the SAT on the 6th of April 2023 for the 2023/24 financial year.

| MINIMUM & MAXIMUM MEETING ATTENDANCE FEES – 2023/24 | | |
|---|---|---|
| <u>BAND 3</u> | | |
| | Members other than President or Mayor | President or Mayor |
| Council Meeting (per meeting) | Minimum Fee - \$205 Maximum Fee - \$430 | Minimum Fee - \$205 Maximum Fee - \$660 |
| Committee Meeting (per meeting) | Minimum Fee - \$100 Maximum Fee - \$215 | Minimum Fee - \$100 Maximum Fee - \$215 |
| Annual Fee in Lieu of fees for attending meeting per s5.99 LGA | Minimum Fee - \$8,000 Maximum Fee - \$17,030 | Minimum Fee - \$8,000 Maximum Fee - \$26,370 |

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 s5.99 LGA.

| MEETING ATTENDANCE FEES TO SHIRE OF DARDANUP ELECTED MEMBERS – 2023/24 | | |
|---|---|---|
| <u>CURRENTLY PAID</u> | | |
| | Members other than the President | President |
| Annual Fee in Lieu of fees for attending meeting per s5.99 LGA | \$12,773 Equates to 75.0% of the Maximum Fee | \$19,778 Equates to 75.0% of the Maximum Fee |

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 2023/24 financial year calculated as 75% of the Maximum Fee.

| ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2023/24 | | |
|---|---|--|
| <u>BAND 3</u> | | |
| | President or Mayor | Deputy President or Mayor (up to 25% of President or Mayor) |
| Band 3 Allowance | Minimum Fee = \$1,070 Maximum Fee = \$38,450 | Minimum Fee = \$268 Maximum Fee = \$9,613 |

| ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2023/24 | | |
|---|---|--|
| <u>CURRENTLY PAID</u> | | |
| | President or Mayor | Deputy President or Mayor (up to 25% of President or Mayor) |
| Local Government Allowance | \$28,838 Equates to 75.0% of the Maximum Fee | \$7,209 Equates to 75.0% 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.

Expenses that are to be reimbursed — s. 5.98(2)(a) and (3)

(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*

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 (2023/24), whichever is the lesser amount.

The extent to which travel costs referred to in sub regulation (1)(b) can be reimbursed:

- (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 \$2,625 pa which is 75% 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 (2023/24).

- *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.

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 | \$19,778 |
| Elected Members other than Shire President | \$12,773 |
| ANNUAL LOCAL GOVERNMENT ALLOWANCE | |
| Shire President | \$28,838 |
| Deputy Shire President | \$7,209 |
| ALLOWANCES PER ANNUM | |
| Information and Communications Technology | \$2,625 |

| 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 8th of March 2023 [IPC: 02-23], and subsequent Ordinary Council meeting on the 22nd of March 2023, Council resolved [OCM: 58-23] to move the setting of Elected Members fees and allowances at a fixed 75 percentage of the prevailing published rate. This therefore enables allowances to increase in line with SAT percentage increases automatically.

THAT Council:

1. *Sets the Shire President and Elected Member 2023/24 Annual Attendance Fee at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2023, as determined by the Salaries and Allowances Tribunal.*
2. *Sets the Shire President and Deputy Shire President 2023/24 Annual Local Government Allowance at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2023, as determined by the Salaries and Allowances Tribunal.*
3. *Sets the Elected Member 2023/24 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2023, as determined by the Salaries and Allowances Tribunal.*
4. *Reimburses 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. *Reimburses 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.*

Council Policy CnG CP042 adopted on the 28th of September 2022 [OCM: 243-22] incorporates the 75% 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 75% of the SAT Band 3 allowance, together with any increase determined by SAT.

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 September 2022 which includes a provision of 75% 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: 9.10) for full assessment document.

| Tier 2 – 'Low' or 'Moderate' Inherent Risk. | |
|--|--|
| Risk Event | Elected Member Fees, Expenses and Allowance – 2024/25 |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Risk Category Assessed Against | <p>Financial Elected Member & Staff Budget requests form part of the Annual Budget Process</p> <p>Legal and Compliance Risk of Council breaching the Local Government Act 1995 – Risk that the Member Fees, Expenses and Allowances is not adopted</p> |

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 1st of July 2024.

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 2024/25 financial year:

| ANNUAL ATTENDANCE FEE | | |
|---|--|--|
| | Current 2023/24 | Proposed 2024/25 |
| Shire President | \$19,778 equates to 75% of maximum band value (Band 3) | 75% of the maximum band value (Band 3) |
| Councillors other than Shire President | \$12,773 equates to 75% of the maximum band value (Band 3) | 75% of the maximum band value (Band 3) |

| LOCAL GOVERNMENT ALLOWANCE | | |
|-----------------------------------|--|--|
| | Current 2023/24 | Proposed 2024/25 |
| Shire President | \$28,838 equates to 75% of maximum band value (Band 3) | 75% of the maximum band value (Band 3) |
| Deputy Shire President | \$7,209 equates to 75% of maximum band value (Band 3 up to 25% of Shire President) | 75% 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 2023/24 | Proposed 2023/24 |
| All Councillors | \$2,625 per annum equates to 75% of maximum band value (Band 3) | 75% of the maximum band value (Band 3) |

The minimum ICT annual allowance for determined by SAT is \$500 per annum; the maximum being \$3,500 per annum (2023/24).

END REPORT

9.11 Title: Debt Management Plan 2024/25 – 2033/34

| | |
|-----------------------------|---|
| Reporting Department | <i>Corporate & Governance Directorate</i> |
| Responsible Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Reporting Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Legislation | <i>Local Government (Financial Management) Regulations 1996</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Appendix IPC: 9.11A – Debt Management Plan 2024/25 to 2033/34 Appendix IPC: 9.11B – Risk Assessment Tool</i> |

Overview

The Committee is requested to consider and endorse the 2024/25 Debt Management Plan which is incorporated within the 2024/25 Budget, four year Corporate Business Plan and 10 year Long Term Financial Plan (Appendix IPC: 9.11A).

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING

THAT the Integrated Planning Committee recommends that Council endorses the Debt Management Plan 2024/25 to 2033/34 (refer to Appendix IPC: 9.11A) for the 2024/25 budget, four year Corporate Business Plan, and Long Term Financial Plan.

Background

As part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements, Council is to develop a Long Term Financial Plan for a minimum period of 10 years. The Long Term Financial Plan is a ten year rolling plan (Council staff have projected the LTFP to 15 years) that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool for prioritisation and ensuring the financial sustainability of the Local Government. The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index or local government cost index, interest rates and projected rate increases.

The Annual Budget is directly aligned to year one of the Corporate Business Plan and Long Term Financial Plan. 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 reviewing the Debt Management Plan that has been included in the previous year's Long Term Financial Plan, four year Corporate Business Plan and Annual Budget.

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;*

Local Government (Administration) Regulations 1996:

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

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

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

**Absolute majority required.*

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

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 Strategic Financial Plan review and development process, Council has adopted a Debt Management Plan which establishes the level of debt and new loans for the next 10-15 years. These forecast new loans are reflected in the interrelated Annual Budget / Corporate Business Plan / Long Term Financial Plan.

Budget Implications

As noted in the Debt Management Plan, the use of debt as a means of funding asset acquisitions, renewals and maintenance is a useful mechanism for allocating the costs of such works over a time frame that reflects when residents will benefit from the assets.

The current projected loans over the next 10 years under the Debt Management Plan are summarised below (refer to Appendix IPC: 9.11B):

| Forecast New Loans | Current Year 23/24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|--|--------------------|--------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Loan – Stage 2 Admin Building | 1.5m | | | | | | | | | | |
| Loan – ERP Project | | 1.6m | | | | | | | | | |
| Total Outstanding Debt (million \$) | 9.78 | 10.86 | 10.26 | 9.64 | 9.03 | 8.44 | 7.87 | 7.29 | 6.75 | 6.20 | 5.62 |

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

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.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.11B) for full assessment document.

| Tier 2 – 'Low' or 'Moderate' Inherent Risk. | |
|--|--------------------------------|
| Risk Event | Debt Management Plan - 2024/25 |

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | | | | | | |
|--|--|-----------|--|----------------------|--|--------------|---|
| 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 | <table border="0"> <tr> <td>Financial</td> <td>Financial sustainability impacted through too much debt.</td> </tr> <tr> <td>Legal and Compliance</td> <td>Compliance with budget, rating and integrated planning review and development process.</td> </tr> <tr> <td>Reputational</td> <td>Shire reputation can be negatively impacted if debt levels are considered excessive by the community.</td> </tr> </table> | Financial | Financial sustainability impacted through too much debt. | Legal and Compliance | Compliance with budget, rating and integrated planning review and development process. | Reputational | Shire reputation can be negatively impacted if debt levels are considered excessive by the community. |
| Financial | Financial sustainability impacted through too much debt. | | | | | | |
| Legal and Compliance | Compliance with budget, rating and integrated planning review and development process. | | | | | | |
| Reputational | Shire reputation can be negatively impacted if debt levels are considered excessive by the community. | | | | | | |

Officer Comment

Currently there are no specific restrictions on Councils ability to borrow. There is a practical limit beyond which debt service costs (Principal + Interest repayments + Government Guarantee Fee) will affect the capacity of Council to deliver service levels. It is therefore critical that debt funding is appropriately planned and monitored if Council is to maintain the capacity to effectively use this funding source.

Strategic planning allows Council to develop targets and standards for debt that are strategic in nature, rather than relying on debt as a response to current financial requirements.

Councils Debt Strategy requires Council to consider:

- The circumstances under which borrowings are made;
- The impact borrowings will have strategically; and
- If the return on the debt (in commercial situations) can service the debt itself.

Treasury Corporation have produced an indicative debt capacity calculator which is incorporated into the Shire’s Long Term Financial Plan model. While borrowing capacity will vary from year to year, the ‘Indicative Additional Debt Capacity Calculator’ assists Council in determining its borrowing capacity by using information within the Long Term Financial Plan. This is based on prudent loan servicing limits and provides important planning information to help the Council decide if debt should be considered as a financing source for additional future capital expenditure.

Based on financial projections within the current Long Term Financial Plan, together with projected capital expenditure and current and future loans, Council’s additional borrowing capacity for 2024/25 is approximately \$0. If Council were to raise additional loans it would need additional rate income to be raised to service these additional loan repayments.

For this reason the current funding of asset renewal, replacement and acquisition outlined through the various Asset Management Plans consists of a balance of debt (drawn from future rates), cash reserves (drawn from past rates) and municipal funds (drawn from current year rates).

9.12 Title: Draft Annual Fees and Charges 2024/25 – 2033/34

| | |
|-----------------------------|--|
| Reporting Department | <i>Corporate & Governance Directorate</i> |
| Responsible Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Reporting Officer | <i>Mrs Natalie Hopkins - Manager Financial Services</i> |
| Legislation | <i>Local Government (Financial Management) Regulations 1996</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Appendix IPC: 9.12A – Draft Fees and Charges 2024-25 Appendix IPC: 9.12B – Risk Assessment Tool</i> |

Overview

This report presents Council with the draft 2024/25 Fees and Charges, which form part of the 2024/25 budget development process. The final Fees and Charges will be included in the budget adoption report presented to Council in late June 2024.

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING

THAT the Integrated Planning Committee recommends that Council:

- 1. Endorse the Draft 2024/25 Schedule of Fees and Charges included as (Appendix IPC 9.12A), to become effective 1 July 2024; and**
- 2. Where required, give local public notice of the applicable Fees and Charges.**

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

Section of 6.16 to 6.19 of the Local Government Act 1995 contains the provisions for local governments to set Fees and Charges annually. Historically Council has adopted its annual Fees and Charges later in the financial year, through the Annual Budget adoption process.

Reviewing the draft 2024/25 Fees and Charges early in the financial year allows Council to prioritise and implement budget forecast revenue streams into the 2024/25 Annual Budget from the 1st July 2024.

Legal Implications

Section 6.16 to 6.19 of the Local Government Act 1995 states:

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. Setting level of fees and charges

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

- (a) the cost to the local government of providing the service or goods; and*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*

- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*

- (a) under section 5.96(copy of various registers, reports, plans, local laws, etc); or*
- (b) under section 6.16(2)(d)(copy of licenses, permits, certificates, etc); or*
- (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

- (4) *Regulations may —*

- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*

(b) *limit the amount of a fee or charge in prescribed circumstances.*

6.18. *Effect of other written laws*

(1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*

(a) *determine an amount that is inconsistent with the amount determined under the other written law; or*

(b) *charge a fee or charge in addition to the amount determined by or under the other written law.*

(2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

6.19. *Local government to give notice of fees and charges*

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of—

(a) *its intention to do so; and*

(b) *the date from which it is proposed the fees or charges will be imposed.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Each year, setting of the Fees and Charges forms part of the Annual Budget / Long Term Financial Plan development process.

Budget Implications

Revenue associated with the adoption of the 2024/25 Fees and Charges will be included in 2023 – 2033 Council Plan that incorporates Council's four-year 2024/25 – 2027/28 Corporate Business Plan, 15 year Long Term Financial Plan, and the 2024/25 Annual Budget.

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

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.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.12B) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|--|
| Risk Event | Draft Annual Fees & Charges – 2024/25 |
| Inherent Risk Rating (prior to treatment or control) | Low (1 - 4) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Risk Category Assessed Against | <p>Financial Risk that the Draft 2024/25 Fees and Charges is not adopted by Council; Loss of Revenue</p> <p>Reputational Inappropriate charging of fees may impact negatively on Council.</p> <p>Legal and Compliance Risk of Council breaching the Local Government Act 1995 – Risk that the Draft 2024/25 Fees and Charges is not adopted by Council</p> |

Officer Comment

Council is requested to consider and endorse the draft Fees & Charges for the 2024/25 financial year. The endorsed Fees and Charges will form part of the 2024/25 Annual Budget. Any further adjustments to the Fees and Charges for 2024/25 will be included as part of the Budget adoption meeting scheduled for 26th June 2024.

The proposed fees and charges have been reviewed not only on the basis of cost recovery, but to also allow for a clear application by staff and not be cost prohibitive. Input has been sought from all Managers and key members of staff.

In the schedule of draft 2024/25 Fees and Charges, the majority of the fees and charges have increased by an average of 3.2%, partly reflective of CPI and other costing methodologies. The level of the fee or charge is set taking into account the cost, the importance to the community and the price of competitors. In each category the fee or charge is subject to a regular assessment to evidence compliance with legislation and to ensure there is no ‘revenue leakage’ which can result if the underlying costs on which the fee or charge is based exceeds CPI.

It should be noted that whilst some fees and charges have not increased over time, for example statutory fees such as Dog Registration Fees and FOI Applications, all fees and charges are reviewed on an annual basis.

The list of the proposed Draft 2024/25 Fees and Charges includes several new Fees as follows:

Tipping Fees

- *Item 10.1.2 – A new fee for 240L Wheelie Bin disposal for Recycling and Cardboard \$9.00*
- *Item 10.1.2 – A new fee for 140L Wheelie Bin disposal for Recycling and Cardboard \$5.00*

Eaton Recreation Centre

- *Item 11.3.1 – ERC Membership Joining Fee*

It is proposed that a new Membership Joining Fee of \$39.00 be charged to new members. This fee covers the cost of the Membership Welcome Pack including towel, water bottle and satchel bag, plus access entry band.

There are also a few fees to be either removed or consolidated within the ERC Fees and Charges.

These include:

- the removal of some ERC membership fees from 3, 6 and 12 months options to a fortnightly Direct Debit option;
- the removal of ERC meeting room hire as this space is no longer available;
- the removal of 20% Corporate Offering

Eaton Sports Pavilion

- *Item 11.1.6 – Meeting Room Hire*

Car Park Hire at ERC and ECL

- *Item 11.1.6 – Car Park Hire at ERC and ECL – \$361.25 Per Bay Per Annum*

A new fee has been introduced to allow for the hire and usage of the Car Parking bays located at Eaton Recreation Centre and Eaton Community Library (current location). The fee is based on car park hire of 68 bays (of 151 bays) to be utilised and hired by the Education Department, calculated on a percentage of actual annual costs incurred by Council. The charge equates to \$361.25 Per Pay Per Annum (GST Inclusive).

Building Control

- *Item 13.1.2 – Swimming Pool Barrier Inspection Fee \$145.00*

The 24/25 draft fees and charges include a new fee to charge for Swimming Pool Barrier Inspection Fee of \$145.00 for all proposed new pools. The new one-off initial pool barrier inspection charge will be included at the time of new applications for swimming pool or pool barrier building permit. This fee is in addition to the 4 Yearly Swimming Pool Inspection Fee charged to pool owners per year.

Eaton Administration Building Room Hire

- *Item 14.2.5 – Administration Building, Eaton – Room Hire (Various Fees)*

With the opening of the new Eaton Administration Building Room Hire, it is proposed that a new fee structure will be introduced for the hire of various Meeting Rooms and Council Chambers/Kitchen.

A new fee is also recommended to be endorsed for commercial hire (use) of the Meeting Room at the Dardanup Office.

Other Fees and Charges

There are also several other fees to be either removed or consolidated within the 24/25 draft fees and charges. They include:

- the consolidation of Debt Recovery Cost Fees into one fee 'At Cost' at Item 3.1.5 and 3.1.6;

- the removal of the 'Lost/Damaged Items' Administration Charge \$7.50 per book where the books are returned, however an increase to the Administration Charge of library books not returned is included at Item 3.1.8;
- Traffic Management Plan preparation removed as Council no longer have the resources to undertake this service.

Waste Fees

Some of Council's Waste Fees, associated with FOGO (Food and Garden Organics) expenditures, are forecast to increase above CPI for 2024/25. These fees are shown in Item 10.1.1 Waste Charges of the 2024/25 Draft Fees and Charges Schedule.

In applying a higher increase to some of these fees, Council Officers' have reviewed internal processes, costs associated with waste disposal, and sourced other local government fees in comparison to our own.

Officer Comment:

Whilst there are several new fees proposed for the draft 24/25 fees and charges, there are a number of fees to be either removed or consolidated. These changes are reflected in Appendix 2024/25 Draft Fees and Charges whereby changes from the prior year fee are highlighted in 'red' font.

Overall there are no major changes from the current 2023/24 Adopted Fees and Charges to the Draft Fees and Charges proposed for 2024/25, other than incremental increases in the fee or charge due to the costing methodologies applied within the model, or applying a CPI factor.

END REPORT

9.13 Title: Community Budget Requests 2024/25 – 2033/34

| | |
|-----------------------------|--|
| Reporting Department | Corporate & Governance Directorate |
| Responsible Officer | Mr Phil Anastasakis - Deputy CEO |
| Reporting Officer | Mr Phil Anastasakis - Deputy CEO |
| Legislation | Local Government (Financial Management) Regulations 1996 |
| Council Role | Executive/Strategic. |
| Voting Requirement | Simple Majority. |
| Attachments | Appendix IPC: 9.13A – Bethanie Fields – Gazebo Appendix IPC: 9.13B – Crooked Brook Rd culvert repair Appendix IPC: 9.13C – Bethanie Esprit path Appendix IPC: 9.13D – Ferguson Valley Marketing – Lost & Found Festival Appendix IPC: 9.13E – Risk Assessment Tool |

Overview

Council is to consider the community budget requests received as part of the development of the 2024/25 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 2024/25 Annual Budget and Long Term Financial Plan 2024/25:**

| | 2024/25 | 2025/26 | 2026/27 | 2027/28 |
|---|-----------------|-----------------|-----------------|-----------------|
| Ferguson Valley Marketing Inc – Operational Grant (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 |
| Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, and Dardanup Arts Spectacular \$11,500) - CP044 | \$35,000 | \$35,000 | \$35,000 | \$35,000 |
| Bunbury Geographe Tourism Partnership | \$20,000 | \$20,000 | \$20,000 | \$20,000 |
| TOTAL | \$78,500 | \$78,500 | \$79,205 | \$79,931 |

- 2. Supports/Does not Support the investigation and cost estimate of additional items at Carramar Park in Dardanup;**

Note: if supported, this item would be referred to the 2024/25 mid-year budget review for further consideration after more detailed investigation by Council staff of the cost and service implications.

- 3. Supports/Does not Support a contribution in 2024/25 of \$3,501.00 to the Dardanup Heritage Collective to buy cataloguing software MOSAIC 12, but refers the group to the application for grant funding through the Shire of Dardanup community grants scheme;**

4. **Supports/Does not Support** a contribution in 2024/25 of \$37,512.80 to the Burekup Cricket Club to improve the condition and sub-soil drainage of the Burekup oval, plus \$5,720.00 for the installation of additional bollards and chain gate around the Burekup oval.
5. **Supports/Does not Support** the investigation and cost estimate of a pathway along Duck Pond (along the back fences of the Sanford Way houses), an allowance for coreflute or cardboard tree guards, and additional maintenance on the Watson Reserve path and board walk in Eaton.

Note: if supported, this item would be referred to the 2024/25 mid-year budget review for further consideration after more detailed investigation by Council staff of the cost and service implications.

6. **Supports/Does not Support** those 2024/25 community budget requests supported by EMT and raised through the Infrastructure Directorate, with the following changes:
 - Bethanie Reserve Shade Shelter
 - Ferguson/Depiazzi sightline clearing
 - Ferguson Road pedestrian crossing
 - Planting of street trees for Stage 2A, 2B & 2C Parkridge
 - Recreation Dr Way new pedestrian crossing near Finch Way
 - Removal of Trees Cnr Eaton Drive and Millbridge Boulevard
 - Summer watering of street trees installed for Stage 2A, 2B & 2C Parkridge
 - Crooked Brook roundabout
 - Crooked Brook Rd culvert repair
7. **Supports/Does not Support** a contribution in 2024/25 of \$20,000 to Ferguson Valley Marketing Inc for the Lost and Found Festival 2024.

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 31st March each year (refer *Council Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan*).

Council advertised in the South West Times on the 25th January 2024 seeking submissions from community and not-for-profit community groups for the 2024/25 Budget closing on 16th February 2024.

Council has received the following Budget requests:

1. Request from a resident of Dardanup, Ruby Trevathan requesting the installation of items in Carramar Park in Dardanup.
2. A request has been received from Janice Calcei – Secretary – Dardanup Heritage Collective to buy cataloguing software called MOSAIC 12. Total requested funding of \$3,501.00.
3. A request has been received from Zane Jones on behalf of the Burekup Cricket Club to improve the condition and sub-soil drainage of the Burekup oval. Total requested funding of \$37,512.80 plus GST.

A further request has been received from Zane Jones on behalf of the Burekup Cricket Club to install bollards and chain gates around the Burekup oval to block access to the cricket pitch/oval. Total requested funding of \$5,720.00 plus GST.

4. A request has been received from Carmel Boyce in Eaton relating to a pathway along Duck Pond (along the back fences of the Sanford Way houses), an allowance for coreflute or cardboard tree guards, and maintenance on the Watson Reserve path and board walk. No specific funding was requested other than to raise these items for consideration.
5. A request has been raised via Councillor Hutchinson on behalf of the Heasman family in Burekup regarding a road safety issue. The Infrastructure Directorate staff will investigate as a priority to see what can be done to address this and whether or not this should be included as a community budget request for deliberation by Council in the upcoming budget meetings.

In addition to the above requests received through the January/February 2024 advertising period, staff from the Infrastructure Directorate have received the following Community Budget Requests throughout the year:

| INFRASTRUCTURE DIRECTORATE | | | | | | |
|--------------------------------------|--|-------------------------------------|-----------------|----------------|----------|---------------------------|
| PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | NET BUDGET IMPACT 2024/25 |
| Bethanie Reserve Shade Shelter | Refer to Appendix IPC: 9.13A Not Supported by EMT | Bethanie Fields Residents Committee | Parks | 2024/25 | \$40,000 | \$40,000 |
| Ferguson/Depiazzi sightline clearing | In September 2019 Mrs Liz Eastman and Mr Turk Ellis raised their concerns at the Ferguson Hall meeting about the junction of | Community request | Roads | 2024/25 | \$93,400 | \$93,400 |

| INFRASTRUCTURE DIRECTORATE | | | | | | |
|---|--|----------------------------|-----------------|----------------|----------|---------------------------|
| PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | NET BUDGET IMPACT 2024/25 |
| | <p>Depiazzi and Ferguson Roads. Trucks, particularly the large Cleanaway doubles, pull out onto Ferguson Rd when leaving the tip. Whilst there is a slip lane on Ferguson to accommodate these large configurations they report that often the trucks tend not to use it and present as a hazard for vehicles travelling along Ferguson heading into town at 80kph. Their concern is that the potential for a collision is, in their opinion, high.</p> <p>Initially a relatively cost effective solution to the amount of \$15k has blown out to be \$93k as a result of offset planting - DWER requirement. MRWA also indicated that the posted speed limit will be changed to 80km/h and perhaps we should wait and see what impact that has.</p> <p>Not Supported by EMT</p> | | | | | |
| Ferguson Road pedestrian crossing | <p>Recently a very basic treatment has been applied to temporarily assist, but a more permanent repair is required. Potential funding could be requested from RRG. Monitor and apply for funding for 2025/26.</p> <p>Not Supported by EMT</p> | Community request | Roads | 2025/26 | \$60,000 | \$20,000 |
| Planting of street trees for Stage 2A, 2B & 2C Parkridge | <p>Bond money held in reserve for this purpose.</p> | Add to the Parks program. | Parks | 2024/25 | \$18,255 | \$0 |
| Recreation Dr Way new pedestrian crossing near Finch Way. | <p>Refer to Appendix IPC: 9.13C</p> <p>Recommend inclusion in Path Program 2024/25.</p> <p>Supported by EMT</p> | Bethanie Esprit requested. | Paths | 2024/25 | \$10,000 | \$10,000 |
| Removal of Trees Cnr Eaton Drive and Millbridge Boulevard | <p>Fusion Case ID10253 received on 29 November 2021.</p> <p>Relatively low cost project to elevate a perceived safety concern.</p> <p>Supported by EMT</p> | Community requests | Parks | 2024/25 | \$5,000 | \$5,000 |
| Summer watering of street trees installed for Stage 2A, 2B & 2C Parkridge | <p>Depending on item 16 above.</p> <p>EMT support but only to the extent of the bond being expended</p> | Staff Request | Parks | 2024/25 | \$12,540 | \$0 |
| Crooked Brook roundabout | <p>Concern raised with CEO by local resident.</p> <p>Splitter islands replace and upgrade - to be confirmed.</p> <p>Consider for 25/26 road program or sooner if risk assessment requires more urgent works</p> <p>Not Supported by EMT</p> | Community requests | Roads | 2024/25 | TBC | |

| INFRASTRUCTURE DIRECTORATE | | | | | | |
|----------------------------------|---|--------------------|-----------------|----------------|-----------|---------------------------|
| PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | NET BUDGET IMPACT 2024/25 |
| Crooked Brook Rd culvert repair. | Refer to Appendix IPC: 9.13B Culvert headwalls needs to be lifted to protect the road shoulder. Consider for 25/26 drainage program Not Supported by EMT | Community requests | Drainage | 2025/26 | TBC | |
| | | | | | \$239,195 | \$208,400 |

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 / LTFP development process Councillors, community and staff are provided the opportunity to put forward budget requests for consideration. The 2024/25 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 2024/25 – 2027/28 Corporate Business Plan, and the 2024/25 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):

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council) | \$23,500 | \$23,500 | \$23,500 | \$24,205 | \$24,931 |
| Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, and Dardanup Arts Spectacular \$11,500) - CP044 | \$35,000 | \$35,000 | \$35,000 | \$35,000 | \$35,000 |
| Bunbury Geographe Tourism Partnership | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 |
| TOTAL | \$78,500 | \$78,500 | \$78,500 | \$79,205 | \$79,931 |

The additional 2024/25 budget requests listed above have no budget funding allocated in the LTFP or 24/25 draft Budget.

If Council supports all of the budget requests, an additional \$208,400 in income will need to be obtained in 2024/25 through increased rates, other revenue sources, or through a reduction in other expenditure areas.

If Council supports all of the EMT supported budget requests (\$27,540), an additional \$15,000 in income will need to be obtained in 2024/25 through increased rates, other revenue sources, or through a reduction in other expenditure areas.

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 24/25 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: 9.13E) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|--|
| Risk Event | Community Budget Requests – 2024/25 |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |

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

Officer Comment

Below are three Community Budget Request submissions received for the 24/25 budget together with the correspondence supporting the submissions.

1. Community Budget Request Submission 1: Ruby Trevathan - resident of Dardanup

I would like to make a formal submission for ideas for community funding. I know in previous community discussions some elements have been discussed. But I would like to make some additional points for consideration.

My submission relates to upgrades to Carmarra Park in the town centre of Dardanup. I have attached some photos from other towns of examples to support my submission. Please see below a brief summary of new additions to the park I believe would serve the wider community.

- A nature playground suitable for toddlers up to 12 years olds. (We have recently had influx of new families moving to the townsite and surrounding areas, the existing two playgrounds are 20-30 years old well over due for replacement, I do believe that the shade sails could be reused for the new equipment to reduce costs to revamp the park area I believe the existing upgrades to the park between the hall and playground it would suit to continue the theme of a “nature” park as the tree planting and use of logs and wood-chips would make the areas flow and join together.*



- A multipurpose built drink fountain that caters for dog walkers, bottle refilling. (This would cater to all members of the community and would be space saving having it all in one station).
- The new picnic table to have a roof structure added so it is shaded (having the area covered would make it more useable both winter and summer months).



- New bbqs at least two added to the park for family's to use (existing bbq is only one for the whole area and is over 20 years old).

- Park bins (including FOGO) that are accessible from the existing pathways (promoting recycling and responsible waste management to our children and community). Dardanup Shire should pave the way for other Shires by setting this as standard in our parks and community spaces.



2. Community Budget Request Submission 2: Janice Calcei – Secretary – Dardanup Heritage Collective

Dardanup Heritage Collective have submitted a community budget request to buy cataloguing software. It is called IS Technology this morning, the company selling and supporting MOSAIC 12.

The DHC plans to set up the room at Little St to collect and store history/heritage documents and photographs, some physical but many digitised. Part of the collection process will be to catalogue what comes in so there is an easily searchable record.

MOSAIC 12 is one product that would allow us to do this. The full \$ amount below is more than I mentioned, though I've tried to keep it to the barest minimum we would need to set up.

MOSAIC is currently being used by the City of Bunbury to manage their collection. In 2023, Barbara Rae demonstrated the product to several of our committee members. Ideally, we would like our volunteers to populate the catalogue but in future for it to be accessible to the Shire, and the public for research purposes.

The DHC would like the Shire to consider the networked MOSAIC option in future to make history/heritage documents as accessible as possible. Without a shared server, anyone wanting to search the catalogue will have to go to the Little St Office.

The DHC proposes a single user license. A networked license could be added later (\$440 extra) if the Shire of Dardanup can provide access to a shared server. Capel has done this by giving volunteers a single login they can all use to access a partitioned-off internal drive dedicated to the Collection.

Costing for single MOSAIC user:

1. Single user MOSAIC license - \$1,925 (each additional user is \$440).
2. Price Includes 6 months of free support after which DHC can opt into annual support for \$172 pa. I recommend we purchase two years additional support, after which we can probably go it alone.
3. Four online training modules on how to set up and use Mosaic: \$154.00 per person. I recommend at least two people do the training. \$154 x 4 modules x 2 people = \$1,232.00.

TOTAL REQUESTED BUDGET FUNDING: \$3,501.00

3. Community Budget Request Submission 3: Zane Jones on behalf of the Burekup Cricket Club

On behalf of the Burekup Cricket Club I email you today with a proposal and costings for the 2024/25 Budget to improve the condition of the Burekup oval.

I firstly would like to note that the Burekup Cricket Club are under the understanding, the Burekup oval is an asset of the Shire of Dardanup, but under lease to the River Valley Primary School for school purposes. Apologies if this is incorrect.

The Burekup Cricket Club was established in 2004 and compete in the Bunbury and Districts Cricket Association (BDCA). The club current has 4 Junior teams, 1 Senior Female team and 2 senior males teams, this being 7 teams in total, with the club is projecting a further senior male and 2 Junior team in the 2024/25 season. In comparison, the Burekup Cricket Club currently has more junior teams than most of the clubs in the BDCA, including the bigger Bunbury based clubs. The Burekup Cricket Club uses the Burekup Oval as it main home ground and Wells Oval, Dardanup as it secondary home ground.

Over the past 5-7 years the Burekup oval has raised many issues due to the sub soil drainage that was installed circa 2008-2010. The sub soil drainage is 800m in total length and has raised mounds in areas of up to 300mm higher than normal flat oval level. These raised areas have raised safety concerns as when the cricket ball hits these sub soil areas, the ball deviates it trajectory causing the fielder to misfield with the result sometimes being struck by the ball on the body and or head. In my personal experiences I have witnessed the ball deviating up to 500mm from it true trajectory when hitting the areas in question. There has been many incidents over the past years that have seen senior players requiring stitchers to the head/hands, with most recently in January a thumb dislocation and thumb skin de-gloving, which ended up in emergency. With the increase of the junior contingency in the club, this has brought the safety concern to a level where can no longer be ignored.

The other issues with the sub soil drainage is the material that the trenches were backfilled with. The backfill material used looks to be sand of poor condition and no water tolerance. The sub soil lines around December each season die off due to the soil poor quality, causing dead patches, again causing the sand to be exposed. The sand is very uneven in height and loose under foot. This has seen as recent as last week a player enduring a knee injury due to the uneven/loose under foot grounding. Sliding in the field to field a ball is a common practice in a game of cricket. This is no longer advised at Burekup oval as the condition of the oval and dead patches is causing players knees to plug into the ground increasing the likelihood of serious knee injuries.

The watering of the oval has been a issue in many past seasons. Over the December school holidays annually, if there is a loss of power to the town the retic system resets causing the retic system to fail and turn off completely. Most of the time on these events, it does not get noticed for 7-10 days and by this time, the oval is 50% plus dead. Regardless of how much water is applied after these events, the oval never recovers until to winter returns.

The grass on the oval has not been verti-mowed in recent history (5-10 years) The Primary school have their contractor mow the oval weekly on a Monday. The Cricket club then mow again on a Friday with the clubs mower. With these weekly mowing's, the lawn clippings are not removed, just left on oval. This has resulted in a thick layer of thatch across the oval, again the thick layer of thatch is causing water penetration issues. The oval is cored annually, but is done to late in summer and the coring does not penetrate to required depth due to hardness of ground. This process needs to be completed at the end of Spring when the ground is still soft and can be penetrated to required depth.

I would also like to note the club is aware that the 2023/24 Summer to date has been extremely dry and does not assist with growing conditions ECT.

Please see support pics of oval at bottom of this email.

To revisit the safety concerns mentioned above. The Bunbury & Districts Cricket Association (BDCA) has a standard of the oval the game is to be played on. At the conclusion of each game the 2 team captains agree on a pitch/ground report which gets sent to the BDCA. If the oval has continued "Poor" weekly reports, the BDCA has the right to remove the oval for future use until the oval is brought back to an acceptable condition. Due to the serious safety concerns raised and recent injuries, the Burekup oval is currently being graded at "poor". There is currently a real threat of the Burekup oval being removed from future season fixtured games, including the final that are upon us, with near all Burekup teams featured in. With so many teams under the Burekup Banner and projected more next season, to lose use of the Burekup oval would be detrimental to clubs current and future success.

We have liaised with various people with knowledge on how to rectify the Burekup oval. The general consciences is to cut and remove an 1800mm wide x 200mm deep trench along the 800m total length of sub soil mounds. This will then be backfilled with a soil conditioner/sand mix to flat ground oval level. We believe that this process will remove the raised sections and also improve the soil quality to assist with the grass dying off in the summer months. This will remove all safety concerns attached to the current conditions of the Burekup oval and remove the real threat of the BDCA removing the oval from the season fixtures.

As this oval is also used by the school, if agreed by River Valley Primary School, we would propose that this works be carried out in the September School Holidays, after the schools athletics carnival at end of term 3. The outcome would mean the oval will be under regrowth/recovery for the 4th School term and be out of use for the first half of the cricket season. We would envision the oval would be at a suitable condition for both the return of school Term 1 and second half of fixtured cricket games.

The end goal with the Burekup Cricket Club and the Burekup oval is to work with the River Valley Primary School and the Shire of Dardanup to achieve an outcome to suit all parties and continue to see the Burekup Cricket Club grow with safe and attractive facilities. Members of the Burekup Cricket Club have the ability and knowledge to manage this project if required. This was similar demonstrated when the construction of the new club cricket nets was managed by the club back in 2018.

Please see attached estimated pricing for proposed scope of works. The cricket club has been able to support this project by asking club sponsors and local businesses for their generous assistance. Cost savings noted in pricing below.

The earthworks have been quoted by PE Civil and would be the proffered contractor to complete this scope (Burekup Cricket Club Opinion Only)

Please let me know if any further info is required and please don't hesitate to contact me on mobile 0438263657 to discuss further.

Thanks for your time and the opportunity to present this proposal.

Regards

Zane Jones

Mobile: 0438263657

(On Behalf of Burekup Cricket Club)

JOB DESCRIPTION

- Boxout Raised area (Approximately) 800m) with the bobcat to allow for backfill with improved soil. Depth of 150 - 200 mm and width of 1800mm (bobcat bucket width)
- Dig out and dispose of old soil.
- Backfill with sand and soil conditioner mix.
- level and trim with bobcat.
- Steel drum roller to compact and level.
- Leave area clean and tidy.

VOLUME CALCULATIONS

- $800m \times 1.8m \times .200m = 288m^3$ of waste out
- Sand/ soil improver needed $288m^3$ to backfill Plus 15% compaction.. So a total of $331 m^3$ back in.

PRICE:

- Waste Disposal in 6 wheelers (no tipping fees charged only truck to transfer waste), $288m^3$ or 432 tonnes
 $\$7,920 + GST$
 (Note: Cost Saving of $\$7,128.34$ has been achieved by a Cricket Club Sponsor absorbing the tipping fee cost)
- Bobcat to dig waste out and reinstate sand & soil conditioner mix, Allow 6 days
 $\$10,800 + GST$
- Sand $\$9,532.80 + GST$
 (Note: Cost Saving of $\$4,766.40$ has been achieved by a Cricket Club Sponsor absorbing some of the sand supply cost)
- Soil improver $\$2,480 + GST$
- Roller $\$1,980 + GST$
- Labour $\$4,800 + GST$
- Sub Total $\$37,512.80$ GST: $\$3,751.28$ TOTAL: $\$41,264.08$

(Note: \$11,894.74 + GST Cost Saving on this proposed project has been achieved by generous support from the Burekup Cricket Club sponsors and local business)



I would also like to please add to the below,

This morning we were extremely saddened to find the centre wicket has been used again as a burnout pad. This has been devastating news for the Burekup Cricket club as the first round of the finals scheduled for this weekend which the club will feature 4 of the 7 teams. The home games are now been relocated to available grounds around the South West. The club was in a good position to host finals and grand finals, but this event has now ended this dream.

In the 20 year history of the cricket club, this same scenario of the oval being “cut up” on has occurred over 20 times with at least half of those occasions seeing the astro turf damaged. The damaged caused by cars/motorbikes each occasion has required the club to replace the astro turf on the centre wicket of the Burekup oval. The replacement is required for being deemed unsafe to play a game of cricket due to ball deviation caused when the ball hits damaged astro turn areas. The turf was replaced 18 months ago at the cost of \$4500.00 and will now need to be replaced again. As you can appreciate, to be repeating this exercise at the tune of \$9000.00 in 18 months is not financially viable for the club.

Public vehicle access to the oval is extremely easy and has been a concern for many years. There is currently no bollards/fences on the South and West sides of the oval.

I would like to propose we revisit, with a sense of urgency, the requirement for the Burekup oval to be fitted with bollards to restrict vehicle access to the oval and ultimately remove the threat these event recurring. I’m aware this has been proposed/discussed before, but had come up against budgeting issues.

In addition to the below email regarding bollards I have obtained attached quote from McDonald Fencing in supply and install bollards and 2x 4m chain gates for oval entry. Please see below the basic sketch line of the proposed bollards installation on the South & West sides of the oval.



Community Budget Request Submission 4: Carmel Boyce

A request has been received from Carmel Boyce in Eaton relating to a pathway along Duck Pond (along the back fences of the Sanford Way houses), an allowance for coreflute or cardboard tree guards, and maintenance on the Watson Reserve path and board walk. No specific funding was requested other than to raise these items for consideration.

A north-south path through the eastern side of the Duck Pond (along the back fences of the Sanford Way houses).



Child Care centre

One of the concept plans for the Duck Pond showed a path from the Child care site through to Hamilton Rd, given the child care facility – it makes sense to provide a path that is easy for prams and little people to navigate.

An allowance in the budget for coreflute or cardboard tree guards if the seedlings are planted closer than 50m to a water source - this is simply best practice.



There is a path from the Watson Reserve through to Leake St that includes a wooden board walk over a dampland area, this walkway has been there as long as I can remember – between 25 - 30 years. In recent years it has required some maintenance due to the weathering of the wood, over the last 3 yrs (2021,2022 & 2023), I have emailed in when I’ve noticed that maintenance has been required.

Last year I noticed that it had been closed and on enquiring was told that there was currently no funding for it and the shire would need to source a grant. After discussions with residents and locals, a suggestion was made by a regular who works at the prison, that pre-release prisoners would be ideal for providing the labour required, the Eaton portion of landscaping SAR could be used to fund the materials for this project.

This path is shown on the plans that were on display at the Annual Report forum that I attended last night and is also shown on the concept plans for the Watson Reserve that has already been commented on by the community. This walkway is still being regularly used, despite the degraded state.



Community Budget Request Submission 5: Ferguson Valley Marketing

A request has been received from Ferguson Valley Marketing seeking a contribution in 2024/25 of \$20,000 towards the Lost and Found Festival 2024 – refer to *Appendix IPC: 9.13D*.

Based on the previous decisions of Council and level of financial support included in the Corporate Business Plan and Long Term Financial Plan, it is recommended to continue to provide existing levels of financial support to the groups, events and activities as outlined in table within the Budget Implications section of this report.

END REPORT

9.14 Title: Councillor/Staff Budget Requests 2024/25 – 2033/34

| | |
|-----------------------------|---|
| Reporting Department | <i>Corporate & Governance Directorate</i> |
| Responsible Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Reporting Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Legislation | <i>Local Government (Financial Management) Regulations 1996</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Appendix IPC: 9.14 – Risk Assessment Tool</i> |

Overview

This report summarises the 2024/25 budget requests that have been received from elected members and staff.

The Integrated Planning Committee is tasked with considering these requests and recommending the inclusion of specific items in the 2024/25 budget and Long Term Financial Plan.

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING

THAT the Integrated Planning Committee recommends that Council endorses the following projects be included for consideration in the Draft LTFP, Draft Corporate Business Plan and Draft 2024/25 Budget:

- 1. Councillor Budget Requests:**
 - a.
 - b.
 - c.
 - d.

- 2. Staff Budget Requests:**
 - a.
 - b.

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

Each year as part of the annual budget development process, elected members, community members and staff are invited to put forward requests for consideration in the draft budget. The requests are considered well before the budget is drafted, to avoid any late changes which may cause delays in the annual budget adoption process.

Requests from elected members, community members and staff were received up to 19th February 2024. Community budget requests are considered as part of a separate Integrated Planning Committee Agenda report. The elected member requests, and staff requests endorsed by the Executive Management Team, are outlined under the section “Budget Implications” below, with the Executive Management Team’s comment and recommendation provided for each item.

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 / LTFP development process Councillors, community and staff are provided the opportunity to put forward budget requests for consideration.

Budget Implications

Please refer to the following tables: Table 1 – Councillor Budget Requests; and Table 2 – Staff Budget Requests.

COUNCIL BUDGET ADOPTION AND CONSIDERATION ITEMS

| PROJECTS | | ESTIMATED COST |
|----------|--|----------------|
| 1. | | \$0 |

COUNCILLOR BUDGET REQUESTS

| |
|--|
| Cr Tyrrell Gardiner – NO ITEMS REQUESTED |
| Cr Ellen Lilley – NO ITEMS REQUESTED |
| Cr Luke Davies – NO ITEMS REQUESTED |
| Cr Mark Hutchinson – NO ITEMS REQUESTED |
| Cr Stacey Gillespie – NO ITEMS REQUESTED |
| Cr Annette Webster – NO ITEMS REQUESTED |

| Councillor Name | Budget Item Requested | Budget Amount \$ | CEO / Director Comment | EMT Recommendation |
|-----------------|---|------------------|--|--|
| Cr Bell | Could we please have some consideration to improving pull over stops/bus stops throughout Ferguson and Wellington Mills? I have had a chat to Andre, I don't have an estimated budget, and I don't believe it would be worthwhile to spend the required amount solely for bus stops (e.g. Ratcliffe Rd x Ferguson Rd intersection) however, I have identified that we really don't have safe pull over bays throughout the entire area (aka bus route). | \$ | This can be completed as an operational action | This can be completed as an operational action in the Council Plan utilising staff time rather than engaging external consultants. Therefore no impact on the 24/25 budget other than internal time, which may result in a reprioritisation of initiatives in the Council Plan. |

| Councillor Name | Budget Item Requested | Budget Amount \$ | CEO / Director Comment | EMT Recommendation |
|-----------------|---|------------------|--|--|
| Cr Lilly | 1. \$20,000 to be added annually to the fund for bridges – this request is based on the last 3 years needing to upgrade 2 bridges that were determined to be in urgent need by MRWA. Rather than having to find the funds once identified, I would prefer to have a little more available for urgent repairs. | \$20,000 | Currently the Road Construction and Maintenance Reserve is the source of funding to use when urgent unplanned works are required. It is recommended that it remains in place until the Bridge Asset Management Plan (similar to the new Roads and Building AMP's) have been done and a separate Bridge Reserve is established. | Urgent works to be considered on an adhoc basis and drawn from the Road Construction & Mtce Reserve. Council may wish to create a specific Bridge Reserve in the future for capital works. EMT recommends this only occurs once the Bridge AMP is established. |

| | | | | |
|--|---|-----------------|---|--|
| | <p>2. \$30,000 for verge maintenance. The Shire of Dardanup have a lot of verges that do not get reduced enough to prevent fire. Recent fire in Eaton confirmed that we as a shire have a lot of fire risk relating to verges.</p> <p>I would like to request this allocation to be available for Volunteer Fire Brigades – under the guidance of our Fire Chief to use in activities to mitigate the fire risks associated with verges. Whilst the VFB has the necessary equipment to carry out these activities, some of our verges will present further costs – for ex traffic control along some road verges. The mitigation can also act as training opportunities for our brigades.</p> <p>I have discussed this idea with Chris Hynes who will provide support for this as a budget request as required.</p> | <p>\$30,000</p> | <p>The Bushfire Risk Management Plan (BRM) is tenure blind and the intent of this is to ensure all unacceptable bushfire risks are identified and appropriately managed. An endorsed BRM is a prerequisite to being eligible for bushfire Mitigation Activity Fund grants.</p> <p>Currently the Shire maintains several reserves where slashing and fire breaks were completed. Potential fire hazards were addressed and to date around \$13k has been spent on contract work, with additional works done by internal staff. Majority of the works were carried out in and around recreational areas, reserves, small holdings, equestrian Centre and general farming.</p> | <p>EMT does not recommend increasing at this time but that the MAF funding be considered for this purpose.</p> |
|--|---|-----------------|---|--|

| Councillor Name | Budget Item Requested | Budget Amount \$ | CEO / Director Comment | EMT Recommendation |
|-----------------|---|------------------|--|---|
| Cr Jenour | Bushfire Brigade members be considered to have either the ESL portion of their shire rates removed or credited or have a % rate reduction to their Shire rates. | \$ | <p>ESL contributions are collected by the Shire and paid to DFES. There is no ability to change this collection process.</p> <p>Shire rates are the primary source of income for the Council. Providing discounts for one group of volunteers would be costly and could have larger implications for other volunteers.</p> | <p>The request as proposed is not recommended for support by EMT, however it is recognised that the Shire will need to do further engagement with our volunteers around active and growing participation.</p> |

| Councillor Name | Budget Item Requested | Budget Amount \$ | CEO / Director Comment | EMT Recommendation |
|-----------------|---|------------------|---|--|
| Cr Manoni | The addition of a third practice cricket net at the Burekup Cricket Club. | \$24,526 | An Architect was appointed Dec 2023 to develop Precinct Plans for Dardanup and Burekup. It is recommended that this request now be included in the items listed for future works in the concept plan and be prioritised together with all the other elements contained in the plan. This could be further discussed at the Burekup Community Meeting later in March 2024. | The Burekup Master Plan has recently been drafted and this proposal can be included in the Plan for consideration and prioritisation by the relevant Working Group. Other funding sources could also be considered including the CSRFF minor grants, Lotteries and cricket development grants. |

Cr Manoni comment: This request is of importance for the Burekup Cricket community, considering the substantial rise in membership over recent years. This growth is not limited to the men’s teams, but also a notable increase in both junior and women’s teams.

Looking ahead, the 2024/25 summer season is anticipated to see the club fielding 3 men’s teams, 6 junior teams, and a women’s team. With such a surge in participation, it has become evident that two nets are insufficient to adequately cater to the training needs of the expanding roster of teams.

The club have recently obtained a quote have the indicative pricing is below:

| | |
|-----------------------|--------------------|
| Net Supplied & Fitted | \$13,926.00 |
| Concrete Supply & Lay | \$7,600.00 |
| Carpet Supply & Lay | \$2,500.00 |
| Earthworks | \$500.00 |
| Total | \$24,526.00 |

STAFF BUDGET REQUESTS

| EXECUTIVE SERVICES DIRECTORATE | | | | | | | | |
|--------------------------------|------------------------------|--|------------------|-----------------|----------------|----------|-------|---------------------------|
| PRIORITY No | PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | GRANT | NET BUDGET IMPACT 2024/25 |
| | Government Advocacy Strategy | <p>The Shire of Dardanup has engaged ReGen Strategic Stakeholder and Strategic Communication Consultants to create a Government Advocacy Strategy, which highlights a set of key advocacy priorities through Council’s Advocacy Strategy 2022-2027 and Strategic Projects 2021-2026.</p> <p>The Shire has sought the Government Advocacy Strategy from ReGen Strategic to make its advocacy more effective across three spheres:</p> <ol style="list-style-type: none"> 1. Topics of importance to the community – e.g. waste management practices. 2. Immediate priorities – e.g. new buildings or facilities seeking grants; and 3. Regional and economic development – broader concepts and seeking commitment and potentially significant grants – e.g., hydrogen feasibility, intermodal terminal etc. <p>The Shire wants to allocate \$24,000 in the 2024/25 Budget for ReGen to undertake quarterly engagement and advocate on behalf of Council to a diverse group of stakeholders, including Ministers, MPs and agencies.</p> <p>Each of the projects featured in Council’s Advocacy Strategy 2022-2027 requires a bespoke engagement approach to ensure the progress of priority projects is underwritten by community, political and financial support.</p> <p>The Shire would like to allocate funding for ReGen advocacy for two years, being the 2024/25 and 2025/26 financial years.</p> | Andre Schonfeldt | | 24/25 | \$24,000 | \$0 | \$24,000 |
| | | | | | | \$24,000 | \$0 | \$24,000 |

CORPORATE & GOVERNANCE DIRECTORATE

| PRIORITY No | PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | GRANT | NET BUDGET IMPACT 2024/25 |
|-------------|---------|---------|--------------|-----------------|----------------|------|-------|---------------------------|
| | | | | | | \$0 | \$0 | \$0 |

SUSTAINABLE DEVELOPMENT DIRECTORATE

| PRIORITY No | PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | GRANT | NET BUDGET IMPACT 2024/25 |
|-------------|---|--|---------------------------------|---|----------------|----------|-------|--|
| | IT Software, Hardware & Support-Rec Ctr | <p>Existing Customer Relationship Management (CRM) software for Eaton Rec Centre (Links) has been discontinued and is therefore no longer being upgraded or supported resulting in increased security vulnerabilities as confirmed by our internal IT department. The Links software is redundant technology jeopardizing our services and operations and reducing efficiencies. A current cloud-based software will overcome these issues whilst also allowing for greater sustainability through digitalisation.</p> <p>The CRM for the Centre is a key piece of software encompassing the business operations at ERC, including:</p> <p>Facility bookings, membership sales, appointments, management and communications (automations), financial management, retail/stock management (café) and programming: group fitness class timetable, creche, vacation care and some offering competition management functionality.</p> <p>Whilst a considerable increase from the existing software cost, Links has been getting phased out for a number of years and therefore the cost is not a true reflection of industry charges for Leisure management software.</p> <p>The intent is to have 3 software providers demonstrate their software products, showcasing best fit for ERC to then proceed to a tender process. Providers currently servicing the majority of WA based Leisure and Recreation facilities includes: Envibe, Perfect Gym and Xplor Rec. Key stakeholders and subject matter experts including ERC staff and IT will be involved in the process to ensure success.</p> <p>The increased cost of the CRM software for ERC is planned to be offset by an increase in membership revenue on the back of consolidation of the</p> | Michael Gibbings ERC Manager | IT AMP will need to include this new software | 2024/25 | \$35,000 | \$0 | \$0 and draw funds from the IT Reserve |

| SUSTAINABLE DEVELOPMENT DIRECTORATE | | | | | | | | |
|-------------------------------------|--------------------------------------|--|--------------|-----------------|----------------|--|-------|---|
| PRIORITY No | PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | GRANT | NET BUDGET IMPACT 2024/25 |
| | | <p>membership offering to a full access direct debit offering that better reflects the programming and services of the Centre. The focus of the next 12 months will be the strategic direction of ERC, clarifying roles, responsibilities and service standards, and driving a culture of accountability and performance which will naturally assist member retention and acquisition to grow the membership base.</p> <p>The budgeted amount is only a ballpark as providers are yet to provide costing which is tailored to the Centre offering.</p> | | | | | | |
| | WANJU DCP | <p>Draw down on loan to complete the DCP for Wanju and Waterloo which has been loan funded. This will allow the Shire to finish the DCP document to be included in the Shire's Scheme. The DSP process through the Department of Planning Lands and Heritage is progressing and they have advised that several studies are likely to be completed by mid year.</p> <p>Council Plan 8.1 Support responsible planning and development 8.1.3 – Develop and adopt Development Contribution Plans for Wanju and Waterloo</p> | Ashwin Nair | | 2024/25 | \$150,000 | \$0 | \$0 as funds held in Unspent Loan Reserve |
| | Workforce – Business Support Officer | <p>Amend the workforce plan to include a full time Development Services Administration Officer. Currently there are several technical officers who register building, Health applications in the Shire's software system. This has caused a degree of inconsistency in how the software is being used. A dedicated officer will not only provide consistency in how applications should be registered, however, also alleviate our technical officers from doing this role. This will also allow a higher degree of consistency when the new system is introduced.</p> <p>Council Plan 8.1 Support Responsible planning and development</p> <p>Currently there are several Officers who undertake the registering of health/building applications. This has caused a high degree of inconsistency throughout how this process works. A dedicated Officer will ensure a uniformed approach is undertaken and alleviate senior technical officers from undertaking this role.</p> | Ashwin Nair | | 2024/25 | L4 approx \$67k plus on-costs = \$90,000 | \$0 | \$90,000 per annum |

| SUSTAINABLE DEVELOPMENT DIRECTORATE | | | | | | | | |
|-------------------------------------|--|---|--------------|-----------------|----------------|--|-------|--|
| PRIORITY No | PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | GRANT | NET BUDGET IMPACT 2024/25 |
| | Workforce – Development Compliance Officer | <p>Amend the workforce plan to increase the Development Compliance Officer position from 0.6 to 1.0 FTE to address the increase in compliance investigations and also proactive compliance matter associated with the Dardanup waste facility as Council seek more regulation around their operations.</p> <p>Council Plan</p> <p>8.1 Support Responsible planning and development</p> <p>Currently the Development Compliance Position is 0.6FTE position. I would like for the position to be increased to a 1.0FTE which will allow for the Shire to take a pro active and reactive compliance approach. Also, focus on ensuring the Dardanup waste facility is meeting their conditions of approval.</p> | Ashwin Nair | | 2024/25 | <p>Increase from 0.6FTE to 1.0FTE is \$38,537 plus on cost =</p> <p>\$46,255</p> | \$0 | \$46,255 per annum |
| | Workforce – Building Surveyor | <p>Amend the workforce plan to increase the Building Surveyor position from 0.9 to 1.0 FTE to address the increase in building applications received and also the number of pool inspections required to be undertaken.</p> <p>Council Plan</p> <p>8.1 Support Responsible planning and development</p> <p>Currently the Building Surveyor position is a 0.9FTE increasing it to a 1.0FTE will allow for the increase in applications and outstanding building inspections to be undertaken..</p> | Ashwin Nair | | 2024/25 | <p>Increase from 0.9FTE to 1.0FTE is \$9,635 plus on cost =</p> <p>\$11,562</p> | \$0 | \$11,562 per annum |
| | Town Planning Consultant | <p>Burekup Place Plan – Local Planning Strategy – Burekup DCP</p> <p><u>Structure Plan Review – \$150,000</u> – priority focus to be on preparing Burekup and Dardanup District Structure Plans and DCP’s.</p> <p>The State Government has notified the Shire of Dardanup that several structure plans within the planning framework have expired or about to expire. Structure Plans have a life span of 10 years. They have advised that all the structure plans need to be reviewed to consider the following:</p> <ul style="list-style-type: none"> - Allow structure plans to lapse - Normalise structure plans into local planning schemes - Provide extension. | Ashwin Nair | | 2024/25 | \$150,000 | \$0 | \$150,000 Less any funds from the TP Consultancy Reserve Balance of \$61,618 |

| SUSTAINABLE DEVELOPMENT DIRECTORATE | | | | | | | | |
|-------------------------------------|---------|--|--------------|-----------------|----------------|------|-------|---------------------------|
| PRIORITY No | PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | GRANT | NET BUDGET IMPACT 2024/25 |
| | | <p>Officer's are looking to engage a consultant to undertake the review.</p> <p>Strategic Council Objectives – Council Plan</p> <p>8.1 - Support Responsible planning and development</p> <p>8.3 - Develop a prospectus for the Wanju Residential Area Development Area</p> <p>9.3 - Provide quality community facilities</p> <p>9.13 – Develop the Burekup Place Plan</p> <p>Council is requested to provide a budget for consultancy costs to update the existing DCP for Dardanup and to prepare a new Development Contribution Plan (DCP) for Burekup.</p> <p>The DCPs will identify Community Infrastructure that needs to be funded as the towns grow, and the fair apportionment of costs to landowners/developers to fund the infrastructure. Once the DCPs are completed they will be incorporated into and charged through the Shire's Local Planning Scheme.</p> <p>The following documents provide strategic support for this budget request:</p> <ul style="list-style-type: none"> • Draft LPS9 has been supported by Council and is currently under considered by DPLH; areas surrounding Burekup and Dardanup are expected to be zoned Urban and these expansion areas will need to contribute to community infrastructure that they will benefit from. These contributions cannot be required unless with a gazetted DCP for each area which forms part of the Local Planning Scheme. • Shire of Dardanup Council Plan 2022-32 – objectives 2.2, 3.1.1 , 8.1.4, and 9.3.2. • Strategic Community Plan 2018-2028 and Strategic Community Plan 2020-2030 (Internal Review) - identified the provision of services and recreational facilities, high level library facility and community services as a 'very high' or 'flagship' priority under Outcome 5.2. • Shire of Dardanup Place and Community Plan 2020-2030 and Shire of Dardanup 2050 Vision identified the provision and maintenance of facilities, infrastructure and services as one of the Shire's five values. | | | | | | |

| SUSTAINABLE DEVELOPMENT DIRECTORATE | | | | | | | | |
|-------------------------------------|--|--|--------------|-----------------|----------------|------------------|------------|---|
| PRIORITY No | PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | GRANT | NET BUDGET IMPACT 2024/25 |
| | | The DCPs are required to be prepared due to the new urban zoned areas in both towns under draft LPS9, and also as the Community Infrastructure works and their expected costs which are being considered by Council at the OCM on 28 February 2024 (Dardanup Hall, administration building and sub-precinct master plan). | | | | | | |
| | Reconciliation Actions and Native Title Engagement | <p>Per Council Plan, Shire Specific Reconciliation Action plan is to be developed in the 23/24 financial year. Further, the Native title settlement is nearing formalization.</p> <p>Request for 23/24 was \$15,000 to allow costs associated with developing Shire RAP plan, providing cultural awareness training to Staff and council and engagement / consultations with the local Aboriginal and Torres Strait Island Community and Elders.</p> <p>Due to the cultural complexities surrounding this project, such as the Cultural Heritage Act and repeal and the Voice Referendum, we have come up against some delays in previously proposed projects and engagements within the RAP project. Propose for the remainder of this budget to be rolled over to 24/25 to allow us to continue and complete some identified action items into the 24/25 financial year.</p> | Ashwin Nair | | 2024/25 | \$10,000 | \$0 | \$0 as funds carried forward from 23/24 |
| | | | | | | \$492,817 | \$0 | \$236,199 |

| INFRASTRUCTURE DIRECTORATE | | | | | | | | |
|----------------------------|------------------------------------|---|--------------------------|-----------------|----------------|-----------|----------|---------------------------|
| PRIORITY No | PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | GRANT | NET BUDGET IMPACT 2024/25 |
| 1 | Ann Street Left Out - Construction | <p>Recommend the Shire apply for RRG funding and this project to be considered in future Roads Capital Works Programs.</p> <p>EMT - Consider in future capital works programs</p> | Add to the Roads Program | Roads | 2025/26 | \$100,000 | \$66,667 | 0 |
| 1 | Collie River Fishing Platform | Consistent with Council decision at OCM 24 May 2023 that urgent repair works be carried out and to provide a safe facility to the public. Necessary works to be done to structure based on structural report. Ongoing maintenance will be required that will need future funding, therefore it is | Staff Request | Paths | 2024/25 | \$20,000 | | \$20,000 |

| INFRASTRUCTURE DIRECTORATE | | | | | | | | |
|----------------------------|--|---|---------------------------|-----------------|----------------|------------------|-----------------|---------------------------|
| PRIORITY No | PROJECT | COMMENT | REQUESTED BY | PROGRAM - ASSET | FINANCIAL YEAR | COST | GRANT | NET BUDGET IMPACT 2024/25 |
| | | suggested that Council consider reducing service levels as an option if this facility is to be retained. | | | | | | |
| 2 | Council Dr Improvements | Kerb rectification near the new car wash facility, alteration to ramp at new Admin building, closure of entrance to existing carpark and construction of new entrance because of Eaton Fair road link construction of Council Dr. | Staff Request | Roads | 2024/25 | \$170,000 | | \$170,000 |
| 4 | Eaton Foreshore Boat Ramp | Preventative maintenance inspections - identified as something not being done currently. Could be done as part of maintenance program, however specialist under water work to be done. | Staff Request | Parks | 2024/25 | \$6,000 | | \$6,000 |
| 4 | Planting of street trees for Stage 2A, 2B & 2C Parkridge | Bond money held in reserve for this purpose, number of trees and watering to all be included not to exceed the funding amount in the bond. EMT - Supported but only to the extent of the bond being expended | Add to the Parks program. | Parks | 2024/25 | \$18,255 | | \$0 |
| | | | | | | \$314,255 | \$66,667 | \$196,000 |
| | | | | | | | | |
| | | TOTAL – STAFF BUDGET REQUESTS | | | | \$711,072 | \$66,667 | \$456,199 |

The Net impact of Staff (\$456,199) and Councillor Budget Requests (\$74,526) for 2024/25 total \$530,725.

Budget – Whole of Life Cost

Subject to the projects and timeframes, each would be incorporated in future budgets if approved.

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.

All requests from community groups, elected members and staff to be included in the annual Corporate Business Plan shall be lodged with the Chief Executive Officer no later than the 31 March in each year.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.14) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | |
|--|--|--|
| Risk Event | Councillor and Staff Budget Requests 2024/25 | |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) | |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. | |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. | |
| Risk Category Assessed Against | Financial Legal and Compliance | Elected Member & Staff Budget requests form part of the Annual Budget Process Failure to comply with Council policy <i>CP 018 – Corporate Business Plan & Long Term Financial Plan</i> could result in non-compliance |

Officer Comment

Refer to the Executive Management Team comments provided above.

END REPORT

9.15 Title: Rating Strategy – 2024/25

| | |
|-----------------------------|--|
| Reporting Department | Corporate & Governance Directorate |
| Responsible Officer | Mr Phil Anastasakis - Deputy CEO |
| Reporting Officer | Mr Phil Anastasakis - Deputy CEO |
| Legislation | Local Government (Financial Management) Regulations 1996 |
| Council Role | Executive/Strategic. |
| Voting Requirement | Simple Majority. |
| Attachments | Appendix IPC: 9.15A – Risk Assessment Tool Appendix IPC: 9.15B – Rating Strategy 2024/25 to 2033/34 |

Overview

The Committee is requested to consider and endorse the Rating Strategy which is incorporated within the 2024/25 Budget, four year Corporate Business Plan and 10 year Long Term Financial Plan.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING

THAT the Integrated Planning Committee recommends that Council:

1. **In additional to forecast growth:**
 - a) **Endorse a projected base rate revenue increase of ___% for the 2024/25 budget;**
 - b) **Endorse a projected base rate revenue increase of __%, __%, __% and __% for the four year Corporate Business Plan;**
 - c) **Endorse a projected base rate revenue increase of ___% for year five, and ___% for years six to fifteen of the Long Term Financial Plan.**
2. **Endorse the projected additional rate revenue increase to compensate for the gradual removal of the Eaton Landscaping Specified Area Rate, based on the following:**
 - **0% for 24/25**
(based on the removal of all (\$100,000) capital works. SAR Funds raised allocated to Millbridge Public Open Space maintenance – 100% of 23/24 mtce),
 - **0.60% for 25/26**
(based on the removal of all capital works. SAR Funds raised allocated to Millbridge Public Open Space maintenance – 80% of 23/24 mtce),
 - **0.55% for 26/27**
(based on the removal of all capital works. SAR Funds raised allocated to Millbridge Public Open Space maintenance – 60% of 23/24 mtce),
 - **0.50% for 27/28**

(based on the removal of all capital works. SAR Funds raised allocated to Millbridge Public Open Space maintenance – 40% of 23/24 mtce),

- **0.30% for 28/29**

(based on the removal of all capital works. SAR Funds raised allocated to Millbridge Public Open Space maintenance – 20% of 23/24 mtce).

3. Endorse the Rating Strategy 2024/25 to 2033/34 including the introduction of Differential Rating from the 2024/25 financial year.

4. Endorse the establishment of the following 6 Differential Rates across 14 Rating Categories (Defined in Appendix 12.4.1B):

- **RESIDENTIAL (including Residential Vacant)**
- **COMMERCIAL (including Commercial Vacant)**
- **INDUSTRIAL (including Industrial Vacant)**
- **RURAL RESIDENTIAL (including Rural Residential Vacant)**
- **ACCOMMODATION**
- **UV Rural (including UV1, UV2, UV3 and Mining)**

with the Minimum Rate for the 2024/25 budget to be \$1,625.00 for the Residential Differential Rating Category and \$1,722.00 for other Differential Rating Categories.

5. Supports the retention of the Bulk Waste Collection Specified Area Rate in 2024/25 and future years.

Background

As part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements, Council is to develop a Long Term Financial Plan for a minimum period of 10 years. The Long Term Financial Plan is a ten year rolling plan (Council staff have projected the LTFP to 15 years) that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool for prioritisation and ensuring the financial sustainability of the Local Government. The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index or local government cost index, interest rates and projected rate increases.

The Annual Budget is directly aligned to year one of the Corporate Business Plan and Long Term Financial Plan.

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 reviewing the Rating Strategy that has been included in the previous year's Long Term Financial Plan, with these forecast rate increases forming the basis of financial projections associated with the final Long Term Financial Plan, four year Corporate Business Plan and Annual Budget.

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;*

6.32. Rates and service charges

(1) *When adopting the annual budget, a local government —*

(a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —*

(i) *uniformly; or*

(ii) *differentially;*

and

(b) *may impose* on rateable land within its district —*

(i) *a specified area rate; or*

(ii) *a minimum payment;*

and

(c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

(2) *Where a local government resolves to impose a rate it is required to —*

(a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*

- (b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

6.34. Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) *be more than 110% of the amount of the budget deficiency; or*
- (b) *be less than 90% of the amount of the budget deficiency.*

6.37. Specified area rates

- (1) *A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —*
 - (a) *have benefited or will benefit from; or*
 - (b) *have access to or will have access to; or*
 - (c) *have contributed or will contribute to the need for,*

that work, service or facility.
- (2) *A local government is required to —*
 - (a) *use the money from a specified area rate for the purpose for which the rate is imposed in the financial year in which the rate is imposed; or*
 - (b) *to place it in a reserve account established under section 6.11 for that purpose.*

Local Government (Administration) Regulations 1996:

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

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

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

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 Strategic Financial Plan review and development process, Council has adopted a Rating Strategy which establishes the basis of rate increases for the next 10-15 years. These forecast rate increases are reflected in the interrelated Annual Budget / Corporate Business Plan / Long Term Financial Plan.

On the 27th September 2023 Council endorsed the agreed outcomes from the Differential Rate and Specified Area Rate Workshop held on the 6th of September 2023, and resolved as follows:

THAT Council:

- 1 *Determines that the Shire of Dardanup Rating Strategy for the 2024/25 budget will be based on a Differential Rating Method, with the establishment of the following 6 Differential Rates across 14 Rating Categories (Defined in Appendix 12.4.1B):*
 1. *RESIDENTIAL (including Residential Vacant)*
 2. *COMMERCIAL (including Commercial Vacant)*
 3. *INDUSTRIAL (including Industrial Vacant)*
 4. *RURAL RESIDENTIAL (including Rural Residential Vacant)*
 5. *ACCOMMODATION*
 6. *UV Rural (including UV1, UV2, UV3 and Mining)*

with the Minimum Rate for the 2024/25 budget to be \$1,625.00 for the Residential Differential Rating Category and \$1,722.00 for other Differential Rating Categories;
- 2 *Determines that the Shire of Dardanup Rating Strategy for the 2024/25 budget will include the gradual reduction and removal of the Eaton Landscaping Specified Area Rate over a 2, 3 or 4 year period; and*
- 3 *Supports further examination of the Bulk Waste Collection Specified Area Rate to ascertain whether this Specified Area Rate can be removed and the equivalent revenue received and incorporated into existing Waste Fees and Charges.*

Budget Implications

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. While Council is permitted to adopt a budget that has a surplus or deficit that does not exceed 10% of its rate revenue, it is not a sustainable long term strategy.

When considering the amount to be raised from Council rates, reference should be made to the Council's ten year Strategic Financial Plan and Long Term Financial Plan that was readopted by Council on 24th

May 2023 [OCM 125-23]. This Plan was based on a rate increase of 6.0% for 2023/24 decreasing to 5.0% in 2024/25, 4.0% for 4 years and 3.0% from 2029/30 thereafter.

| Adopted of 2023/24 Long Term Financial Plan Projections | | | | | | | | | | |
|---|-----------|-----------|-----------|-----------|-----------|----------|-----------|-----------|-----------|-----------|
| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 |
| FTE's | 120.18 | 120.88 | 120.88 | 121.08 | 124.78 | 125.98 | 126.68 | 126.68 | 126.88 | 126.88 |
| Rate Increase | 6.0% | 5.0% | 4.0% | 4.0% | 4.0% | 4.0% | 3.0% | 3.0% | 3.0% | 3.0% |
| Accumulated Surplus | \$332,557 | \$148,759 | \$128,971 | \$167,926 | \$169,802 | \$92,224 | \$118,739 | \$231,779 | \$270,216 | \$330,781 |

Based on these previous resolutions of Council, the Rates Model for 2024/25 has been formulated at this time using a 5.0% increase in overall rates revenue (excluding growth through 2024/25 interim rates and rates written off), which is forecast to generate rate income of \$16,589,826, compared to a forecast \$15,797,334 for 2023/24. This is an increase of \$792,492 on the total rates income. Currently a one percent rate increase raises approximately \$158,000 in additional rates income.

In 2019/20, 2020/21, 2021/22 and 2022/23 the Council applied a minimum rate of \$1,547.50 for both UV and GRV properties. In the 2023/24 the GRV minimum rate remained at \$1,547.50, with the UV minimum rate increase by 6.0% to \$1,640.35. In the 2024/25 draft LTFP, the GRV Residential minimum rate is proposed to increase by 5% to \$1,625.00, with all other GRV and UV minimum rates to increase by 5%-11.00% (based on previous year's 6% plus 5%) to \$1,722.00.

The current Long Term Financial Plan, has been reviewed and will require Council consideration as part of the 2024/25 budget development process. The current draft 2024/25 Long Term Financial Plan is based on the following:

| Draft 2024/25 Long Term Financial Plan Projections | | | | | | | | | | |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 | 2032/33 | 2033/34 |
| Growth | 1.45% | 1.92% | 1.80% | 1.91% | 1.72% | 1.81% | 2.22% | 2.10% | 2.14% | 2.19% |
| FTE's | 118.97 | 118.97 | 119.17 | 122.87 | 124.07 | 124.77 | 124.97 | 124.97 | 124.97 | 125.97 |
| Rate Increase | 5.0% | 4.6% | 4.55% | 4.5% | 4.3% | 3.0% | 3.0% | 3.0% | 3.0% | 3.0% |

** Growth projections are based on forecast population growth projections produced by ID.Solutions, which were updated in early 2023.

- **Eaton Landscaping Specified Area Rate**

The Eaton Landscaping Specified Area Rate was the subject of a report to Council in May 2019, where an overview of the funds raised and expenditure incurred since its inception in 2009/10 was provided. This identified that the Specified Area Rate was raised against 4,321 properties in 2018/19 at an average cost of \$55.38 per property. This average is distorted to some degree as 11.5% of the Specified Area Rate is raised by Eaton Fair Shopping Centre. If this one large contributor is removed, the average cost per household is \$48.95. This generated a total of \$241,677 in revenue in 2018/19. The average contribution per household in 2022/23 was \$52.90 (excluding Eaton Fair) based on 4,455 properties, with no increase applied in 23/24, producing an average 23/24 rate of \$52.82 per household excluding Citygate.

Council resolved in September 2023 to gradually reduce and removal of the Eaton Landscaping Specified Area Rate over a 2, 3 or 4 year period. The draft 2024/25 LTFP is based the following:

- a) **0% for 24/25**

The is based on the removal of all SAR funded capital works (\$100,000). The remaining SAR Funds raised (\$186,817) are allocated to the Millbridge Public Open Space maintenance – based on 100% of the 23/24 maintenance value.

- b) **0.60% for 25/26**

The is based on the removal of all SAR funded capital works. The remaining SAR Funds raised (\$153,278) are allocated to the Millbridge Public Open Space maintenance – based on 80% of the 23/24 maintenance value.

c) 0.55% for 26/27

The is based on the removal of all SAR funded capital works. The remaining SAR Funds raised (\$114,959) are allocated to the Millbridge Public Open Space maintenance – based on 60% of the 23/24 maintenance value.

d) 0.50% for 27/28

The is based on the removal of all SAR funded capital works. The remaining SAR Funds raised (\$76,639) are allocated to the Millbridge Public Open Space maintenance – based on 40% of the 23/24 maintenance value.

e) 0.30% for 28/29

The is based on the removal of all SAR funded capital works. The remaining SAR Funds raised (\$38,320) are allocated to the Millbridge Public Open Space maintenance – based on 20% of the 23/24 maintenance value.

Specified Area Rates are calculated by multiplying the valuation of a property (GRV) by the adopted rate in the dollar required to generate sufficient revenue to meet the expenditure area.

1. *Eaton Landscaping Specified Area Rate* (in 23/24 applied to 4,507 properties in Eaton & Millbridge) is currently calculated at a rate of \$0.002925: The average 23/24 rate is \$52.82 per household (\$238,044) excl Citygate. Total SAR for 23/24 was \$267,331. The forecast of SAR for 24/25 is \$186,017 based on 4,666 properties.
2. *Bulk Waste Collection Specified Area Rate* (in 23/24 applied to 4,747 properties in Eaton, Millbridge, Dardanup, & Burekup)) is currently calculated at a rate of \$0.001315. The average 23/24 rate was \$23.30 per household (\$112,447) which is forecast to increase to around \$30.50 in 24/25 (\$146,464) due to increase hard waste disposal costs.

- *Differential Rates*

The Differential Rate and Specified Area Rate Workshop held with Councillors on the 6th of September 2023 examined and defined the proposed Differential Rating Categories (refer to Appendix ORD: 12.4.1A).

It is proposed that 14 Rate Categories be created under the Differential Rating system to provide the flexibility to monitor GRV/UV valuation changes in each rate category and enable future expansion of Differential Rates if appropriate in the future. The proposed 14 Rating Categories and description are:

| UV Rates | Description |
|---------------------------|---|
| UV Rural | Properties that have an exclusive rural land use located outside of townsite boundaries and applies generally to agricultural areas. Sets the base rate for which UV Tiered differential rating categories UV1, UV2 and UV3 are applied. A minimum rate of \$1,722.00 is applied. |
| UV Rural Additional Use 1 | UV1 applies to properties where the predominant use of the land is prima-facie rural and the property has one approved non-rural use excluding residential and ancillary residential uses. The rate in the dollar equates to the UV base rate which recognises the additional cost to Council of servicing such land, of which the predominant non-rural use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This |

| UV Rates | Description |
|---------------------------|--|
| | ensures that such commercial activities contribute to the cost of Council providing tourism-related facilities and services. The rate also recognises the lower cost of operating commercial activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,722.00 is applied. |
| UV Rural Additional Use 2 | UV2 applies to properties where the predominant use of the land is prima-facie rural and the property has two approved non-rural uses excluding residential and ancillary residential uses. The rate in the dollar equates to the UV base rate which recognises the additional cost to Council of servicing such land, of which the predominant non-rural use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This ensures that such commercial activities contribute to the cost of Council providing tourism-related facilities and services. The rate also recognises the lower cost of operating commercial activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,722.00 is applied. |
| UV Rural Additional Use 3 | UV3 applies to properties where the predominant use of the land is prima-facie rural and the property has three or more approved non-rural uses excluding residential and ancillary residential uses. The rate in the dollar equates to the UV base rate which recognises the cost to Council of servicing such land, of which the predominant non-rural use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This ensures that such commercial activities contribute to the cost of Council providing tourism-related facilities and services. The rate also recognises the lower cost of operating commercial activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,722.00 is applied. |
| Mining | Properties that have a mining land use located outside of townsite boundaries. The rate in the dollar equates to the UV base rate which reflects the additional cost to Council of servicing such land which attracts greater numbers of heavy haulage vehicle usage on Council roads. This ensures that such mining activities contribute to the cost of Council providing mining-related facilities and services. The rate also recognises the lower cost of operating mining activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,722.00 is applied. |
| GRV Rates | Description |
| Residential | Properties that have a residential land use located primarily within the Shire’s townsites of Eaton, Millbridge, Dardanup and Burekup. Consist of Residential and Ancillary Residential Uses (dwellings, home occupations and home offices). These properties have access to most Council services including footpaths, street lighting, parks, etc. A minimum rate of \$1,625.00 is applied. |
| Residential Rural | Properties that have a residential rural land use located outside of townsite boundaries. As a result of the higher GRV valuations for these properties and less services provided (i.e.: no footpaths or street lighting) the rate in the dollar is lower than the residential rate. A minimum rate of \$1,722.00 is applied. |
| Commercial | Properties that have a commercial land use generally within the town centres’ business districts including cafés, restaurants, food and clothing shops, showrooms, etc. As a result of the higher GRV valuations for these properties, the rate in the dollar reflects the additional cost to Council of servicing such commercial activity including CBD car parking, lighting, walkways, landscaping and other amenities, which also attracts greater numbers of vehicle usage on Council roads. This rate ensures that such commercial activities contribute to the cost of Council providing these commercial related facilities and services. A minimum rate of \$1,722.00 is applied. |
| Industrial | Properties that have an industrial and composite industrial land use may include light industry, fuel depots, motor vehicle repairs, showroom, storage facilities, warehouses, workshops, waste processing or landfill facilities. As a result of the higher GRV valuations for these properties, the rate in the dollar reflects the cost to Council of servicing such |

| UV Rates | Description |
|---------------------------------|--|
| | industrial activity including increased planning and environmental management, and the servicing of land which attracts greater numbers of heavy haulage and light vehicle usage on Council roads. This rate ensures that such industrial activities contribute to the cost of Council providing these industrial related facilities and services. A minimum rate of \$1,722.00 is applied. |
| Accommodation | Properties that have an accommodation land use generally include camping grounds, caravan parks, chalets, motels and holiday units. The rate in the dollar reflects the additional cost to Council of servicing such land, of which the predominant use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This rate ensures that such accommodation activities contribute to the cost of Council providing accommodation and tourism-related facilities and services. A minimum rate of \$1,722.00 is applied. |
| Vacant Land – Residential | Properties with a Residential zoning that are vacant. The rate in the dollar equates to the GRV Residential base rate and reflects the need to maintain a relative contribution towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Residential developed category. A minimum rate of \$1,625.00 is applied. |
| Vacant Land – Residential Rural | Properties with a Rural Residential zoning that are vacant. The rate in the dollar equates to the GRV Rural Residential base rate and reflects the need to maintain a relative contribution towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Rural Residential developed category. A minimum rate of \$1,722.00 is applied. |
| Vacant Land – Commercial | Properties with a Commercial zoning that are vacant. The rate in the dollar equates to the GRV Commercial base rate and reflects the need to maintain a relative contribution towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Commercial developed category. A minimum rate of \$1,722.00 is applied. |
| Vacant Land – Industrial | Properties with an Industrial zoning that are vacant. The rate in the dollar equates to the GRV Industrial base rate and reflects the need to maintain a relative contribution towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Industrial developed category. A minimum rate of \$1,722.00 is applied. |

Proposed six (6) Differential Rates comprising of fourteen (14) Rating Categories across

| Differential Rates | Rating Categories | Value | Minimum Rate \$ |
|----------------------|---|-------|-----------------|
| 1. RESIDENTIAL | Incorporating: 1. Residential, and 2. Residential Vacant Categories | GRV | \$1,625.00 |
| 2. COMMERCIAL | Incorporating: 3. Commercial, and 4. Commercial Vacant Categories | GRV | \$1,722.00 |
| 3. INDUSTRIAL | Incorporating: 5. Industrial, and 6. Industrial Vacant Categories | GRV | \$1,722.00 |
| 4. RURAL RESIDENTIAL | Incorporating: 7. Rural Residential, and | GRV | \$1,722.00 |

| | | | |
|------------------|---|-----|------------|
| | 8. Rural Residential Vacant Categories | | |
| 5. ACCOMMODATION | Incorporating: 9. Accommodation Category | GRV | \$1,722.00 |
| 6. UV | Incorporating: 10. Rural, 11. UV1, 12. UV2, 13. UV3, and 14. Mining Categories | UV | \$1,722.00 |

• *Annual Percentage Rate Increases*

Factors such as the growth of the Shire, need for additional resources to meet growth demands, the rising cost of labour and materials, previous rate increases approved and a perception of the affordability of a reasonable rate increase are some of the factors taken into account when considering the percentage by which rates in the dollar and minimum rates have to be increased.

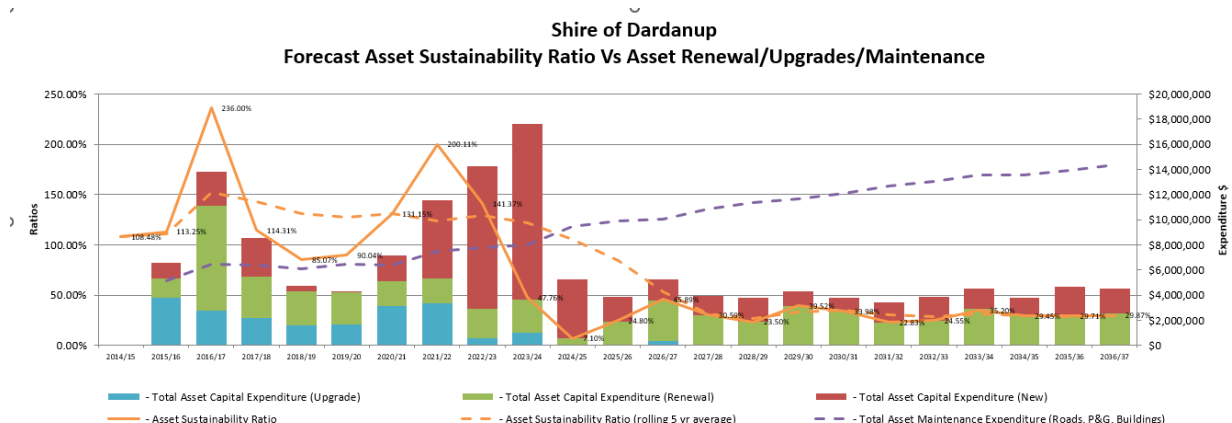
It has also been widely recognised that increasing rates solely based on a factor equivalent to the increase in the Consumer Price Index (CPI) is not prudent financial management, as the CPI provides a good estimate of a household’s expectation of the price changes (increases) to the goods and services they consume but it does not provide a good estimate of all of the cost pressures faced by Local Government. In the past, indices such as the Local Government Cost Index (LGCI), together with other cost factors, have also been used as a guide for rate increases as the use of this index has been advocated by the Western Australian Local Government Association (WALGA).

Budget – Whole of Life Cost

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

The rating strategy deployed by Council in the 2024/25 financial year will form part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations in the 2024/25 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

The following graph illustrates Council’s Asset Sustainability Ratio, compared against past and projected future Asset Renewal, Upgrade, New and Maintenance works. The Asset Sustainability Ratio should ideally be between 90-110%.



Asset Sustainability Ratio

(Are assets being replaced at the rate they are wearing out?)

This ratio indicates whether a local government is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out. It is calculated by measuring capital expenditure on renewal or replacement of assets relative to the rate of depreciation of assets for the same period. A local government would need to understand and be measuring its renewal expenditure to be able to determine this ratio.

What does it mean?

If capital expenditure on renewing or replacing assets is at least equal to depreciation on average over time, then the local government is ensuring the value of its existing stock of physical assets is maintained. If capital expenditure on existing assets is less than depreciation then, unless a local government's overall asset stock is relatively new, it is likely that it is underspending on renewal or replacement. This is likely to result in additional maintenance costs for assets that have exceeded their useful life that exceed the costs of renewal and replacement. This situation could progressively undermine a local government's financial sustainability as it is confronted with failed assets and significant renewal and replacement costs that cannot be accommodated without sudden large rate increases.

Local governments should be replacing or renewing assets at the appropriate times. Achievement of the asset sustainability ratio target means that a local government is reasonably preserving the stock of existing assets because renewal or replacement activity approximately matches the consumption of its asset stock for the period.

| Data and Calculation | Information | Measurement/Target |
|--|--|---|
| Capital expenditure on replacement or renewal of assets divided by the depreciation expense. Expressed as a percentage. Eg Capital renewal expenditure = \$7.9m Depreciation expense = \$8.8m Asset Sustainability Ratio = 90% | This is the measure of the extent to which assets managed by the local government are being replaced as they reach the end of their useful lives. Depreciation expense measures the extent to which the assets have been consumed during that period. Capital expenditure on renewals (replacing assets that the local government already has) is an indicator of the extent to which the assets are being replaced. | Between 90-110% Note <i>A ratio greater than 110% indicates that the local government may be over investing in renewal and replacement of its asset base.</i> <i>A ratio of less than 90% indicates that the local government may be under investing in renewal and replacement of its asset base.</i> |

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.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.15A) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | | | | | | |
|--|---|-----------|--|----------------------|--|--------------|--|
| Risk Event | Rating Strategy - 2024/25 | | | | | | |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) | | | | | | |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. | | | | | | |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. | | | | | | |
| Risk Category Assessed Against | <table border="0"> <tr> <td>Financial</td> <td>Financial sustainability impacted through inadequate rating.</td> </tr> <tr> <td>Legal and Compliance</td> <td>Compliance with budget, rating and integrated planning review and development process.</td> </tr> <tr> <td>Reputational</td> <td>Shire reputation can be negatively impacted if rate increases are considered excessive by the community.</td> </tr> </table> | Financial | Financial sustainability impacted through inadequate rating. | Legal and Compliance | Compliance with budget, rating and integrated planning review and development process. | Reputational | Shire reputation can be negatively impacted if rate increases are considered excessive by the community. |
| Financial | Financial sustainability impacted through inadequate rating. | | | | | | |
| Legal and Compliance | Compliance with budget, rating and integrated planning review and development process. | | | | | | |
| Reputational | Shire reputation can be negatively impacted if rate increases are considered excessive by the community. | | | | | | |

Officer Comment

As part of preparing the annual budget, Corporate Business Plan and Long Term Financial Plan, Council considers community needs in relation to its available income requirements for the coming years before deciding how much it should raise in general rates. Council will also consider the extent of the rate burden on rate payers and may decide to forgo some activities and services in order to avoid high rate rises.

The Rating Strategy for 2024/25 requires Council to strike a balance between competing principles to come up with a mixture of rates and charges that provides the income needed for its annual budget while meeting the tests of equity, efficiency and simplicity.

- *Purpose of the Rating Strategy*

The purpose of the Rating Strategy is to provide Council’s preferred position on the following:

- i.) *Method of Rates Calculation;*
- ii.) *Annual percentage rate increase; and*
- iii.) *Minimum rates.*

- i) *Method of Rates Calculation*

In broad terms the total amount of money to be raised in general rates is divided by the total value of all rateable properties. The resulting figure is called the “rate in the dollar”. Council determines the amount to be paid in rates by applying a rate in the dollar to the assessed value of each property. When that total value of all properties increases, the Council reduces the rate in the dollar to compensate. There is no windfall gain.

- *How a "Rate in the Dollar" is calculated?*

For a Council using only a "Uniform General Rate", the rate in the dollar is calculated as follows:

If Council plans to raise the total GRV rate revenue of \$10 million, and the total Gross Rental Value of all rateable properties in the municipality is \$2.38 billion, then the rate in the dollar is calculated by dividing \$10 million by \$2.38 billion = 0.42 cents in the dollar.

- *How are Property's Rates calculated?*

The basis for calculating property rates are the gross rental values (GRV) or unimproved values (UV) for individual properties provided by Landgate's Property and Valuations area multiplied by the relevant rate in the dollar.

A property's GRV represents the amount of the gross annual rental the land might obtain if it is let on a tenancy basis from year to year. A property's UV means the amount the land may reasonably be expected to obtain if it was sold and assuming no improvements to the land had been made.

For example if the Gross Rental Value of a property is \$16,000 and the Council rate in the dollar is set at 10.0662 cents, the rate bill would be \$1,610.59 (\$16,000 x \$0.100662).

- *Property Valuations.*

Property values affect the amount paid in municipal rates. State legislation requires that all properties in every municipality are revalued every 3-5 years. Dardanup is required to revalue its GRV properties every 3 years and its UV properties every year.

Changes in property values will vary across a municipality. These will be reflected in each property's rate bill. A general revaluation may result in the rates for some properties going up while others go down. If a property's value increases by less than the average increase across the municipality, the rates for that property will be relatively lower. Rates will be relatively higher if a property's value increases by more than the average increase in valuation.

Councils do not collect extra revenue as a result of the revaluation process. Valuations are simply used as an apportioning tool to assess the rates payable for each individual property.

Information about a property's value is included on the rate notice issued by the Council.

END REPORT

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11 NEW BUSINESS OF AN URGENT NATURE

12 MATTERS BEHIND CLOSED DOORS

None.

13 CLOSURE OF MEETING

The Chairperson advises that the date of the next Integrated Planning Committee Meeting will be Wednesday, 10th April 2024.

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