



Shire of Dardanup

MINUTES

INTEGRATED PLANNING COMMITTEE MEETING

Held

8 April 2020

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive – EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.

VISION STATEMENT

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

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Members of Integrated Planning Committee

- Cr MT Bennett
- Cr PS Robinson
- Cr L Davies
- Cr TG Gardiner
- Cr CN Boyce
- Cr PR Perks
- Cr SL Gillespie
- Cr MR Hutchinson
- Cr J Dow

Terms of Reference

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2019 - 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.

SHIRE OF DARDANUP

MINUTES THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 8 APRIL 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairperson, Cr Michael Bennett declared the meeting open at 2.02pm welcomed those in attendance, advised and acknowledged that the meeting would be conducted as an electronic meeting in accordance with the Local Government (Administration) Regulations 1996 and referred to the Acknowledgement of Country; Emergency Procedures; and the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

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

The Presiding Member asked Committee members and staff to confirm that they are connected and in attendance, with the following attendees so confirmed:

2.1 Attendance

Cr. Michael Bennett	-	Chairperson
Cr. Peter Robinson	-	Deputy Shire President
Cr. Patricia Perks	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Carmel Boyce	-	Elected Member [2.05PM]
Cr. Mark Hutchinson	-	Elected Member
Cr Tyrrell Gardiner	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Mrs Susan Oosthuizen	-	Director Sustainable Development
Mr Luke Botica	-	Director Infrastructure
Mrs Natalie Hopkins	-	Manager Financial Services
Mr Troy Williamson	-	Manager Assets
Mr Ray Pryce	-	Accountant
Mr Sudi Mishra	-	Manager Information Services
Mr John Kowal	-	Manager Sport & Recreation [2.05PM]
Mr Allan Hutchinson	-	Procurement Officer
Mrs Donna Bailye	-	PA – Deputy Chief Executive Officer
Ms Cathy Lee	-	Manager Governance & HR [2.25PM]

2.2 Apologies

Cr Stacey Gillespie	-	Elected Member
Cr Luke Davies	-	Elected Member

3 PRESENTATIONS

None.

Note: Cr C Boyce & Mr John Kowal were admitted to the meeting at 2.05pm.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Integrated Planning Committee Meeting Held 11 March 2020

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 12-20 MOVED - Cr T Gardiner SECONDED - Cr P Robinson

THAT the Minutes of the Integrated Planning Committee Meeting held on 11 March 2020, be confirmed as true and correct subject to no corrections.

CARRIED
7/0

5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7 DECLARATION OF INTEREST

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

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

Discussion:

Chairperson, Cr. T Gardiner read aloud the following listed disclosures of interest that were received before the meeting.

- *Cr M Bennett declared an Impartiality Interest in Item 8.4 Building Asset Management Plan 2020/21 – 2029/30 as he is a patron of the Eaton Bowling Club.*
- *Cr M Bennett declared an Impartiality Interest in Item 8.4 Building Asset Management Plan 2020/21 – 2029/30 as he is a life member of the Eaton Junior Football Club.*

Chairperson, Cr. T Gardiner asked Councillors if there were any other Declarations of Interest to be made.

There were no further Declarations of Interest made.

8 REPORTS OF OFFICERS

8.1 Title: Pathway Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure d</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

Council is requested to consider and prioritise pathway capital works projects identified in the first four years of the 2020/21 draft Pathway Asset Management Plan – 10 Year Programs which will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMPs) listing capital 10 year works programs across all major asset classes. The AMPs include forecast capital expenditure for the upgrade, creation of new and renewal of existing assets. The 10 Year Programs were compiled utilising recommended reserve transfers within the Shire’s Corporate Business Plan. Council has requested that options be explored to consider potential changes to reserve transfers.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital works items.

This report is presented to the Integrated Planning Committee to consider and prioritise pathway capital works projects identified in the first four years of the 2020/21 draft Pathway Asset Management Plan – 10 Year Programs. This will enable staff to reschedule the 10 Year Programs

for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

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.*

Strategic Community Plan

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

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 Program will be used annually to develop the Shire of Dardanup Corporate Business Plan.

Budget – Whole of Life Cost

The purpose of the Pathway 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.

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Pathway Asset Management Plan 2020/21 – 2029/30
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 Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a Local Government are being replaced as they reach the end of their useful lives.

The Shire’s 10 year average Asset Sustainability ratio for pathways is 0.29 (\$57,900/\$200,000), which is below the 0.9 benchmark recommended by the Department of Local Government and Communities – Integrated Planning and Reporting Framework.

As the majority of the Shire’s pathway assets are relatively new and in good condition expenditure on renewal will be lower than it would be later in an asset’s life, for this reason, the capital expenditure on renewal can be low when viewed over the shorter term, however the ratio is a guide to be considered when making changes to future renewal projects.

The current replacement cost and annual depreciation of the Pathway Asset Class is listed below:

	Current Replacement Cost	Annual Depreciation
Pathways	\$10,300,000	\$200,000

The current forecast average expenditure currently identified in the draft Pathway Asset Management Plan is listed below (i.e. annual average taken over 10 years):

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Pathways	\$57,900	\$218,400	\$276,300	\$62,300	\$214,000

The average renewal amount of \$57,900 per annum has been derived based on projected renewal demand over the next ten years which has been derived from the age and condition of pathway assets and the expected life span. The majority of the forecast pathway expenditure is on expansion and upgrades. Annual expenditure of expansion and upgrade works is generally

determined on the rate of improvement desired for the Shire's pathway network. Therefore, this expenditure can be reduced if necessary, resulting in a slowdown in the expansion and upgrade to the Shire's pathway networks.

The current reserve transfers on which the Draft Pathways Asset Management Plan – 10 Year Programs are based are listed below:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
56	162	170	178	184	190	215	240	240	240	1,875

To enable staff to re-schedule the 10 year works programs, the Committee is requested to allocate a priority ranking to projects listed in the first four years of the program. This will provide guidance to enable the programs to be modified to suit both the financial constraints and Council's intent.

The order of Council's priorities will guide but may not be achieved in all circumstances due to the need to sequence activities in the right order. For example, a road final seal must occur 12 months after reconstruction, or a road reseal must occur after a road widening. This will be listed in the May Integrated Planning Committee meeting to report where changes have occurred.

The current projects in the first four years of the Draft Pathway Asset Management Plan for consideration are listed in: (Appendix IPC: 8.1B)

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

PROCESS

Committee members were provided with newly formatted tables for part 2 and 3 of the Resolution prior to the meeting.

It was agreed at the meeting that the Committee would use the original tables provided in the Officer Recommended Resolution.

Note: Ms Cathy Lee was admitted to the meeting at 2.25pm.

Change to Officer Recommendation

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

- *As per Council Resolution [OCM 68-20] of the 25 March 2020 the Pathway project on Cudliss Street is to be added to the expansion/upgrade projects priorities in Resolution 3. It was agreed that the works would be split over 2 sections.*

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION

IPC 13-20 MOVED - Cr C Boyce SECONDED - Cr P Robinson

THAT the Integrated Planning Committee recommends that Council:

1. **Adopts the following Annual Transfers to Reserve for the delivery of the Pathways 10 Year Programs:**

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
56	162	170	178	184	190	215	240	240	240	1,875

2. **The following nominated pathway renewal project priorities are to be considered by staff during the re-scheduling of the 10 Year Pathway Renewal Program (each project to be ranked in priority order with “1” being the highest priority):**

Road Name and Location	Priority Ranking
i. Leicester Ramble Wetlands – Yr 3	1
ii. Leicester Ramble Wetlands – Yr 3	2
iii. Leicester Ramble Wetlands - Yr 3	3
iv. Ferguson Road - Railway Lights - Charlotte Street – Yr 3	4
v. Watson Reserve - Pratt Road-Leake Street – Yr 3	5
vi. Leicester Ramble Wetlands -- Yr 3	6
vii. Leicester Ramble Wetlands – Yr 3	7
viii. Leicester Ramble Wetlands – Yr 3	8
ix. Russell Road - Gardiner Street - Burekup Hall – Yr 4	9
x. Russell Road - Burekup Hall - Tennis Court – Yr 4	10
xi. Russell Road - Tennis Court – School – Yr 4	11

3. **The following nominated pathway expansion/upgrade project priorities are to be considered by staff during the re-scheduling of the 10 Year Pathway Upgrade and Expansion Program (each project to be ranked in priority order with “1” being the highest priority):**

Road Name and Location	Priority Ranking
i. Cudliss Street – Hands Street to Watson Street - Yr	1
ii Watson Street - Eaton Drive - Pratt Road – Yr 1	2
iii. Scott Street - Casuarina Street - Lucretia Street – Yr 1	3
iv. O’Meara Drive - Shenton Road-Gardiner Street – Yr 1	4
v. Link from Eaton Recreation Centre to Oval – Yr 1	5
vi. Eaton Drive - Millbridge Boulevard - Jindalee Way	6
vii. Jindalee Way - New Bridge - Jindalee Way - New Bridge -- Yr 1	7
viii. Access to Scout Hall fishing platform – Yr 1	8
ix. New Collie River Bridge - Around new POS – Yr 2	9
x. New Collie River Bridge- Boardwalk over wet ground – Yr 2	10
xi. New Collie River Bridge - Castlereagh Park - New Boardwalk – Yr 2	11
xiii. Murdoch Crescent – Margaret Circle to Margaret Circle – Yr 3	12
xiii. Margaret Circle - Murdoch Crescent - Isdell Gardens – Yr 3	13
xiv Foster Street - Eagle Crescent - Pratt Road – Yr 4	14
xv New Collie River Bridge – Castlereagh Park – New Boardwalk – Yr 4	15
xvi Leceister Ramble Wetlands – to new bridge – Yr 4	16
xvii Cudliss Street - Bobbin Street to Hands Avenue – Yr 4	17

CARRIED
7/0

8.2 Title: Road Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

Council is requested to consider and prioritise road capital works projects identified in the first four years of the 2020/21 draft Road Asset Management Plan – 10 Year Programs which will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMPs) listing capital 10 year works programs across all major asset classes. The AMPs include forecast capital expenditure for the upgrade, creation of new and renewal of existing assets. The 10 Year Programs were compiled utilising recommended reserve transfers within the Shire's Corporate Business Plan. Council has requested that options be explored to consider potential changes to reserve transfers.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital works items. A reduction in Annual Transfer to Reserve for the Roads asset class will require staff to reschedule the draft 10 Year Expansion, Upgrades and Renewal Programs.

This report is presented to the Integrated Planning Committee to consider and prioritise road capital works projects identified in the first four years of the 2020/21 draft Road Asset Management Plan – 10 Year Programs. This will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

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.*

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

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

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.

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Roads Asset Management Plan 2020/21 – 2029/30
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.
	<p>Financial 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>

Officer Comment

The Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a local government are being replaced as they reach the end of their useful lives.

The Shire's 10 year average Asset Sustainability ratio for roads is 0.87 (\$2,081,268/\$2,400,000), which is slightly below the 0.9 benchmark recommended by the Department of Local Government and Communities – Integrated Planning and Reporting Framework. This ratio is important in terms of a sustainability guide and needs to be taken into consideration when making changes to future renewal projects.

The current replacement cost and annual depreciation of the Roads Asset Class is listed below:

	Current Replacement Cost	Annual Depreciation
Roads	\$127,200,000	\$2,400,000

The current forecast average expenditure currently identified in draft Roads Asset Management Plan is listed below (i.e. annual average taken over 10 years):

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Roads	\$2,081,268	\$1,490,926	\$3,572,194	\$1,579,000	\$1,993,194

The average renewal amount of \$2,081,268 per annum has been derived based on projected renewal demand over the next ten years which has been derived from the age and condition of road assets and the expected life span. A significant proportion of the Shire's road expenditure is on asset renewal. It is suggested that minimal change be made to amount of renewal works to be undertaken over the ten year period and if there is a reduction in annual reserve transfer, staff will generally aim to maintain the renewal expenditure component as a first priority. However, the annual expenditure of expansion and upgrade works is generally determined on the rate of improvement desired for the Shire's road network. Therefore, this expenditure can be reduced if necessary, resulting in a slowdown in the expansion and upgrade to the Shire's road networks.

The current reserve transfers on which the Draft Road Asset Management Plan – 10 Year Programs are base are listed below:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
1,700	1,850	1,850	1,850	1,900	2,000	2,100	2,200	2,200	2,200	19,850

Based on the reduced annual forecast rate increases, the following annual transfers are now proposed:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
1,350	1,550	1,550	1,550	1,550	1,600	1,700	1,725	1,750	1,775	16,100

The reduced annual transfers will require staff to reschedule the 10 Year Programs. To enable staff to re-schedule the 10 year works programs, the Committee is requested to allocate a priority ranking to projects listed in the first four years of the program. This will provide guidance to enable the programs to be modified to suit both the financial constraints and Council's intent.

The order of Council's priorities will guide but may not be achieved in all circumstances due to the need to sequence activities in the right order. For example, a road final seal must occur 12 months after reconstruction, or a road reseal must occur after a road widening. This will be listed in the May Integrated Planning Committee meeting to report where changes have occurred.

The current projects listed in the first four years of the Draft Road Asset Management Plan for consideration are listed in: (Appendix IPC: 8.2B)

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

PROCESS

Committee members were provided with newly formatted tables for part 2 and 3 of the Resolution prior to the meeting.

It was agreed at the meeting that the Committee would use the original tables provided in 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 Reserve for the delivery of the Roads 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
1,350	1,550	1,550	1,550	1,550	1,600	1,700	1,725	1,750	1,775	16,100

Change to Officer Recommendation

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

- Committee agreed to alternate resolution to separate Resolution 1 and deal with matter separately. It was agreed to amend Resolution 1 and change the reserve amounts for the periods 21-22, 22-23 & 23-24.*

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION**

IPC 14-20 MOVED - Cr M Bennett SECONDED - Cr P Perks

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the Roads 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
1,350	1,350	1,350	1,350	1,550	1,600	1,700	1,725	1,750	1,775	16,100

CARRIED
7/0

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 15-20 MOVED - Cr C Boyce SECONDED - Cr P Robinson

THAT Integrated Planning Committee recommends that Council adopts:

- The following nominated road renewal project priorities are to be considered by staff during the re-scheduling of the 10 Year Road Renewal Program (each project to be ranked in priority order with "1" being the highest priority):

DRAFT 10 YEAR PROGRAM - RAMP YEAR 1 (2020-21) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Pile Road	5.04 - 5.42 SLK, 5.66 - 6.56 SLK	Final seal	1
Pile Road	0.03 - 1.65 SLK, 4.59 - 5.04 SLK, 5.42-5.66SLK, 6.56-7.30SLK	Reseal	2
Harris Road	1.14 - 1.62 SLK	Reconstruction & widening	3
Ironstone Road	0.00 - 1.10 SLK	Reconstruction & widening	4
Mountford Road	0.00 - 0.40 SLK	Final seal	5
Crooked Brook Road	9.86 - 10.53 SLK	Final seal	6
Columbas Drive	0.00 - 0.24 SLK	Reseal	7
Newmans Road	0.00 - 0.87 SLK	Gravel resheet	8
Ratcliffe West Road	0.75 - 1.90 SLK	Gravel resheet	9
Yabberup Road	0.00 - 2.42 SLK	Gravel resheet	10

DRAFT 10 YEAR PROGRAM - RAMP YEAR 2 (2021-22) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Dardanup West Road	0.00 - 2.97	Reconstruction & widening	1
Venn Road	0.00 - 0.69 SLK	Gravel resheet	2
Dowdell's Line Road	5.69 - 6.16 SLK, 6.21 - 9.21 SLK	Reseal	3
Fees Road	0.00-1.02 SLK	Gravel resheet	4
Ford Road	0.03 - 0.51 SLK	Gravel resheet	5
Ironstone Road	0.00 - 1.10 SLK	Final seal	6
Ironstone Road	3.89 - 4.38 SLK	Reseal	7
Japonica View	0.00 - 0.74 SLK	Reseal	8
Joshua Brook Road	9.00 - 9.71 SLK	Gravel resheet	9
Lennard Road	0.00 - 2.67 SLK	Reseal	10
Millard Street	0.00 - 0.63 SLK	Urban resurfacing	1
Pile Road	7.30 - 8.02 SLK, 9.09 -12.00 SLK	Final seal	12
Pratt Road	0.00 - 0.10 SLK	Urban resurfacing	13
Rafferty Road	0.00 - 0.23 SLK	Reseal	14

DRAFT 10 YEAR PROGRAM - RAMP YEAR 3 (2022-23) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Bailey Loop	0.02 - 0.82 SLK	Reseal	1
Crampton Road	0.03 - 0.71 SLK	Reseal	2
Damiani Italiano Road	1.10 - 2.02 SLK	Reseal	3
Dardanup West Road	0.00 - 2.97	Final Seal	4
Ferguson Road	14.89 - 15.99 SLK	Reconstruction & widening	5
Hale Street	0.00 - 1.63 SLK	Urban resurfacing	6
Ironstone Road	1.10 - 2.16 SLK	Reseal	7
King Tree Road	0.00 - 0.40 SLK	Reseal	8
Moore Road	0.56 - 1.33 SLK	Reconstruction	9
Orchard Road	0.44 - 1.13 SLK	Gravel resheet	10
Pile Road	14.1 - 16.78 SLK	Final seal	11
Richards Road	0.70 - 4.16 SLK	Gravel resheet	12

DRAFT 10 YEAR PROGRAM - RAMP YEAR 4 (2023-24) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Banksia Road	0.30 - 0.50 SLK	Reseal	1
Catalano Road	2.25 - 5.14 SLK	Gravel resheet	2
Cowin Gardens	0.00 - 0.20 SLK	Urban resurfacing	3
Culling Grove	0.00 - 0.11 SLK	Urban resurfacing	4
Dowdell's Line Road	3.85 - 5.69 SLK	Reconstruction & widening	5
Dowdell's Line Road	0.03 - 2.07 SLK, 3.41 - 3.85 SLK	Reseal	6
Ferguson Road	3.41 - 3.49 SLK	Reseal	7
Garvey Road	0.00 - 2.50 SLK	Reconstruction & widening	8
Gravel Pit Road	0.00 - 1.77 SLK	Gravel resheet	9
Greenwood Heights	0.00 - 0.04SLK, 1.00 - 1.52 SLK	Reseal	10
Hakea Close	0.00 - 0.26 SLK	Reseal	11
Harold Douglas Drive	1.08 - 1.68 SLK	Reconstruction	12
Kentucky Drive	0.00 - 1.11 SLK	Reseal	13
Martin Pelusey Road	0.00 - 1.25 SLK	Reconstruction & widening	14
O'Connor Road	0.00 - 1.62 SLK	Reseal	15
Richards Road	0.00 - 0.12 SLK	Reseal	16

2. The following nominated road expansion/upgrade project priorities are to be considered by staff during the re-scheduling of the 10 Year Road Upgrade and Expansion Program (each project to be ranked in priority order with "1" being the highest priority):

DRAFT 10 YEAR PROGRAM - RAMP YEAR 1 (2020-21) UPGRADES & EXPANSION

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Pile Road	7.30 - 8.02 SLK, 9.09 -12.00 SLK	Widen seal	1
Harris Road	1.14 - 1.62 SLK	Pavement works	2
Eaton Drive	0.40 - 1.70 SLK	Intersection works stage 1 - Watson Street Traffic Signals	3
Eaton Drive	n/a	New carriageway construction	4
Golding Crescent	n/a	New street lighting	5
Newmans Road	0.00 - 0.87 SLK	Gravel formation works	6
Ratcliffe West Road	0.75 - 1.90 SLK	Gravel formation works	7
Yabberup Road	0.00 - 2.42 SLK	Gravel formation works	8

DRAFT 10 YEAR PROGRAM - RAMP YEAR 2 (2021-22) UPGRADES & EXPANSION

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Eaton Drive	0.40 - 1.70 SLK	Intersection works stage 2 - Glen Huon Blvd.	1
Fees Road	0.00-1.02 SLK	Widen gravel	2
Fees Road	0.00-1.02 SLK	Gravel formation works	3
Ford Road	0.03 - 0.51 SLK	Gravel formation works	4
Joshua Brook Road	9.00 - 9.71 SLK	Widen gravel	5
Joshua Brook Road	9.00 - 9.71 SLK	Gravel formation works	6
Pile Road	12.00-15.54 SLK	Widen seal	7
Pratt Road	Eaton Foreshore	Improvements	8
Pratt Road	Eaton Bowling Club	Road modifications	9
Venn Road	0.00 - 0.69 SLK	Gravel formation works	10

DRAFT 10 YEAR PROGRAM - RAMP YEAR 3 (2022-23) UPGRADES & EXPANSION

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Dowdell's Line Road	0.03 - 2.07 SLK, 3.41 - 3.85 SLK	Widen seal	1
Eaton Drive	0.40 - 1.70 SLK	Intersection works stage 3 - Lofthouse Av.	2
Pile Road	15.54-16.78 SLK	Widen seal	3
Richards Road	0.70 - 4.16 SLK	Gravel formation works	4

DRAFT 10 YEAR PROGRAM - RAMP YEAR 4 (2023-24) UPGRADES & EXPANSION

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Ferguson Road	15.99 - 19.93 SLK	Widen seal	1
Gravel Pit Road	0.00 - 1.77 SLK	Gravel formation works	2
Recreation Road	0.02 - 1.65 SLK	Widen seal	3

CARRIED
7/0

8.3 Title: Parks & Reserves Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

Council is requested to consider and prioritise parks and reserves capital works projects identified in the first four years of the 2020/21 draft Parks and Reserves Asset Management Plan – 10 Year Programs which will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMP's) listing capital 10 year works programs across all major asset classes. The AMP's include forecast capital expenditure for the upgrade, creation of new and renewal of existing assets. The 10 Year Programs were compiled utilising recommended reserve transfers within the Shire's Corporate Business Plan. Council has requested that options be explored to consider potential changes to reserve transfers.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital works items. A reduction in Annual Transfer to Reserve for the Parks and Reserves asset class will require staff to reschedule the draft 10 Year Expansion, Upgrades and Renewal Programs.

This report is presented to the Integrated Planning Committee to consider and prioritise parks and reserves capital works projects identified in the first four years of the 2020/21 draft Parks and Reserves Asset Management Plan – 10 Year Programs. This will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

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.*

Strategic Plan

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

Environment - None.

Precedents

Council adopts the 10 Year Program annually and the PRAMP as and when updated.

Budget Implications

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

Budget – Whole of Life Cost-

The purpose of the Parks and Reserves Asset Management Plan is for the upgrade, renewal and maintenance of the Council's parks and reserves and is essentially dealing with the full life cycle requirements of parks furniture, equipment and treatments.

Council Policy Compliance

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

Risk Assessment -

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Parks & Reserves Asset Management Plan 2020/21 – 2029/30	
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 Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a local government are being replaced as they reach the end of their useful lives.

The Shire's 10 year average Asset Sustainability ratio for parks and reserves is 0.76 (\$151,000/\$200,000), which is slightly below the 0.9 benchmark recommended by the Department of Local Government and Communities – Integrated Planning and Reporting Framework. This ratio is important in terms of a sustainability guide and needs to be taken into consideration when making changes to future renewal projects.

The current replacement cost and annual depreciation of the Parks and Reserves Asset Class is listed below:

	Current Replacement Cost	Annual Depreciation
Parks & Reserves	\$9,200,000	\$200,000

The current forecast average expenditure currently identified in Draft Parks and Reserves Management Plan is listed below:

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Parks & Reserves	\$151,000	\$603,000	\$754,000	\$334,000	\$420,000

The average renewal amount of \$151,000 per annum has been derived based on projected renewal demand over the next ten years which has been derived from the age and condition of parks and reserve assets and the expected life span. The majority of the forecast parks and reserve expenditure is on expansion and upgrades. Annual expenditure of expansion and upgrade works is generally determined on the rate of improvement desired for the Shire's parks and reserves network. Therefore, this expenditure can be reduced if necessary, resulting in a slowdown in the expansion and upgrade to the Shire's parks and reserves.

The current reserve transfers on which the Draft Parks & Reserves Asset Management Plan – 10 Year Programs are based are listed below;

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
250	275	275	275	400	550	550	550	550	550	4,225

Based on the reduced annual forecast rate increases, the following annual transfers are now proposed:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
150	275	275	275	385	525	525	525	525	525	3,985

The reduced annual transfers will require staff to reschedule the 10 Year Programs. To enable staff to re-schedule the 10 year works programs, the Committee is requested to allocate a priority

ranking to projects listed in the first four years of the program. This will provide guidance to enable the programs to be modified to suit both the financial constraints and Council's intent.

The order of Council's priorities will guide, but may not be achieved in all circumstances due to the need to sequence activities in the right order. For example, a road final seal must occur 12 months after reconstruction, or a road reseal must occur after a road widening. This will be listed in the May Integrated Planning Committee meeting to report where changes have occurred.

The current projects listed in the first four years of the Draft Parks and Reserves Asset Management Plan for consideration are listed in: (Appendix IPC: 8.3B) It should be noted that only renewal projects over \$10,000 have been listed as those below can be regarded as routine renewal works.

Council Role - Executive/Strategic.

Voting Requirements Simple Majority.

PROCESS

Committee members were provided with newly formatted tables for part 2 and 3 of the Resolution prior to the meeting.

It was agreed at the meeting that the Committee would use the original tables provided in the Officer Recommended Resolution.

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE

THAT Integrated Planning Committee recommends that Council:

1. Adopts the following Annual Transfers to Reserve for the delivery of the Parks and Reserves 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
150	275	275	275	385	525	525	525	525	525	3,985

Change to Officer Recommendation

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

- *Committee agreed to alternate resolution to separate Resolution 1 and deal with matter separately. It was also agreed to amend Resolution 1 and change the reserve amounts for the periods 21-22, 22-23 & 23-24.*

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 16-20 MOVED - Cr M Bennett SECONDED - Cr T Gardiner

THAT Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the Parks and Reserves 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
150	225	225	225	385	525	525	525	525	525	3,985

CARRIED
7/0

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 17-20 MOVED - Cr M Bennett SECONDED - Cr T Gardiner

THAT Integrated Planning Committee recommends that Council adopts:

- The following nominated parks and reserves renewal project priorities are to be considered by staff during the re-scheduling of the 10 Year Parks and Reserves Renewal Program (each project to be ranked in priority order with "1" being the highest priority):

DRAFT 10 YEAR PROGRAM - PARKS & RESERVES RENEWALS (YEAR 1 TO YEAR 4)

PARK NAME	COMMUNITY	ASSET SUB TYPE	PRIORITY RANKING
Lofthouse Park - Yr 1	Eaton	Combination Playground Unit	1
Eaton Foreshore- Yr 1	Eaton	Swing	2
Watson Reserve -Yr 1	Eaton	Irrigation Pipe	3
Cadell Park - Yr 1	Millbridge	Combination Playground Unit	4
Berkeley Park - Yr 2	Millbridge	Combination Playground Unit	5
Eaton Foreshore - Yr 2	Eaton	Irrigation Pipe	6
Lusitano Park - Yr 3	Eaton	Combination Playground Unit	7
Lusitano Park - Yr 3	Eaton	Combination Playground Unit	8
Glen-Huon Oval - Yr 3	Eaton	Irrigation Pipe	9
Hale Reserve - Yr 4	Eaton	Combination Playground Unit	10

2. The following nominated parks and reserves expansion/upgrade project priorities are to be considered by staff during the re-scheduling of the 10 Year Parks and Reserves Upgrade and Expansion Program (each project to be ranked in priority order with "1" being the highest priority):

**DRAFT 10 YEAR PROGRAM - PARKS & RESERVES UPGRADE AND EXPANSION
(YEAR 1 TO 4)**

PARK NAME	COMMUNITY	ASSET TYPE / ACTIVITY	PRIORITY RANKING
Burekup Oval Playground - Yr 1	Burekup	Shade Sails	1
Eaton Foreshore	Eaton	Stage 4 - Pratt Road Upgrade	2
Peninsula Lakes Park – Yr 1	Eaton	Stage 2 - Softfall rubber and play equipment	3
Watson Reserve – Yr 1	Eaton	Filtration System - pending Watson Master Plan	4
Millars Creek – Yr 1	Millbridge	Lighting upgrade	1
Civic Precinct – Yr 2	Dardanup	Landscaping of Civic Precinct	2
Eaton Foreshore – Yr 2	Eaton	Bore	3
Eaton Foreshore – Yr 2	Eaton	Irrigation Upgrade	4
Watson Reserve – Yr 2	Eaton	Park Sign and bench - pending Watson Master Plan	5
Unknown – Yr 2	Unknown	Dog exercise area	6
Collie River Foreshore - Millbridge/Southbank ROS Yr 2 & 3	Millbridge	Establish New POS	7
East Millbridge Public Open Space Stage 1 – Yr 2	Millbridge	Irrigated turf	8
Dardanup Community Centre – Yr 3	Dardanup	Upgrade playground equipment	9
Eaton Town Centre – Yr 3	Eaton	Landscaping & Hands Creek	10
Recreation Centre - Yr 3	Eaton	Planting	11
Collie River Foreshore - Parkridge ROS – Yr 4	Eaton	Establish New POS	12
Peninsula Lakes Park – Yr 4	Eaton	Stage 3 - Hard landscaping and amenities	13

CARRIED
7/0

8.4 Title: Building Asset Management Plan 2020/21 – 2029/30

Reporting Department: Infrastructure Directorate
Reporting Officer: Mr Troy Williamson – Manager Assets
Legislation: Local Government Act 1995
 Local Government (Function & General) Regulations 1996

DECLARATION OF INTEREST

Cr M Bennett declared an Impartially Interest in Item 8.4 Building Asset Management Plan 2020/21 – 2029/30 as he is a:

- Life member of the Eaton Junior Football Club; and
- Patron of the Eaton Bowling Club.

Cr. M T Bennett remained in the meeting.

Overview

Council is requested to consider and prioritise building capital works projects identified in the first four years of the 2020/21 draft Building Asset Management Plan – 10 Year Programs which will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMP's) listing capital 10 year works programs across all major asset classes. The AMP's include forecast capital expenditure for the upgrade, creation of new and renewal of existing assets. The 10 Year Programs were compiled utilising recommended reserve transfers within the Shire's Corporate Business Plan. Council has requested that options be explored to consider potential changes to reserve transfers.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital works items.

This report is presented to the Integrated Planning Committee to consider and prioritise Building capital works projects identified in the first four years of the 2020/21 draft Building Asset Management Plan – 10 Year Programs. This will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

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.*

Strategic Plan

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

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost

The purpose of the Building Asset Management Plan 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 full life cycle requirements.

Council Policy Compliance

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

Risk Assessment -

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Building Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Financial	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 Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a local government are being replaced as they reach the end of their useful lives.

The Shire’s 10 year average Asset Sustainability ratio for buildings is 0.44 (\$355,968/\$800,000), which is below the 0.9 benchmark recommended by the Department of Local Government and Communities – Integrated Planning and Reporting Framework. This ratio is important in terms of a sustainability guide and needs to be taken into consideration when making changes to future renewal projects.

The current replacement cost and annual depreciation of the Building Asset Class is listed below;

	Current Replacement Cost	Annual Depreciation
Buildings	\$ 40,300,000	\$ 800,000

The current forecast average expenditure currently identified in Draft Building Asset Management Plan is listed below (i.e. annual average taken over 10 years):

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Buildings	\$ 355,968	\$ 2,348,317	\$ 2,704,285	\$ 1,372,982	\$ 1,331,303

The average renewal amount of \$355,968 per annum has been derived based on projected renewal demand over the next ten years which has been derived from the age and condition of building assets and the expected life span. The majority of the forecast building expenditure is on expansion and upgrades. Annual expenditure of expansion and upgrade works is generally determined on the rate of improvement desired for the Shire’s building network.

The current reserve transfers on which the Draft Building Asset Management Plan – 10 Year Programs are based are listed below;

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
300	7,330	1,100	430	440	460	500	500	500	500	12,060

To enable staff to re-schedule the 10 year works programs, the Committee is requested to allocate a priority ranking to projects listed in the first four years of the program. This will provide guidance to enable the programs to be modified to suit both the financial constraints and Council’s intent.

The order of Council’s priorities will guide but may not be achieved in all circumstances due to the need to sequence activities in the right order. For example, a road final seal must occur 12 months

after reconstruction, or a road reseal must occur after a road widening. This will be listed in the May Integrated Planning Committee meeting to report where changes have occurred.

The current projects listed in the first four years of the Draft Building Asset Management Plan for consideration are listed in: (Appendix IPC: 8.4B). It should be noted that only renewal projects over \$10,000 have been listed as those below can be regarded as routine renewal works.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION

THAT Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to Reserve for the delivery of the Building Reserves 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
300	7,330	1,100	430	440	460	500	500	500	500	12,060

- The following nominated building renewal project priorities are to be considered by staff during the re-scheduling of the 10 Year Building Renewal Program (each project to be ranked in priority order with "1" being the highest priority):

Building Name and Location	Priority Ranking
i. Dardanup Office Renovation Design Yr 1	
ii. Dardanup Office Renovation Yr 2	
iii. Dardanup Hall - Renew Bathroom Cisterns and Pans – Yr 4	
iv. Dardanup Hall - Renew Kitchen Benchtops & Cupboards & Misc. – Yr 4	
v. Burekup Hall - Renew A/C Evaporative Yr 2	
vi. Dardanup Basketball Clubroom & Canteen Renew Kitchen Benchtops & Cupboards & Misc. – Yr 2	
vii. Dardanup Equestrian Centre - Renew Driveway – Yr 1	
viii. Eaton Recreation Centre - Renew Electrical Motors –Yr 2	
ix. Eaton Recreation Centre - Renew Electrical Motors – Yr 4	
x. Eaton Recreation Centre – Partition Nets Yr 1	
xii. Eaton Recreation Centre –Replace Cowlings x 5 - Yr 1	
xiii. Eaton Recreation Centre – Repaint External Walls – Yr 1	
xiv. Eaton Recreation Centre - Renew Car Park (Bitumen) – Yr 3	
xv. Eaton Recreation Centre - Renew Driveway (Bitumen) – Yr 3	
xvi. Eaton Recreation Centre - Renew Skylight (Toilets) – Yr 2	
xvii. Eaton Recreation Centre - Renew Floor Treatment (Timber Parquetry, Aerobics) – Yr 3	
xviii. Eaton Recreation Centre - Renew Floor Treatment (Vinyl, Hallways) – Yr 1	
xix. Eaton Recreation Centre - Renew Floor Treatment (Carpet tiles, Gym) – Yr 1	
xx. Eaton Recreation Centre - Repaint Internal Walls (Basketball Courts) – Yr 1	

Building Name and Location	Priority Ranking
xxi. Eaton Recreation Centre - Repaint Internal Walls (Hallways) – Year 1	
xxii. Eaton Recreation Centre - Renew A/C Split system, compressors – Year 2	
xxiii. Eaton Recreation Centre - Renew A/C Split system, compressors – Year 2	
xxiv. Eaton Recreation Centre - Renew A/C Split system, compressors – Year 2	
xxv. Eaton Recreation Centre - Renew A/C Split system, compressors – Year 2	
xxvi. Eaton Recreation Centre - Renew Hot Water System – Year 2	

3. The following nominated building expansion/upgrade project priorities are to be considered by staff during the re-scheduling of the 10 Year Building Upgrade and Expansion Program (each project to be ranked in priority order with “1” being the highest priority):

Building Name and Location	Priority Ranking
i. Dardanup Office Library Expansion – Yr 2	
ii. Dardanup Office Library Expansion Design – Yr 1	
iii. Eaton Administration Centre - Transportable Building Decommissioning -Yr 3	
iv. Eaton Administration Centre - New Admin / Library Stage 2 - Detailed Design Yr 2	
v. Eaton Administration Centre - New Admin/Library Stage 3 – Construction Yr 3	
vi. Eaton Administration Centre - New Admin/ Library Stage 3 – Fitout – Yr 4	
vii. Eaton Administration Centre - New Admin / Library Stage 3 – Retention – Yr 5	
viii. Dardanup Hall – Hall Upgrade – Yr 4	
ix. Dardanup Hall – Scoping Design & Preliminaries – Yr 2	
x. Waterloo Hall - Leach Drain Upgrade – Yr 1	
xi. Dardanup Community Centre - New Building - Planning & Design – Yr 2	
xii. Dardanup Community Centre - New Building –Yr 4	
xiii. Eaton Bowling Clubroom – New Building – Yr 1	
xiv. Eaton Skate Park - Relocation of skate park – Yr 1	
xv. Dardanup Skate Park - Additional Equipment – Yr 2	
xvi. Burekup Skate Park - Additional Equipment – Yr 2	
xvii. Dardanup Central Bush Fire Brigade Building - New Facility – Yr 1	
xviii. Eaton Oval Clubrooms – Extensions – Yr 2	
xix. Operations Centre – Laydown area (fencing and hardstand) – Yr 1	
xx. Gnomesville Public Toilets – New facility – Yr 1	
xxi. Carramar Park Public Toilets – New facility – Yr 4	

8.5 Title: Stormwater Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Storm Water Asset Management Plan 2020/21 - 2029/30 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMP's) listing capital 10 year works programs across all major asset classes. The AMP's include forecast capital expenditure for the upgrade, creation of new and renewal of existing assets. The 10 Year Programs were compiled utilising recommended reserve transfers within the Shire's Corporate Business Plan.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital works items.

This report is presented to the Integrated Planning Committee to consider and endorse the Annual Transfer to Reserve for the Storm Water Asset Management Plan 2020/21 - 2029/30.

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.*

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications -

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

Budget – Whole of Life Cost

The purpose of the SWAMP 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), there is no renewal works required within the 10 year timeframe of the Program.

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Stormwater Asset Management Plan 2020/21 – 2029/30	
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 Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a Local Government are being replaced as they reach the end of their useful lives. As

there are no stormwater renewals scheduled until approximately 2031 this is not a relevant measure.

As the majority of the Shire's stormwater assets are relatively new and in good condition expenditure on renewal will be lower than it would be later in an asset's life, for this reason, the capital expenditure on renewal can be low when viewed over the shorter term. However, as the assets continue to age and decline in condition future renewal demands will become apparent and should be considered when making changes.

The current replacement cost and annual depreciation of the Stormwater Asset Class is listed below:

	Current Replacement Cost	Annual Depreciation
Stormwater	\$25,000,000	\$300,000

The current forecast average expenditure currently identified in draft Stormwater Asset Management Plan is listed below (i.e. annual average taken over 10 years):

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Stormwater	\$ -	\$45,800	\$45,800	\$22,800	\$23,000

The forecast stormwater expenditure currently listed in the Draft Stormwater Asset Management Plan is a single upgrade project staged over two years and is related to road projects and developments. It is therefore recommended that the Storm Water Upgrade Program not be altered.

The current reserve transfers on which the Draft Stormwater Asset Management Plan – 10 Year Programs are based remain as presented to Asset Management Workshop conducted with Council on 19 February 2020, as listed below:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
25	25	25	25	25	50	50	50	50	50	375

Based on the reduced annual forecast rate increases, the following annual transfers are now proposed:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
0	25	25	25	25	50	50	50	50	100	400

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 19-20 MOVED - Cr T Gardiner SECONDED - Cr C Boyce

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the Stormwater 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
0	25	25	25	25	50	50	50	50	100	400

CARRIED
7/0

8.6 Title: Infrastructure Plant & Vehicle Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Luke Botica - Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Infrastructure Plant and Vehicle Asset Management Plan 2020/21 - 2029/30 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMPs) listing capital 10 year works programs across all major asset classes as well as the Plant & Vehicle Asset Management Plan (PVAMP). The PVAMP included the forecast capital expenditure for the purchase of new plant and vehicles, as well as the renewal of existing assets. The 10 Year Replacement Program contained in the PVAMP was compiled utilising recommended reserve transfers within the Shire's Corporate Business Plan.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital items including plant and vehicles.

This report is presented to the Integrated Planning Committee to consider and endorse the annual Transfer to Reserve for the Plant & Vehicle Replacement Program in the PVAMP.

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.*

Strategic Community Plan

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

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 the Shire of Dardanup Corporate Business Plan.

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 CP048– Plant & Vehicle Acquisition and Disposal Policy.

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

Risk Assessment -

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Plant & Vehicle Asset Management Plan 2020/21 – 2029/30
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.</p> <p>Financial Risk that plant and vehicle fleet does not meet demand.</p> <p>Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.</p>

Officer Comment

In addition to the scheduled replacement of existing plant and vehicles that reach their respective replacement trigger, the following new plant and vehicles were also included in the 10 Year Program that was presented to the Asset Management Workshop conducted with Council on 19 February 2020:

New Plant or Vehicle	Forecast Cost	Scheduled
Backhoe Loader	New \$198,900	2020-21
Less: Trade-in of tractor	Trade-in \$24,097	
	Net Cost \$174,803	
3 Tonne Truck (Parks & Environment Team)	\$80,408	2025-26
Skid Steer Loader	\$122,509	2028-29
Road Sweeper (1/2 share)	\$147,176	2028-29

To achieve a reduction in the annual forecast rate increases, the Annual Transfer to Reserve for the Plant & Vehicle 10 Year Replacement Program has been adjusted.

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
	(x \$1,000)										
Previous Transfers	200	200	200	300	300	300	350	410	420	430	3,110
Proposed Transfers	205.5	205.5	206	250	256.5	276.5	280	317	327.5	347.5	2,672

This has required a review of the proposed new plant and vehicle acquisitions. At this stage, it is not recommended to alter the proposed replacement schedule of existing plant and vehicles. The replacement of existing plant and vehicles has been scheduled in accordance with Council's Policy 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.

Staff have reviewed the new acquisitions (i.e. new plant and vehicles to be added to the fleet over the next ten years) and it was decided to remove the purchase of a new road sweeper (1/2 share with another Council) from the 10 Year Program. This change will ensure that the Reserve balance can be maintained under a reduced Transfer to Reserve scenario. It is proposed to continue the use of contractors for a road sweeping service as has been the current method.

Staff therefore recommend that the Integrated Planning Committee endorse the adjusted annual Transfer to Reserve for the Plant & Vehicle Replacement Program in the PVAMP.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

Note: Cr C Boyce moved from the screen at 3.52pm and returned at 3.53pm.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 20-20 MOVED - Cr T Gardiner SECONDED - Cr M Hutchinson

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the Infrastructure Plant & Vehicle 10 Year Replacement Program:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
205.5	205.5	206	250	256.5	276.5	280	317	327.5	347.5	2,672

CARRIED
6/1

8.7 Title: Summary IT Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Mr Sudi Mishra – Manager Information Systems</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The Committee is requested to consider the Summary Report on the Information Technology Asset Management Plan 2020/21-2029/30, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

The Information Technology 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 Plan are to:

1. Enable the achievement of various strategies within the Community Strategic Plan;
2. To improve the quality and effectiveness of information services and business systems provided by the Shire of Dardanup; and
3. To minimise the impact of organisational growth and systems development on the budget by planning and prioritising the various Information Technology and Systems initiatives.

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.*

Strategic Community Plan

Various Strategies across the organisation within the Strategic Community Plan.

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

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 following allocations have been provided in the 2019/20 budget and 2020/21 draft LTFP:

	2019/20	2020/21
IT Equipment	\$18,795	\$17,601
Software Purchases	\$137,824	\$95,802
Software Annual License expenses	\$412,644	\$474,376
IT Equipment Leases	<u>\$272,745</u>	<u>\$280,252</u>
Total	\$841,971	\$868,032

A copy of the IT Asset Management Plan 2019/20 Summary is attached (Appendix IPC: 8.7A).

The current reserve transfers on which the Draft IT Asset Management Plan – 10 Year Programs are based are listed below:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
400	400	400	400	400	450	500	500	500	500	4,450

The balance of required funds each year is budgeted to come from general operating revenue. In 2020/21 this would be \$474,376.

Budget – Whole of Life Cost

Budgeted expenditure and reserve transfer requirements are included annually in the IT Asset Management Plan.

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.							
Risk Event	IT Asset Management Plan 2020/21 – 2029/30 summary report recommendation to council						
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

The Council has invested in both people and technologies to achieve a level of information technology service and capability that is typically beyond an organisation of this size. For this reason the Shire of Dardanup is regarded within the Industry as a high achiever in the application of IT to its business services.

- *Future – 10 year ICT Plan*

The strategic focus over the next 5-10 year horizon must capture those strategies defined in the Strategic Community Plan 2018 – 2028 (SCP). There are a range of actionable strategies in the Plan that can benefit significantly from the astute application of the technology.

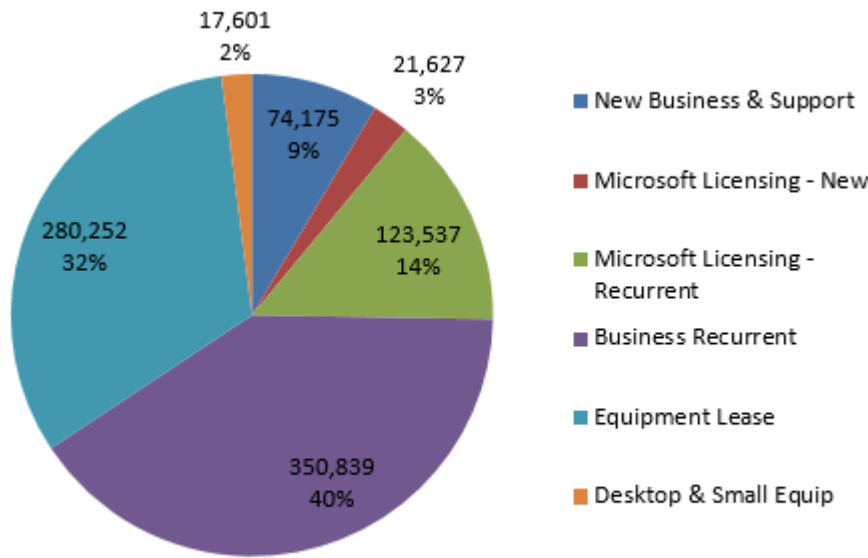
- *Next Budget – 2020/21*

The major outcomes for Information Services for this coming year include:

1. A brand new Councillor Portal to provide Councillors and Council staff with the ability to collaborate and do better business.
2. Upgrade the current online application portal to include more applications like planning and health. This will enable the community to apply for more services online.
3. Upgrade to the TARDIS Electronic Document and Records Management System (EDRMS), which will enhance some of the features within the EDRMS and move toward packaging the software which can be utilised later for commercialisation – if determined by Council.

The 20/21 budget can be more clearly visualised by referring to the pie chart below. Comment on the 20/21 budget is made against each of the items in the Legend.

- *Information Services – Total Budget 2020/21 - \$868,032*



- *New Business and Support*

These are funds specifically assigned to develop new business models for existing services using technology. Compared to other parts of the ‘pie’ this slice is quite small, however offsetting this is our investment in skilled staff who, in part, reduce our reliance on external consultancy services.

- *Microsoft Licences and Microsoft Recurrent*

This relates to the cost of using Microsoft (MS) technologies as the base for all our business. It is a significant part of the costs associated with our business and is unavoidable. The new Enterprise M365 contract packages from MS will assist in bundling products which may be financially beneficial to the Council. This change has been a part of our continuous review of MS technology package options.

- *Business Recurrent*

This covers the annual maintenance or the recurrent part of ‘owning’ software. All of the Council’s product have some form of annual cost and this is the sum total of all business products. As an example, these product includes SynergySoft, Mapping, ICON, Zoodata and others.

- *Equipment Lease*

This relates to the annual lease cost for both desktop and some of the backroom technologies used by the Council. This is an unavoidable cost and the roll over period is four years for desktop and up to seven years for some server room infrastructure.

- *New Desktop and Hardware*

This is a small allocation for the outright purchase of IT equipment. Not all equipment is leased and typically these are ‘smaller’ but narrow technologies found in the Server room such as communications servers, firewalls, etc.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

8.8 Title: Recreation Centre Equipment Asset Management Plan 2020/21 – 2029/30

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mr John Kowal – Manager Sport & Recreation
Legislation: Local Government Act 1995

Overview

The Committee is requested to consider and endorse the Recreation Centre Equipment Asset Management Plan 2020/21 - 2029/30 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

The 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 2020/2021 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.*

Strategic Community Plan

Various Strategies across the organisation within the Strategic Community Plan.

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

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 Recreation Centre Equipment 10 Year Program will be used annually to develop the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget. The following tables from the Recreation Centre Equipment 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years. A complete copy of the Recreation Centre Equipment 10 Year Asset Management Plan is attached (Appendix IPC: 8.8A).

- Consolidated Summary (Expenditure);
- Recreation Centre Equipment Reserve Fund Summary.

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

	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)										
2018-2019 LTFP	60	70	80	95	110	130	150	150	150		
2019-2020 LTFP	100	250	25	150	150	150	150	150	160	170	
2020-2021 Draft LTFP		110	120	130	140	130	130	130	130	130	130

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

Risk Assessment -

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Recreation Centre Equipment Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Financial	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.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 22-20 MOVED - Cr M Bennett SECONDED - Cr T Gardiner

THAT the Integrated Planning Committee recommends that Council endorses the 10 year Recreation Centre Equipment Asset Management Plan 2020/21-2029/30 acquisition and replacement program (Appendix IPC: 8.8A).

CARRIED
6/1

8.9 Title: Compliance & Executive Vehicle Asset Management Plan 2020/21 – 2029/30

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mr Allan Hutcheon – Procurement Officer
Legislation: Local Government Act 1995
 Local Government (Function & General) Regulations 1996

Overview

The Committee is requested to consider and endorse the Compliance & Executive Vehicle Asset Management Plan 2020/21 - 2029/30 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

The Compliance & Executive 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 by Council in Policy CP048 – *Plant & Vehicle Acquisitions and Disposal Policy*:

Vehicle Type	Replacement Triggers (whichever occurs first)	
	Age (years)	Odometer Reading (km)
4 Cylinder Vehicles	4 years	80,000 km
Utilities	5 years	120,000 km

2. Disposal of vehicles which are deemed as not being required anymore; 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 2020/2021 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.*

Strategic Community Plan

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

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually and the Compliance & Executive Vehicles AMP as and when amendments are made.

Budget Implications

The information contained in the Compliance & Executive Vehicle 10 Year Program will be used annually to develop the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget. The following tables from the Compliance & Executive Vehicle 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years. A complete copy of the Compliance & Executive Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 8.9A);

- Consolidated Summary (Expenditure);
- Sales Revenue Summary; and
- Compliance Vehicle Reserve Fund Summary.

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

	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)										
2018-2019 LTFP	90	95	100	105	115	125	135	140	145		
2019-2020 LTFP	50	75	100	125	150	175	200	230	235	240	
2020-2021 Draft LTFP		75	80	85	90	100	120	145	150	150	150

Budget – Whole of Life Cost -

The purpose of the Compliance & Executive 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 Policy CP048 - *Plant & Vehicle Acquisitions and Disposal Policy*.

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Compliance & Executive Vehicle Asset Management Plan 2020/21 – 2029/30
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 our fleet updated ensures that vehicles have the latest emissions and safety controls fitted.</p> <p>Financial Risk that assets are not renewed at the end of their useful lives.</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 complaint with its own policies an associate 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 Program has been revised using odometer readings and the age of the vehicles as well as their usage patterns. Officers' have also reviewed the prices used in the Program for both new vehicle acquisitions and trade values.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 23-20 MOVED - Cr T Gardiner SECONDED - Cr P Perks

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the Compliance and Executive Vehicle 10 Year Replacement Program:

	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)										
2018-2019 LTFP	90	95	100	105	115	125	135	140	145		
2019-2020 LTFP	50	75	100	125	150	175	200	230	235	240	
2020-2021 Draft LTFP		75	80	85	90	100	120	145	150	150	150

CARRIED
5/2

9 MATTERS BEHIND CLOSED DOORS

None.

10 CLOSURE OF MEETING

The Chairperson advises that the date of the next Integrated Planning Committee Meeting will be Wednesday, 6 May 2020 commencing at 1.00pm at the Shire of Dardanup - Administration Centre Eaton.

Prior to closure of the meeting the Presiding Member undertook a final 'roll call' of attendees at the meeting.

12.1 Attendance

Cr. Michael Bennett	-	Chairperson
Cr. Peter Robinson	-	Deputy Shire President
Cr. Patricia Perks	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Carmel Boyce	-	Elected Member [2.05PM]
Cr. Mark Hutchinson	-	Elected Member
Cr Tyrrell Gardiner	-	Elected Member
Mr. André Schönfeldt	-	Chief Executive Officer

Mr. Phil Anastasakis	-	Deputy Chief Executive Officer
Mrs Susan Oosthuizen	-	Director Sustainable Development
Mr Luke Botica	-	Director Infrastructure
Mrs Natalie Hopkins	-	Manager Financial Services
Mr Troy Williamson	-	Manager Assets
Mr Ray Pryce	-	Accountant
Mr Sudi Mishra	-	Manager Information Services
Mr John Kowal	-	Manager Sport & Recreation [2.05PM
Mr Allan Hutchinson	-	Procurement Officer
Mrs Donna Bailye	-	PA – Deputy Chief Executive Officer
Ms Cathy Lee	-	Manager Governance & HR

There being no further business the Chairperson declared the meeting closed at 4.05pm.