



# MINUTES

## INTEGRATED PLANNING COMMITTEE MEETING

Held

9<sup>th</sup> March 2022

As an

E-Meeting

Via Zoom

This document is available in alternative formats such as:

- ~ Large Print
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Upon request.

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## **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 E Lilly
- 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:  
[2021 - ToR Integrated Planning Committee](#)

## COUNCIL ROLE

|                            |  |
|----------------------------|--|
| <b>Advocacy</b>            | When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.  |
| <b>Executive/Strategic</b> | The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.                             |
| <b>Legislative</b>         | Includes adopting local laws, town planning schemes and policies.  |
| <b>Review</b>              | When Council reviews decisions made by Officers.   |
| <b>Quasi-Judicial</b>      | 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

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

## SHIRE OF DARDANUP

**MINUTES OF THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 9<sup>TH</sup> MARCH 2022, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.**

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

The Presiding Officer, Mr André Schönfeldt declared the meeting open at 10.03am welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers

#### *Acknowledgement of Country*

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

#### *Affirmation of Civic Duty and Responsibility*

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

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

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

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

#### *Emergency Procedure*

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

## 2 RECORD OF ATTENDANCE/APOLOGIES

*The Presiding Member will confirm that each person expected to attend the meeting is connected to the eMeeting platform and therefore in attendance [Roll Call].*

*The Presiding Member will call the names of elected members and staff. Each person is to respond when their name is called to confirm that they are in attendance.*

*Presiding Member will then ask “Is there anyone in attendance that has not yet been recorded?”*

### 2.1 Attendance

|                      |   |  |
|----------------------|---|--|
| Cr. Michael Bennett  | - | Shire President                        |
| Cr. Peter Robinson   | - | Deputy Shire President                 |
| Cr. Tyrrell Gardiner | - | Elected Member                         |
| Cr. Mark Hutchinson  | - | Elected Member                         |
| Cr. Ellen Lilly      | - | Elected Member                         |
| Cr. Janice Dow       | - | Elected Member                         |
| Mr André Schönfeldt  | - | Chief Executive Officer                |
| Mr Phil Anastasakis  | - | Deputy Chief Executive Officer         |
| Ms Susan Oosthuizen  | - | Director Sustainable Development       |
| Mr Theo Naudé        | - | Director Infrastructure                |
| Mrs Sonja Pienaar    | - | Manager Assets                         |
| Mrs Natalie Hopkins  | - | Manager Financial Services             |
| Mr Murray Connell    | - | Manager Development Services           |
| Mrs Donna Bailye     | - | PA, Deputy Chief Executive Officer     |
| Mr Allan Hutcheon    | - | Procurement Officer                    |
| Mrs Cathy Lee        | - | Manager Governance & HR                |
| Mr Chris Murray      | - | Manager Information Services [12.02pm] |

### 2.2 Apologies

|                      |   |                |
|----------------------|---|----------------|
| Cr. Stacey Gillespie | - | Elected Member |
| Cr Luke Davies       | - | Elected Member |
| Cr Patricia Perks    | - | Elected Member |

### **3 ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON**

#### *3.2 Election of Chairperson*

Nominations for the position of Chairperson are to be emailed or handed to Mr Andre Schönfeldt who will be the Presiding Officer for the election. Nominations should be in writing (form provided under Separate Cover – Appendix IPC 3.2)

The position of Chairperson will expire in October 2023 being the date of the next ordinary election Local Government Act 1995 2.28(2).

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

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

#### *Discussion:*

*Cr Michael Bennett was nominated for the position of Chairperson by Cr Tyrell Gardiner, Cr Michael Bennett accepted the nomination.*

*As there were no other nominations Cr Michael Bennett was declared as Chairperson.*

*Cr Michael Bennett assumed the Chair.*

#### *3.3 Election of Deputy Chairperson*

Nominations for the position of Deputy Chairperson were given to the Chairperson, in writing (form provided under Separate Cover – Appendix IPC 3.3)

The position of Deputy Chairperson will expire in October 2023 being the date of the next ordinary election Local Government Act 1995 2.28(2).

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

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



*Discussion:*

*Cr Tyrell Gardiner was nominated for the position of Deputy Chairperson by Cr Michael Bennett, Cr Tyrell Gardiner accepted the nomination.*

*As there were no other nominations Cr Tyrell Gardiner was declared as Deputy Chairperson.*

**DECLARATION**

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

Cr M Bennett - Chairperson  
Cr T Gardiner - Deputy Chairperson

of the Integrated Planning Committee.

**4 PRESENTATIONS**

None.

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

*5.1 Integrated Planning Committee Meeting Held 14<sup>th</sup> April 2021*

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

IPC 01-22      MOVED -      Cr T Gardiner      SECONDED -      Cr P Robinson

**THAT the Minutes of the Integrated Planning Committee Meeting held on 14<sup>th</sup> April 2021, be confirmed as true and correct.**

CARREID  
6/0

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

None.

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

None.

**8 DECLARATION OF INTEREST**

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

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

**eMEETING PROCESS – ADVICE TO PUBLIC & ELECTED MEMBERS**

*The Chairperson will:*

- *Read aloud each disclosure of interest received in writing before the meeting.*
- *Ask if there are any further disclosures to be made.*

*If there are further disclosures to be made, the following process for disclosing interests in an eMeeting are to be followed:*

- *Once the Chairperson acknowledges you, State your name and the conflict of interest being disclosed (financial / indirect financial / proximity / impartiality) and the relevant Agenda Item and Title.*
- *The Chairperson will acknowledge the interest by repeating the Council Member’s name and the details of the interest for recording in the Minutes.*
- *After the meeting, Council Members must provide the disclosure of interest in writing by email to the CEO.*

*Discussion:*

*Shire President, Cr. M T Bennett asked Councillors and staff if there were any Declarations of Interest to be made.*

- *Cr Ellen Lilly declared a Proximity Interest in Item 9.9 Draft Road Asset Management Plan 2022/23 – 2031/32 as Banksia Road runs along the boundary of her property.*
- *Cr Tyrrell Gardiner declared a Proximity Interest in Item 9.9 Draft Road Asset Management Plan 2022/23 – 2031/32 as Dowdells Line is adjacent to his property.*

*Cr Michael Bennett recommended that Cr Ellen Lilly and Cr Tyrrell Gardiner be given permission to remain in the room when Item 9.9 is discussed.*

**ELECTED MEMBER RESOLUTION &  
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 02-22

MOVED - Cr P Robinson

SECONDED -

Cr J Dow

**THAT the Integrated Planning Committee acknowledges the Declarations of Interest that Cr Ellen Lilly and Cr Tyrrell Gardiner have made in Item 9.9 Draft Road Asset Management Plan 2022/23 – 2031/32 and approves their remaining in the room when the item is discussed.**

CARREID  
6/0

## 9 REPORTS OF OFFICERS

### 9.1 Title: 2022/23 Elected Members Fees, Expenses & Allowances

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance</i>                           |
| <i>Reporting Officer:</i>    | <i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i> |
| <i>Legislation:</i>          | <i>Local Government Act 1995</i>                            |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.1 – Risk Assessment</i>                  |

#### Overview

Council is requested to review elected member fees and allowances as part of the formulation of the 2022/23 Corporate Business Plan, Long Term Financial Plan and Annual Budget.

#### Background

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

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

s5.98 Local Government Act 1995 (LGA) permits the reimbursement of prescribed expenses and the payment for Councillors to attend meetings and committees.

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

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

Council is anticipating the 2022/23 Salaries and Allowances Determination will be released mid-April with an effective date of 1<sup>st</sup> July 2022. There was no increase applied to the 2021/22 Salaries and Allowances, therefore it is anticipated a small increase around 1-2% may be applied from 1 July 2022.

The following table sets out the current minimum and maximum Meeting Attendance Fees as determined by the SAT on 8<sup>th</sup> April 2021 for the 2021/22 financial year.

| <b>MINIMUM &amp; MAXIMUM MEETING ATTENDANCE FEES – 2021/22</b>        |   |   |
|---|---|---|
| <b>BAND 3</b>   |   |   |
|   | <b>Members other than President or Mayor</b>            | <b>President or Mayor</b>                               |
| Council Meeting (per meeting)   | Minimum Fee - \$193<br>Maximum Fee - \$410              | Minimum Fee - \$193<br>Maximum Fee - \$634              |
| Committee Meeting (per meeting)                                       | Minimum Fee - \$97<br>Maximum Fee - \$205               | Minimum Fee - \$97<br>Maximum Fee - \$205               |
| <b>Annual Fee in Lieu of fees for attending meeting per s5.99 LGA</b> | <b>Minimum Fee - \$7,688<br/>Maximum Fee - \$16,367</b> | <b>Minimum Fee - \$7,688<br/>Maximum Fee - \$25,342</b> |

It has been the practice of Council to pay elected members an Annual Fee in lieu of an attendance fee for each Council meeting under s5.99 LGA.

| <b>MEETING ATTENDANCE FEES TO SHIRE OF DARDANUP ELECTED MEMBERS – 2021/22</b> |  |  |
|---|--|--|
| <b>CURRENTLY PAID</b>   |  |  |
|   | <b>Members other than the President</b>            | <b>President</b>                                   |
| Annual Fee in Lieu of fees for attending meeting per s5.99 LGA                | \$12,275<br>Equates to 75.0% of the<br>Maximum Fee | \$19,007<br>Equates to 75.0% of the<br>Maximum Fee |

**5.99. Annual fee for council members in lieu of fees for attending meetings**

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

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

*\* Absolute majority required.*

In addition to the Meeting Attendance Fee, a President or Mayor may be paid an Annual Allowance per s5.98(5) & s5.98A of the LGA.

Deputies may also be paid an Annual Allowance being up to 25% of that payable to Presidents or Mayors. The following tables' set out the Annual Allowance for Band 3 as per the Salaries and Allowances Tribunal, and the Annual Allowance (Local Government Allowance) as adopted by Council for the 2021/22 financial year calculated as 75% of the Maximum Fee.

| <b>ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2021/22</b> |   |  |
|---|---|--|
| <b>BAND 3</b>   |   |  |
|   | <b>President or Mayor</b>                       | <b>Deputy President or Mayor<br/>(up to 25% of President or Mayor)</b> |
| Band 3 Allowance  | Minimum Fee = \$1,025<br>Maximum Fee = \$36,957 | Minimum Fee = \$256<br>Maximum Fee = \$9,239                           |

| <b>ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2021/22</b> |  |  |
|---|--|--|
| <b>CURRENTLY PAID</b>   |  |  |
|   | <b>President or Mayor</b>                          | <b>Deputy President or Mayor<br/>(up to 25% of President or Mayor)</b> |
| Local Government Allowance  | \$27,718<br>Equates to 75.0% of the<br>Maximum Fee | \$6,929<br>Equates to 75.0% of the<br>Maximum Fee                      |

Members are entitled to be reimbursed for prescribed expenses per s5.98 LGA. In addition, Council may resolve to reimburse additional prescribed expenses.

Expenses that are required to be reimbursed are regulated as follows.

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

*(1) For the purposes of section 5.98(2)(a), the kinds of expenses that are to be reimbursed by all local governments are —*

*(a) rental charges incurred by a Council member in relation to one telephone and one facsimile machine; and*

*(b) child care and travel costs incurred by a Council member because of the member's attendance at a Council meeting or a meeting of a committee of which he or she is also a member*

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

The extent to which child care costs referred to in sub regulation (1)(b) can be reimbursed is the actual cost per hour or \$30.00 per hour (2021/22), whichever is the lesser amount.

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

- (a) if the person lives or works in the local government district or an adjoining local government district, is the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or*
- (b) if the person does not live or work in the local government district or an adjoining local government district, is the actual cost, in relation to a journey from the person's place of residence or work and back —*

*(i) for the person to travel from the person's place of residence or work to the meeting and back; or*

*(ii) if the distance travelled referred to in subparagraph (i) is more than 100 km, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.*

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

- *Allowances in lieu of reimbursement of telecommunications expenses:*

Elected Members are paid an annual Information and Communications Technology (ICT) Allowance of \$2,625 pa which is 75% of the prevailing maximum band value of \$3,500. The ICT allowance shall be paid in accordance with Section 5.99A of the Act. This allowance validates all costs relating to telephone usage including plans and contracts, rentals, mobile phones, mobile devices, extra telephone lines, call costs, internet service provider fees, and consumables incurred while performing the functions of a Councillor.

The minimum ICT annual allowance determined by SAT is \$500pa; the maximum being \$3,500pa (2021/22).

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

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

- *Reimbursements*

Council currently pays the following allowances and expense reimbursements.

- Travel / Accommodation - \$0.6866 per km (1600c to 2600cc), \$0.9554 (over 2600cc), \$0.5669 (under 1600cc) or actual cost incurred.
- Child Care – Maximum \$30 per hour.

### Legal Implications

Only reimbursement of permissible expenditure and allowances up to prescribed amounts are payable per Section 5.98, 5.98A, 5.99 and 5.99A Local Government Act 1995.

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

### Strategic Community Plan

Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High).  
Strategy 1.2.1 - Provide elected member training and development. (Service Priority: Very High).

Environment - None.

Precedents

Council currently pays the following Elected Member fees:

| ANNUAL ATTENDANCE FEE                      |          |
|--|----------|
| Shire President                            | \$19,007 |
| Elected Members other than Shire President | \$12,275 |
| ANNUAL LOCAL GOVERNMENT ALLOWANCE          |          |
| Shire President                            | \$27,718 |
| Deputy Shire President                     | \$6,929  |
| ALLOWANCES PER ANNUM                       |          |
| Information and Communications Technology  | \$2,625  |

| REIMBURSEMENTS         |   |
|------------------------|---|
| Travel / Accommodation | \$0.68 km or actual expense incurred                |
| Child Care             | Reimburse expenses up to a maximum of \$30 per hour |

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

At the Integrated Planning Committee meeting held on the 17<sup>th</sup> March 2021, and subsequent Ordinary Council meeting on the 31<sup>st</sup> March 2021, Council resolved [70-21] to move the setting of Elected Members fees and allowances at a fixed 75 percentage of the prevailing published rate. This therefore enables allowances to increase in line with SAT percentage increases automatically.

*THAT Council:*

1. *Sets the Shire President and Elected Member 2021/22 Annual Attendance Fee at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1 July 2021, as determined by the Salaries and Allowances Tribunal.*
2. *Sets the Shire President and Deputy Shire President 2021/22 Annual Local Government Allowance at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1 July 2021, as determined by the Salaries and Allowances Tribunal.*
3. *Sets the Elected Member 2021/22 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1 July 2021, as determined by the Salaries and Allowances Tribunal.*
4. *Reimburse child care expenses at the lesser of actual cost or \$30 per hour. Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for.*
5. *Reimburse travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the Local Government (Administration) Regulations 1996 and Council Policy.*

Budget Implications

Per annual increase as determined by SAT.



Budget – Whole of Life Cost

Per annual increase as determined by SAT.

Council Policy Compliance

CnG CP042 Councillor Fees Policy was reviewed and amended in August 2021 which includes a provision of 75% of the Maximum Band Value for Councillor Fees and Allowances.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.1) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.          |   |
|--|---|
| Risk Event   | 2022/23 Elected Member Fees, Expenses and Allowances  |
| 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<br>Elected Member & Staff Budget requests form part of the Annual Budget Process<br>Risk of Council breaching the Local Government Act 1995 – Risk that the Member Fees, Expenses and Allowances is not adopted<br><br>Legal and Compliance |

Officer Comment

Elected Member remuneration is reviewed annually by the Salaries and Allowances Tribunal. As at reporting date, the SAT had not released the determination for Local Government Elected Members for payments and allowances effective 1<sup>st</sup> July 2022.

In line with Council’s decision, it is proposed that Council adopts the following set percentages for the Annual Attendance Fee and the Local Government Allowance for the 2022/23 financial year:

| ANNUAL ATTENDANCE FEE                         |  |  |
|---|--|--|
|   | Current 2021/22  | Proposed 2022/23                       |
| <b>Shire President</b>                        | \$19,007 equates to 75% of maximum band value (Band 3)     | 75% of the maximum band value (Band 3) |
| <b>Councillors other than Shire President</b> | \$12,275 equates to 75% of the maximum band value (Band 3) | 75% of the maximum band value (Band 3) |

| LOCAL GOVERNMENT ALLOWANCE    |  |  |
|-------------------------------|--|--|
|                               | Current 2021/22  | Proposed 2022/23   |
| <b>Shire President</b>        | \$27,718 equates to 75% of maximum band value (Band 3)                             | 75% of the maximum band value (Band 3)                                 |
| <b>Deputy Shire President</b> | \$6,929 equates to 75% of maximum band value (Band 3 up to 25% of Shire President) | 75% of the maximum band value (Band 3 = up to 25% of Shire President)* |

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

At the Ordinary Council meeting dated 25<sup>th</sup> August 2021, Council resolved to adopt *Council Policy CnG CP042 - Councillor Fees Policy*. This policy reflects the changes which removed the reimbursement upon presentation of receipts of ICT expenses, and subsequently replaced this with an ICT allowance paid per annum.

| ANNUAL INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) ALLOWANCE |   |  |
|--|---|--|
|  | Current 2021/22   | Proposed 2022/23                       |
| <b>All Councillors</b>   | \$2,625 per annum equates to 75% of maximum band value (Band 3) | 75% of the maximum band value (Band 3) |

The minimum ICT annual allowance for determined by SAT is \$500pa; the maximum being \$3,500pa (2021/22).

Council Role - Legislative / Executive.

Voting Requirements - Absolute Majority.

Officer Recommendation No Change.

Note: Mrs Cathy Lee left the room at 10.17am.

#### OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 03 -22      MOVED -      Cr T Gardiner      SECONDED –      Cr E Lilly

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

- 1. Sets the Shire President and Elected Member 2022/23 Annual Attendance Fee at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1<sup>st</sup> July 2022, as determined by the Salaries and Allowances Tribunal.**

2. **Sets the Shire President and Deputy Shire President 2022/23 Annual Local Government Allowance at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1<sup>st</sup> July 2022, as determined by the Salaries and Allowances Tribunal.**
3. **Sets the Elected Member 2022/23 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1<sup>st</sup> July 2022, as determined by the Salaries and Allowances Tribunal.**
4. **Reimburse child care expenses at the lesser of actual cost or \$30 per hour (as determined by the Salaries & Allowances Tribunal. Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for.**
5. **Reimburse travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the Local Government (Administration) Regulations 1996 and Council Policy CnG CP042 - Councillor Fees.**

*By Absolute Majority*

CARRIED

5/1

| <b>FOR THE MOTION</b>   | <b>AGAINST THE MOTION</b> |
|---|---------------------------|
| <i>Cr. M T Bennett<br/> Cr. E P Lilly<br/> Cr. T G Gardiner<br/> Cr. P S Robinson<br/> Cr. M R Hutchinson</i> | <i>Cr J P Dow</i>         |

*Note: Mrs Cathy Lee returned to the room at 10.20am.*

## 9.2 Title: Community Budget Requests

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance</i>   |
| <i>Reporting Officer:</i>    | <i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>   |
| <i>Legislation:</i>          | <i>Local Government Act 1995</i>  |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.2A – Coastal Rowing WA &amp; Coastal Paddling WA Proposal</i><br><i>Appendix IPC: 9.2B – Ferguson Valley Marketing Proposal</i><br><i>Appendix IPC: 9.2C – Risk Assessment</i> |

### Overview

Council is to consider the community budget requests received as part of the development of the 2022/23 Annual Budget development process.

### Background

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

Council advertised in the Bunbury Mail on the 15<sup>th</sup> February 2022 seeking submissions from community and not-for-profit community groups for the 2022/23 Budget closing on 25<sup>th</sup> February 2022.

Council has received the following submissions for funding in the 2022/23 financial year:

#### **1. Jill Cross**

The following budget request has been received from Jill Cross:

*The Dardanup Hall front door to be replaced with a door that is attractive and adds to the appearance of this lovely old building. Currently the front door which is not secure and requires replacing does nothing to enhance the building. The front steps also need beautifying work and repair. The bench tops in the kitchen require replacing.*

*A shade sail is required over the small set of swings in Carramar Park (the best park!) and another picnic shelter would be a good addition to the park.*

Staff have assessed the requests to determine if it can be covered by the general maintenance budget, or if these items are already planned under scheduled asset maintenance programs. The following summarises the response:

- The cost to replace the solid jarrah door at the Dardanup Hall has been estimated at \$6k.
- Staff would need to scope the extent of works to produce an accurate cost estimate to improve the front steps of the Dardanup Hall. Repairing any concrete chips and repainting should not cost more than \$2K. Costs would depend on the definition of beautifying work and repairs.

- An assessment has been done to replace the kitchen bench tops in the Dardanup Hall, as both the tops and frames need replacing. Benchtops and frames were estimated at \$5K and \$4.8k respectively. The frames are not to standard and must be replaced when we redo the bench tops. The kitchen and fridge are also very dated.

## 2. Coastal Rowing WA & Paddle WA

Coastal Rowing WA and Paddle WA are requesting inclusion of a Boat Storage Facility on the Eaton Foreshore in the Shire of Dardanup's capital works plan for 2022/23. The total project cost is \$300,000, with funding of \$100,000 proposed through a CSRFF grant plus \$40,000 in other outside funding (including in kind). Council is requested to fund the remaining cost of \$160,000. A detailed proposal is attached in (Appendix IPC: 9.2A).

The following email was received from Coastal Rowing WA:

*We are submitting the attached proposal at this time in order to have it considered for, and hopefully included in, the Shire's 2022-2023 budget. I realise that the Eaton Foreshore Master Plan needs to come to fruition before an assessment can be made of whether this project will be approved by the Shire as a worthy investment.*

*The proposed facility will be multi-sport and quite unique in what it will offer the community. We have partnered with Paddle WA, the State Sporting Association, which has committed to facilitating the creation of a vibrant and exciting paddle community at Eaton Foreshore. We are delighted that our two organisations, rowing and paddling, complement each other so well. We also have the expertise to deliver the project.*

*We are asking that the project be included in Shire of Dardanup's planning and funding considerations for 2022-2023. In brief, the proposal is for a \$300,000 boat storage facility. Our project funding proposal is to obtain Department of Local Government, Sport, and Cultural Industries funding (CSRFF) at \$100,000, provide a contribution of in-kind and other funding at \$40,000, and are requesting an investment of \$160,000 from the Shire.*

*Of course, we understand that we are at the concept stage. I am happy to modify our request as needed and to answer questions about it. I also understand many things may change as the process evolves. Both we and Paddle WA are excited about being a positive part of that process and working collaboratively with the Shire to achieve the optimal outcome. I look forward to hearing from you about the next steps and how we can, together, move forward.*

## 3. Ferguson Valley Marketing

A letter has been received from Ferguson Valley Marketing requesting ongoing operational funding of \$25,000 towards their operations - refer to (Appendix IPC: 9.2B). A detailed overview of the Lost & Found Event is attached in (Appendix IPC: 9.2B).

### Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

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

6.2. *Local government to prepare annual budget*

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

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

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

5. *CEO's duties as to financial management*

(1) *Efficient systems and procedures are to be established by the CEO of a local government —*

(g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

### Strategic Community Plan

Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High)

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

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

Strategy 4.2.3 - Foster and promote the Ferguson Valley as a tourism destination. (Service Priority: Very High)

Strategy 4.1.3 - To encourage business to develop: Support the capacity of local firms and industry to establish, grow and employ. (Service priority: Moderate)

Environment - None.

### Precedents

Each year as part of the budget / LTFP development process Councillors, community and staff are provided the opportunity to put forward budget requests for consideration. The 2021/22 budget and Long Term Financial Plan adopted by Council included specific allocations to community groups.

### Budget Implications

Any approved Community Budget requests will be included in Council's four-year 2022/23 – 2025/26 Corporate Business Plan, and the 2022/23 Annual Budget.

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

|  | 2021/22         | 2022/23         | 2023/24         | 2024/25         | 2025/26         |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)   | \$23,500        | \$23,500        | \$23,500        | \$23,500        | \$23,500        |
| Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival, Eaton Foreshore Festival, and Dardanup Arts Spectacular) - CP044 | \$35,000        | \$25,000        | \$25,000        | \$25,000        | \$25,000        |
| Bunbury Geographe Tourism Partnership  | \$20,000        | \$20,000        | \$20,000        | \$20,000        | \$20,000        |
| <b>TOTAL</b>   | <b>\$78,500</b> | <b>\$68,500</b> | <b>\$68,500</b> | <b>\$68,500</b> | <b>\$68,500</b> |

### Budget – Whole of Life Cost

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

### Council Policy Compliance

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

Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan.

### Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.2C) for full assessment document.

| <b>Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>   |   |
|--|---|
| Risk Event   | Community Budget Requests   |
| 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                      Community Budget requests form part of the Annual Budget Process.</p> <p>Reputational                      Shire brand can be impacted if Community requests are not provided</p> <p>Legal &amp; Compliance                      Failure to comply with Council policy CP 018 – Corporate Business Plan &amp; Long Term Financial Plan could result in non-compliance</p> |

Officer Comment

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

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION &  
INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommend that Council:

1. Continue to financially support the following tourism groups, events and partnerships in the draft 2022/23 Annual Budget and Long Term Financial Plan 2022/23:

|  | 2022/23  | 2023/24  | 2024/25  | 2025/26  |
|--|----------|----------|----------|----------|
| Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)   | \$23,500 | \$23,500 | \$23,500 | \$23,500 |
| Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival, Eaton Foreshore Festival, and Dardanup Arts Spectacular) - CP044 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| Bunbury Geographe Tourism Partnership  | \$20,000 | \$20,000 | \$20,000 | \$20,000 |
| TOTAL  | \$68,500 | \$68,500 | \$68,500 | \$68,500 |

2. Enter into further discussions with Coastal Rowing WA & Paddle WA regarding their proposal to develop a Boat Storage Facility on the Eaton Foreshore, with a report to be presented to Council on the suitability and compatibility of the proposal with the Eaton Foreshore following completion of the Eaton Foreshore Masterplan;
3. Include upgrades to the kitchen and door of the Dardanup Hall in the 2022/23 draft Budget.

*Note: Discussion was held on the Coast Rowing WA & Paddle WA proposal and it was proposed that a report be brought to Council as part of the review process for f the Master Plan. The following resolution was amended to reflect this.*

2. *Enter into further discussions with Coastal Rowing WA & Paddle WA regarding their proposal to develop a Boat Storage Facility on the Eaton Foreshore, with a report to be presented to Council on the suitability and compatibility of the proposal with the Eaton Foreshore following ~~completion~~ review of the Eaton Foreshore Masterplan.*

Officer Recommendation

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



- To amend the resolution to allow for further negotiations with Coastal Rowing WA & Paddle WA.

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

IPC 04 -22      MOVED -      Cr P Robinson      SECONDED –      Cr E Lilly

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

- 1. Continue to financially support the following tourism groups, events and partnerships in the draft 2022/23 Annual Budget and Long Term Financial Plan 2022/23:**

|   | 2022/23         | 2023/24         | 2024/25         | 2025/26         |
|---|-----------------|-----------------|-----------------|-----------------|
| <b>Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)</b>   | \$23,500        | \$23,500        | \$23,500        | \$23,500        |
| <b>Tourism &amp; Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull &amp; Barrel Festival, Eaton Foreshore Festival, and Dardanup Arts Spectacular) - CP044</b> | \$25,000        | \$25,000        | \$25,000        | \$25,000        |
| <b>Bunbury Geographe Tourism Partnership</b>  | \$20,000        | \$20,000        | \$20,000        | \$20,000        |
| <b>TOTAL</b>  | <b>\$68,500</b> | <b>\$68,500</b> | <b>\$68,500</b> | <b>\$68,500</b> |

- 2. Enter into further discussions with Coastal Rowing WA & Paddle WA regarding their proposal to develop a Boat Storage Facility on the Eaton Foreshore, with a report to be presented to Council on the suitability and compatibility of the proposal with the Eaton Foreshore as part of the review of the Eaton Foreshore Masterplan.**
- 3. Include upgrades to the kitchen and door of the Dardanup Hall in the 2022/23 draft Budget.**

CARRIED  
6/0

9.3 Title: Events, Festivals & Donations - 2022/23

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance &amp; Sustainable Development</i>       |
| <i>Reporting Officer:</i>    | <i>Ms Lucy Owen-Conway – Manager Place &amp; Community Engagement</i> |
|                              | <i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>           |
| <i>Legislation:</i>          | <i>Local Government Act 1995</i>                                      |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.3 – Risk Assessment</i>                            |

Overview

This report summarises the Events and Activities program proposed for the 2022/23 budget.

The Integrated Planning Committee is tasked with considering this program and recommending the inclusion of endorsed items in the 2022/23 budget and Long Term Financial Plan.

Background

Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year.

In an effort to provide greater information and transparency to Council in allocating funds towards community events and programs, a report has been developed which provides an overview of all of proposed events and programs that will be implemented by the Place and Community team.

The events and programs are derived to meet the actions set-out in the Place and Community Plan that was received and endorsed by Council at its meeting on 16<sup>th</sup> December 2020 [349/20].

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

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

6.2 *Local government to prepare annual budget*

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

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

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

5. *CEO's duties as to financial management*

(1) *Efficient systems and procedures are to be established by the CEO of a local government*

(g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

Strategic Community Plan

Strategy 1.6.1 - Provide opportunities for the community to engage with Councillors and Staff. (Service Priority: High)

Strategy 3.2.1 - To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High)

Strategy 5.2.1 - To encourage physical activity by providing services and recreational facilities that encourage our community towards an active and healthy lifestyle. (Service Priority: Very High)

Environment - None.

Precedents

The program has been running annually for a number of years.

Budget Implications

This Events, Festivals and Donations agenda report itemises community, arts and cultural development events and programs that are proposed to be included in the Council's four-year Corporate Business Plan, and the 2022/23 Annual Budget.

| GL or Job # | Event or Program  | 2021/22 Budget: Expenditure | 2022/23 Proposed Budget: Expenditure | 2022/23 Proposed Budget: Revenue |
|-------------|---|-----------------------------|--------------------------------------|----------------------------------|
| 0817010     | Personal Development Grants   | \$10,000                    | \$10,000                             |                                  |
| 1017003     | Disability Services Expenditure   | \$5,000                     | \$5,000                              |                                  |
| J11901      | Events & Festivals <ul style="list-style-type: none"> <li>• Spring Out Festival</li> <li>• Movies by Moonlight</li> <li>• Youth Week Event</li> <li>• Seniors Celebration Day</li> <li>• Enlighten</li> </ul> | \$60,000                    | \$90,000                             | \$30,000                         |
| J11902      | Public Art Projects   | \$19,000                    | \$19,000                             |                                  |
| J11906      | Australia Day Breakfast – Eaton   | \$9,300                     | \$9,300                              |                                  |
| J11907      | Australia Day Breakfast – Burekup   | \$1,250                     | \$1,250                              |                                  |
| J11908      | Australia Day Breakfast – Dardanup  | \$3,000                     | \$3,000                              |                                  |
| J11909      | Citizenship Awards  | \$2,000                     | \$2,000                              |                                  |
| J11910      | Thank a Volunteer Day Event   | \$3,000                     | \$2,000                              |                                  |
|             | Community Directory   | \$1,000                     | \$1,000                              |                                  |
| J08712      | Youth Development Programs [CR 318-20]  | \$10,000                    | \$10,000                             | \$5,000                          |
| J08714      | Minor/Community Event Assistance  | \$25,000                    | \$25,000                             |                                  |
|             | Community and Club Capacity Building Workshops & Activities   | \$11,466                    | \$11,466                             | \$8,466                          |
|             | School Holiday Workshops & Activities   | \$5,000                     | \$5,000                              |                                  |
| J11921      | Community Events - Seniors Workshop & Activities  | \$3,000                     | \$3,000                              |                                  |
| J11922      | Community Events - Youth Workshops & Activities   | \$2,500                     | \$2,500                              |                                  |
| J11923      | Creative Workshops  | \$2,500                     | \$2,500                              |                                  |

| GL or Job #  | Event or Program   | 2021/22 Budget: Expenditure | 2022/23 Proposed Budget: Expenditure | 2022/23 Proposed Budget: Revenue |
|--------------|--|-----------------------------|--------------------------------------|----------------------------------|
| 1116012      | Library Programs<br>Early Learning <ul style="list-style-type: none"> <li>• Jo Jingles</li> <li>• Better Beginnings Program</li> </ul> Children and Youth <ul style="list-style-type: none"> <li>• Storytime</li> <li>• School Holidays Program</li> <li>• STEAM Workshops</li> </ul> Adult Programming <ul style="list-style-type: none"> <li>• Skills development workshops</li> <li>• Technology and digital literacy</li> <li>• Inclusive workshops</li> <li>• Local and Family History</li> <li>•</li> </ul> Authors & Events <ul style="list-style-type: none"> <li>• Author visits</li> <li>• Children's book week</li> <li>• Summer Reading Challenge</li> </ul> | \$37,000                    | \$37,000                             |                                  |
|              | Place-making activities & Engagement <ul style="list-style-type: none"> <li>• Summer Sounds in the Park</li> <li>• Outdoor wellness programs</li> <li>• Place activation initiatives</li> <li>• Night stalks</li> <li>• Sustainably Living Workshops</li> </ul>  | \$20,000                    | \$30,000                             | \$10,000                         |
| 1119501      | Donation – Bunbury Regional Entertainment Centre   | \$15,000                    | \$15,000                             |                                  |
| 1119504      | Community Grants Scheme – \$8.31 per rateable assessment   | \$50,563                    | \$50,563                             |                                  |
| <b>TOTAL</b> |  | <b>\$295,579</b>            | <b>\$334,579</b>                     | <b>\$53,466</b>                  |

#### Budget – Whole of Life Cost

As no assets are created, there are no whole of life costs to Council.

#### Council Policy Compliance

Policy CP018 – Corporate Business Plan & Long Term Financial Plan.

#### Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.3) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.          |   |
|--|---|
| Risk Event   | Events, Festivals & Donations - 2022/23   |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11)   |
| Risk Action Plan (treatment or controls proposed)    | As the Inherent Risk Rating is below 12, this is not applicable.  |
| Residual Risk Rating (after treatment or controls)   | As the Inherent Risk Rating is below 12, this is not applicable.  |
| Risk Category Assessed Against                       | <p>Financial</p> <p>The draft 2022/2023 Community Services program and the 2022/2023 Library programs are a mixture of ongoing events and workshops that are developed in line with the Strategic Community Plan and any changes outside of this plan will have a positive or negative impact on budget.</p> <p>Reputational</p> <p>Shire brand can be impacted if community programs and events are not provided for</p> |

#### Officer Comment

The draft 2022/2023 Place and Community programs and events are outlined in the table above. They have been derived from evaluation of previously conducted program, events and projects; input from the community via consultations; and are designed to meet the outcomes and actions detailed in the Place and Community Plan 2020 – 2030 (The Plan). The Plan guides the priority programs, projects, and initiatives that the Place and Community Team, in partnership with the community, seek to deliver over the coming 10-year period in-line with the Shire’s Strategic Community Plan.

An increase in grant funding revenue/expenditure is anticipated based on the success of grant funding applications in 2021/22 financial year, and the forecast revenue is reflected in the table above. There is an increased focus on obtaining grants and sponsorships to expand events and programs, and should grant funding be obtained, the events and programs will be expanded in scale but will not exceed Council’s budget contribution.

Council Role - Legislative

Voting Requirements - Simple Majority

Change to Officer Recommendation No Change.

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

IPC 05 -22      MOVED -      Cr P Robinson      SECONDED –      Cr T Gardiner

**THAT the Integrated Planning Committee recommend that Council endorse the 2022/23 Community Events and Library program and allocate funds within the 2022/23 draft budget and Long Term Financial Plan for these activities, subject to the successful sourcing of additional revenue where noted:**

| GL or Job # | Event or Program  | 2021/22 Budget: Expenditure | 2022/23 Proposed Budget: Expenditure | 2022/23 Proposed Budget: Revenue |
|-------------|---|-----------------------------|--------------------------------------|----------------------------------|
| 0817010     | Personal Development Grants   | \$10,000                    | \$10,000                             |                                  |
| 1017003     | Disability Services Expenditure   | \$5,000                     | \$5,000                              |                                  |
| J11901      | Events & Festivals <ul style="list-style-type: none"> <li>• Spring Out Festival</li> <li>• Movies by Moonlight</li> <li>• Youth Week Event</li> <li>• Seniors Celebration Day</li> <li>• Enlighten</li> </ul>   | \$60,000                    | \$90,000                             | \$30,000                         |
| J11902      | Public Art Projects   | \$19,000                    | \$19,000                             |                                  |
| J11906      | Australia Day Breakfast – Eaton   | \$9,300                     | \$9,300                              |                                  |
| J11907      | Australia Day Breakfast – Burekup   | \$1,250                     | \$1,250                              |                                  |
| J11908      | Australia Day Breakfast – Dardanup  | \$3,000                     | \$3,000                              |                                  |
| J11909      | Citizenship Awards  | \$2,000                     | \$2,000                              |                                  |
| J11910      | Thank a Volunteer Day Event   | \$3,000                     | \$2,000                              |                                  |
|             | Community Directory   | \$1,000                     | \$1,000                              |                                  |
| J08712      | Youth Development Programs (CR 318-20)  | \$10,000                    | \$10,000                             | \$5,000                          |
| J08714      | Minor/Community Event Assistance  | \$25,000                    | \$25,000                             |                                  |
|             | Community and Club Capacity Building Workshops & Activities   | \$11,466                    | \$11,466                             | \$8,466                          |
|             | School Holiday Workshops & Activities   | \$5,000                     | \$5,000                              |                                  |
| J11921      | Community Events - Seniors Workshop & Activities  | \$3,000                     | \$3,000                              |                                  |
| J11922      | Community Events - Youth Workshops & Activities   | \$2,500                     | \$2,500                              |                                  |
| J11923      | Creative Workshops  | \$2,500                     | \$2,500                              |                                  |
| 1116012     | Library Programs <ul style="list-style-type: none"> <li>Early Learning <ul style="list-style-type: none"> <li>• Jo Jingles</li> <li>• Better Beginnings Program</li> </ul> </li> <li>Children and Youth <ul style="list-style-type: none"> <li>• Storytime</li> <li>• School Holidays Program</li> <li>• STEAM Workshops</li> </ul> </li> <li>Adult Programming <ul style="list-style-type: none"> <li>• Skills development workshops</li> <li>• Technology and digital literacy</li> <li>• Inclusive workshops</li> <li>• Local and Family History</li> <li>•</li> </ul> </li> <li>Authors &amp; Events <ul style="list-style-type: none"> <li>• Author visits</li> <li>• Children’s book week</li> <li>• Summer Reading Challenge</li> <li>•</li> </ul> </li> </ul> | \$37,000                    | \$37,000                             |                                  |
|             | Place-making activities & Engagement <ul style="list-style-type: none"> <li>• Summer Sounds in the Park</li> <li>• Outdoor wellness programs</li> <li>• Place activation initiatives</li> <li>• Night stalks</li> </ul>   | \$20,000                    | \$30,000                             | \$10,000                         |

| GL or Job # | Event or Program   | 2021/22 Budget: Expenditure | 2022/23 Proposed Budget: Expenditure | 2022/23 Proposed Budget: Revenue |
|-------------|--|-----------------------------|--------------------------------------|----------------------------------|
|             | • Sustainably Living Workshops                           |                             |                                      |                                  |
| 1119501     | Donation – Bunbury Regional Entertainment Centre         | \$15,000                    | \$15,000                             |                                  |
| 1119504     | Community Grants Scheme – \$8.31 per rateable assessment | \$50,563                    | \$50,563                             |                                  |
|             | <b>TOTAL</b>   | <b>\$295,579</b>            | <b>\$334,579</b>                     | <b>\$53,466</b>                  |

CARRIED

4/2

| FOR THE MOTION   | AGAINST THE MOTION            |
|--|-------------------------------|
| Cr. M T Bennett<br>Cr. E P Lilly<br>Cr. T G Gardiner<br>Cr. P S Robinson | Cr J P Dow<br>Cr M Hutchinson |

9.4 Title: Draft - 2022/23 Fees & Charges

|                              |  |
|------------------------------|--|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance</i>  |
| <i>Reporting Officer:</i>    | <i>Mrs Natalie Hopkins - Manager Financial Services</i>  |
| <i>Legislation:</i>          | <i>Local Government Act 1995</i>   |
| <i>Attachments:</i>          | <i>Appendix IPC 9.4A – Risk Assessment</i><br><i>Appendix IPC: 9.4B – Draft 2022/23 Schedule of Fees &amp; Charges</i> |

Overview

This report presents Council with the draft 2022/23 Fees and Charges, which form part of the 2022/23 budget development process. The final Fees and Charges will be included in the budget adoption report presented to Council in late June 2022.

Background

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

Reviewing the draft 2022/23 Fees and Charges early in the financial year allows Council to prioritise and implement budget forecast revenue streams into the 2022/23 Annual Budget from the 1<sup>st</sup> July 2022.

Legal Implications

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

6.16. *Imposition of fees and charges*

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

*\* Absolute majority required.*

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

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

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

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

*\* Absolute majority required.*



6.17. *Setting level of fees and charges*

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
  - (a) *the cost to the local government of providing the service or goods; and*
  - (b) *the importance of the service or goods to the community; and*
  - (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
  - (a) *under section 5.96(copy of various registers, reports, plans, local laws, etc); or*
  - (b) *under section 6.16(2)(d)(copy of licenses, permits, certificates, etc); or*
  - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
  - (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
  - (b) *limit the amount of a fee or charge in prescribed circumstances.*

6.18. *Effect of other written laws*

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
  - (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
  - (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

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

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

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

Strategic Community Plan

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

Environment - None.

Precedents

Each year, setting of the Fees and Charges forms part of the budget / LTFP development process.

Budget Implications

Revenue associated with the adoption of the 2022/23 Fees and Charges will be included in Council's four-year 2022/23 – 2025/26 Corporate Business Plan, 15 year Long Term Financial Plan, and the 2022/23 Annual Budget.

Budget – Whole of Life Cost - None.

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

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.4A) for full assessment document.

| Tier 2 – 'Low' or 'Moderate' Inherent Risk.          |  |
|--|--|
| Risk Event   | Draft – 2022/23 Fees & Charges   |
| Inherent Risk Rating (prior to treatment or control) | Low (1 - 4)  |
| Risk Action Plan (treatment or controls proposed)    | As the Inherent Risk Rating is below 12, this is not applicable.   |
| Residual Risk Rating (after treatment or controls)   | As the Inherent Risk Rating is below 12, this is not applicable.   |
| Risk Category Assessed Against                       | <p>Financial Risk that the Draft 2022/23 Fees and Charges is not adopted by Council; Loss of Revenue</p> <p>Reputational Inappropriate charging of fees may impact negatively on Council.</p> <p>Legal and Compliance Risk of Council breaching the Local Government Act 1995 – Risk that the Draft 2022/23 Fees and Charges is not adopted by Council</p> |

Officer Comment

Council is requested to consider and endorse the draft Fees & Charges for the 2022/23 financial year. The endorsed Fees and Charges will form part of the 2022/23 Annual Budget. Any further adjustments to the Fees and Charges for 2022/23 will be included as part of the Budget adoption meeting scheduled for 22<sup>nd</sup> June 2022.

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

In the schedule of draft 2022/23 Fees and Charges, the majority of the fees and charges have increased by an average of 2% to 3%, partly reflective of CPI and other costing methodologies. The level of the fee or charge is set taking into account the cost, the importance to the community and the price of

competitors. In each category the fee or charge is subject to a regular assessment to evidence compliance with legislation and to ensure there is no 'revenue leakage' which can result if the underlying costs on which the fee or charge is based exceeds CPI.

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

The list of the proposed Draft 2022/23 Fees and Charges includes several new Fees as follows:

- *Item 7.3.22 – Application for hairdresser / skin penetration*

There is no provision in the Hairdressing or Skin Penetration regulations for collection of fees as part of an application. However, a number of local governments charge an application fee in their Fees & Charges (charged under Sections 6.16 and 6.19 of the Local Government Act). For example, Waroona charge \$167.

The reason being as these establishments are very much a commercial enterprise, and local government officers' spend at least one hour on the regulator and assessment processes when we receive such applications.

- *Item 7.3.3 – Permit to Consume Alcohol*

We are proposing a nominal fee of \$20 to cover basic administration costs of processing of applications for permit to consume alcohol on local government property (buildings, reserves etc). The applications we typically receive are for private events like birthday parties and anniversaries, but also businesses, clubs and groups holding functions that want to serve alcohol.

'Form 50 – Application to Consume Alcohol' is very much an administrative function under the Shire of Dardanup Local Government Properties Local Law. Clause 3.2 – Application for Permit states that applications must be 'Forwarded to the CEO together with any fee imposed or determined by the local government under and in accordance with sections 6.16 and 6.19 of the Local Government Act.'

- *11.1.6 – Eaton Sports Pavilion Hire / Glen Huon Change Rooms Hire*

Hire charges for the Eaton Sports Pavilion and / or the Glen Huon Change Rooms facilities have been included in the draft 2022/23 Fees and Charges.

- *11.2.1 – Glen Huon Oval (Use of Oval)*

Hire charges for use of the Glen Huon Oval have also been included in the draft 2022/23 Fees and Charges.

- *11.2.7 – Event Booking Fees – Not for Profit/Individuals/Community Groups/Sporting Club events*

This new fee is introduced as a recommended 50% fee reduction for individuals, not-for-profit community and sporting groups, or events supported by the Shire to encourage activation of places and reduce cost burden on community.

- *11.3.1 – Eaton Recreation Centre*

The new fee structure for FIFO and Corporate Memberships now includes a fortnightly direct debit option. Additionally, a new membership category is provided for 11 to 14 year olds in the 'Teenfit Membership'.

- *14.2.2 – Events Application Fee*

Introduction of Events Application Fee for larger events (based on the size of the event).

Overall there are no major changes from the current 2021/221 adopted Fees and Charges to the Draft Fees and Charges proposed for 2022/23, other than incremental increases in the fee or charge due to the costing methodologies applied within the model. In simplifying Council's fee structure, several fees and charges have been removed where they are duplicated in other areas or combined into an existing fee or charge. These changes are reflected in (Appendix IPC: 9.4B) 2022/23 Draft Fees and Charges whereby changes from the prior year fee are highlighted in 'red' font.

Council Role - Legislative / Executive.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION &  
INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommend that Council:

1. Endorse the Draft 2022/23 Schedule of Fees and Charges included as (Appendix IPC 9.4B), to become effective 1<sup>st</sup> July 2022;
2. Where required, give local public notice of the applicable Fees and Charges.

*Note: The Committee discussed the fee charges and the need for further review. Cr M Bennett advised that he would like to have the Waste Charges withdrawn from the current Draft Fees and Charges and that the Waste Charges be brought back to the next Integrated Planning Committee Meeting.*

Change to Officer Recommendation

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

- *Remove the Waste Management Charges (Section 10.1) from the endorsed Fees and Charges to allow for further review and investigation.*

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

IPC 06 -22      MOVED -      Cr T Gardiner      SECONDED –      Cr E Lilly

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

- 1.      Endorses the Draft 2022/23 Schedule of Fees and Charges included as [Appendix ORD: 12.5.1B], excluding the Waste Management Charges (Section 10.1) to become effective 1st July 2022;**
- 2.      Where required, gives local public notice of the applicable Fees and Charges.**
- 3.      Request the Waste Management Charges (Section 10.1) be presented to the Integrated Planning Committee in April.**

CARRIED

5/1

| <i>FOR THE MOTION</i>  | <i>AGAINST THE MOTION</i> |
|--|---------------------------|
| <i>Cr. M T Bennett<br/>Cr. E P Lilly<br/>Cr. T G Gardiner<br/>Cr. P S Robinson<br/>Cr M Hutchinson</i> | <i>Cr J P Dow</i>         |

9.5 Title: Rating Strategy

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance</i>   |
| <i>Reporting Officer:</i>    | <i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>                         |
| <i>Legislation:</i>          | <i>Local Government Act 1995</i>  |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.5A – Rating Strategy<br/>Appendix IPC:9.5B – Risk Assessment</i> |

Overview

The Committee is requested to consider and endorse the Rating Strategy which is incorporated within the 2022/23 Budget, four year Corporate Business Plan and 10 year Long Term Financial Plan.

Background

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

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

Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year. Part of Council's process includes reviewing the Rating Strategy (refer to Appendix IPC: 9.5A) that has been included in the previous year's Long Term Financial Plan, with these forecast rate increases forming the basis of financial projections associated with the final Long Term Financial Plan, four year Corporate Business Plan and Annual Budget.

Legal Implications

*Local Government Act 1995*

*Local Government (Financial Management) 1996*

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

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

6.32. Rates and service charges

- (1) *When adopting the annual budget, a local government —*
- (a) *in order to make up the budget deficiency, is to impose\* a general rate on rateable land within its district, which rate may be imposed either —*
    - (i) *uniformly; or*
    - (ii) *differentially;**and*
  - (b) *may impose\* on rateable land within its district —*
    - (i) *a specified area rate; or*
    - (ii) *a minimum payment;**and*
  - (c) *may impose\* a service charge on land within its district.*

*\*Absolute majority required.*

- (2) *Where a local government resolves to impose a rate it is required to —*
- (a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*
  - (b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

#### 6.34. Limit on revenue or income from general rates

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

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

#### 6.37. Specified area rates

- (1) *A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —*
- (a) *have benefited or will benefit from; or*
  - (b) *have access to or will have access to; or*
  - (c) *have contributed or will contribute to the need for,*
- that work, service or facility.*
- (2) *A local government is required to —*
- (a) *use the money from a specified area rate for the purpose for which the rate is imposed in the financial year in which the rate is imposed; or*
  - (b) *to place it in a reserve account established under section 6.11 for that purpose.*

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

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

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

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

### Strategic Community Plan

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

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

Strategy 1.3.5 - Review rating strategies. (Service Priority: High)

Environment - None.

### Precedents

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

On 29<sup>th</sup> January 2020, Council considered a Differential and Specified Area Rate Review report. The following was later resolved in regards to the Councillor workshop on this topic [OCM 135-20]:

*THAT Council:*

1. *Defer the Councillor workshop on Differential Rating for two years; and*
2. *Request that this item is brought back to Council in January 2022.*

CARRIED  
7/0

Council have now requested a future workshop on this topic.



### Budget Implications

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

When considering the amount to be raised from Council rates, reference should be made to the Council's ten year Strategic Financial Plan and Long Term Financial Plan that was readopted by Council on 26<sup>th</sup> May 2021 [OCM 151-21]. This Plan was based on a rate increase of 3% for 2021/22 increasing to 4.0% in 2022/23 and thereafter.

| <b>Adopted 2021/22 Long Term Financial Plan Projections</b> |          |          |         |          |          |          |          |           |           |           |
|---|----------|----------|---------|----------|----------|----------|----------|-----------|-----------|-----------|
|   | 2021/22  | 2022/23  | 2023/24 | 2024/25  | 2025/26  | 2026/27  | 2027/28  | 2028/29   | 2029/30   | 2030/31   |
| FTE's   | 115.27   | 115.57   | 116.57  | 119.37   | 120.37   | 122.07   | 124.77   | 125.97    | 126.67    | 126.87    |
| Rate Increase   | 3.0%     | 4.0%     | 4.0%    | 4.0%     | 4.0%     | 4.0%     | 4.0%     | 4.0%      | 4.0%      | 4.0%      |
| Accumulated Surplus   | \$27,057 | \$24,558 | \$6,095 | \$13,067 | \$25,731 | \$26,038 | \$48,690 | \$147,521 | \$176,884 | \$223,618 |

Based on these previous resolutions of Council, the Rates Model for 2022/23 has been formulated at this time using a 4.0% increase in overall rates revenue (excluding growth through 2022/23 interim rates and rates written off), which is forecast to generate rate income of \$14,545,265, compared to a forecast \$13,893,232 for 2021/22. This is an increase of \$652,033 on the total rates income. Currently a one percent rate increase raises approximately \$140,000 in additional rates income.

The current Long Term Financial Plan, has been reviewed and will require Council consideration as part of the 2022/23 budget development process. The current draft 2022/23 Long Term Financial Plan is based on the following:

| <b>Draft 2022/23 Long Term Financial Plan Projections</b> |         |         |         |         |         |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|   | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 |
| Growth  | 1.53%   | 1.07%   | 1.30%   | 1.73%   | 1.72%   | 2.00%   | 2.15%   | 2.29%   | 2.73%   | 2.72%   |
| FTE's   | 118.37  | 118.37  | 119.87  | 122.17  | 121.77  | 122.97  | 125.67  | 126.87  | 127.57  | 127.77  |
| Rate Increase   | 4.0%    | 4.0%    | 4.0%    | 4.0%    | 4.0%    | 4.0%    | 4.0%    | 4.0%    | 4.0%    | 4.0%    |

- ***Eaton Landscaping Specified Area Rate***

The Eaton Landscaping Specified Area Rate was the subject of a report to Council in May 2019, where an overview of the funds raised and expenditure incurred since its inception in 2009/10 was provided. This identified that the Specified Area Rate was raised against 4,321 properties in 2018/19 at an average cost of \$55.38 per property. This average is distorted to some degree as 11.5% of the Specified Area Rate is raised by Eaton Fair Shopping Centre. If this one large contributor is removed, the average cost per household is \$48.95. This generated a total of \$241,677 in revenue in 2018/19. The average contribution per household in 2019/20 was \$49.65 (excluding Eaton Fair).

Council resolved to retain the Eaton Landscaping Specified Area Rate in 2021/22 which has been applied in the draft LTFP for 2022/23 and future years.

The total funds to be raised under the Specified Area Rate for 2022/23 based on the previous decision of Council is \$251,315.

- *Annual Percentage Rate Increases*

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

It has also been widely recognised that increasing rates solely based on a factor equivalent to the increase in the Consumer Price Index (CPI) is not prudent financial management, as the CPI provides a good estimate of a household's expectation of the price changes (increases) to the goods and services they consume but it does not provide a good estimate of all of the cost pressures faced by Local Government.

In the past, indices such as the Local Government Cost Index (LGCI), together with other cost factors, have also been used as a guide for rate increases as the use of this index has been advocated by the Western Australian Local Government Association (WALGA).

#### Budget – Whole of Life Cost

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

The rating strategy deployed by Council in the 2022/23 financial year will form part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations in the 2022/23 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

#### Council Policy Compliance

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

#### Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.5B) for full assessment document.

| <b>Tier 2 – 'Low' or 'Moderate' Inherent Risk.</b>   |  |
|--|--|
| Risk Event   | Rating Strategy  |
| 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            | Financial sustainability impacted through inadequate rating.   |
|   | Legal and Compliance | Compliance with budget, rating and integrated planning review and development process.                   |
|   | Reputational         | Shire reputation can be negatively impacted if rate increases are considered excessive by the community. |

### Officer Comment

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

The Rating Strategy for 2022/23 requires Council to strike a balance between competing principles to come up with a mixture of rates and charges that provides the income needed for its annual budget while meeting the tests of equity, efficiency and simplicity.

- *Purpose of the Rating Strategy*

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

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

- i.) *Method of Rates Calculation*

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

- *How a “Rate in the Dollar” is calculated?*

For a Council using only a general rate, the rate in the dollar is calculated as follows:

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

- *How are Property’s Rates calculated?*

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



Officer Recommendation No Change.

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

IPC 07 -22      MOVED -      Cr T Gardiner      SECONDED –      Cr P Robinson

**THAT the Integrated Planning Committee recommends Council endorse the Rating Strategy 2022/23 to 2031/32 (refer to Appendix IPC: 9.5A) for the 2022/23 budget, including:**

1.      **A projected rate revenue increase of 4.0% for the 2022/23 budget, with 0% increase in minimum rates;**
2.      **Endorse a projected rate revenue increase of 4.0%, 4.0%, 4.0% and 4.0% for the four year Corporate Business Plan; and**
3.      **Endorse a projected rate revenue increase of 4.0% for years five to fifteen of the Long Term Financial Plan.**

CARRIED

3/3

On the Casting Vote of Shire President

| <b>FOR THE MOTION</b>   | <b>AGAINST THE MOTION</b> |
|-------------------------|---------------------------|
| <i>Cr. M T Bennett</i>  | <i>Cr J P Dow</i>         |
| <i>Cr. T G Gardiner</i> | <i>Cr M Hutchinson</i>    |
| <i>Cr. P S Robinson</i> | <i>Cr E P Lilly</i>       |

9.6                    Title:    *Debt Management Plan*

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance</i>   |
| <i>Reporting Officer:</i>    | <i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>                               |
| <i>Legislation:</i>          | <i>Local Government Act 1995</i>  |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.6A – Debt Management Plan<br/>Appendix IPC: 9.6B – Risk Assessment</i> |

Overview

The Committee is requested to consider and endorse the Debt Management Plan (Appendix IPC: 9.6A –Under Separate Cover) which is incorporated within the 2022/23 Budget, four year Corporate Business Plan and 10 year Long Term Financial Plan.

Background

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

The Annual Budget is directly aligned to year one of the Corporate Business Plan and Long Term Financial Plan. Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year.

Part of Council’s process includes reviewing the Debt Management Plan that has been included in the previous year’s Long Term Financial Plan, four year Corporate Business Plan and Annual Budget.

Legal Implications

*Local Government Act 1995*

*Local Government (Financial Management) 1996*

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

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

Local Government (Administration) Regulations 1996:

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

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

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

### Strategic Community Plan

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

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

Environment - None.

### Precedents

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

### Budget Implications

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

### Budget – Whole of Life Cost

Nil as no assets are directly created from this report.

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.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.6B) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.          |  |           |  |                      |  |
|--|--|-----------|--|----------------------|--|
| Risk Event   | Debt Management Plan   |           |  |                      |  |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11)  |           |  |                      |  |
| Risk Action Plan (treatment or controls proposed)    | As the Inherent Risk Rating is below 12, this is not applicable.   |           |  |                      |  |
| Residual Risk Rating (after treatment or controls)   | As the Inherent Risk Rating is below 12, this is not applicable.   |           |  |                      |  |
| Risk Category Assessed Against                       | <table border="0"> <tr> <td>Financial</td> <td>Financial sustainability impacted through too much debt.</td> </tr> <tr> <td>Legal and Compliance</td> <td>Compliance with budget, rating and integrated planning review and development process.</td> </tr> </table> | Financial | Financial sustainability impacted through too much debt. | Legal and Compliance | Compliance with budget, rating and integrated planning review and development process. |
| Financial  | Financial sustainability impacted through too much debt.   |           |  |                      |  |
| Legal and Compliance                                 | Compliance with budget, rating and integrated planning review and development process.   |           |  |                      |  |

Officer Comment

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

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

Councils Debt Strategy requires Council to consider:

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

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



Based on financial projections within the current Long Term Financial Plan, together with projected capital expenditure and current and future loans, Council's additional borrowing capacity for 2022/23 is very limited due to planned loans of \$8.7 million over the next 2 years. If Council were to raise additional loans it would need additional rate income to be raised to service these additional loan repayments.

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

Voting Requirements - Simple Majority.

Officer Recommendation No Change.

*Discussion:* Mr Phil Anastasakis advised the Committee that updated Graphs provided for in the Debt Management Plan would be forwarded following the meeting.

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

IPC 08 -22      MOVED -      Cr M Bennett      SECONDED –      Cr T Gardiner

**THAT the Integrated Planning Committee recommends that Council endorse the Debt Management Plan 2022/23 to 2031/32 (refer to Appendix IPC: 9.6A – Under Separate Cover) for the 2022/23 budget, four year Corporate Business Plan, and Long Term Financial Plan.**

CARRIED  
4/2

| <b>FOR THE MOTION</b>  | <b>AGAINST THE MOTION</b>     |
|--|-------------------------------|
| Cr. M T Bennett<br>Cr. E P Lilly<br>Cr. T G Gardiner<br>Cr. P S Robinson | Cr J P Dow<br>Cr M Hutchinson |

9.7 Title: Councillor / Staff Budget Requests

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance</i>   |
| <i>Reporting Officer:</i>    | <i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>               |
| <i>Legislation:</i>          | <i>Local Government Act 1995 and Local Government (Audit) Regulations</i> |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.7 – Risk Assessment</i>                                |

Overview

This report summarises the 2022/23 budget requests that have been received from elected members and staff.

The Integrated Planning Committee is tasked with considering these requests and recommending the inclusion of specific items in the 2022/23 budget and Long Term Financial Plan.

Background

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

Requests from elected members, community members and staff were received up to 25<sup>th</sup> February 2022. Community budget requests are considered as part of a separate Integrated Planning Committee Agenda report. The elected member requests, and staff requests endorsed by the Executive Management Team, are outlined under the section “Budget Implications” below, with the Executive Management Team’s comment and recommendation provided for each item.

Legal Implications

*Local Government Act 1995*

*Local Government (Financial Management) 1996*

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

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

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

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

Strategic Community Plan

Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High)

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

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

Environment - None.

Precedents

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

Budget Implications

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

**COUNCIL BUDGET ADOPTION AND CONSIDERATION ITEMS**

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

**COUNCILLOR BUDGET REQUESTS**

|  |
|--|
| Cr Mick Bennett – NO ITEMS REQUESTED     |
| Cr Luke Davies – NO ITEMS REQUESTED      |
| Cr Janice Dow – NO ITEMS REQUESTED       |
| Cr Mark Hutchinson – NO ITEMS REQUESTED  |
| Cr Patricia Perks – NO ITEMS REQUESTED   |
| Cr Tyrrell Gardiner – NO ITEMS REQUESTED |
| Cr Peter Robinson – NO ITEMS REQUESTED   |
| Cr Stacey Gillespie – NO ITEMS REQUESTED |
| Cr Ellen Lilley – NO ITEMS REQUESTED     |

**STAFF BUDGET REQUESTS**

| EXECUTIVE SERVICES DIRECTORATE |        |                   |
|--------------------------------|--------|-------------------|
| PROJECT                        | AMOUNT | NET BUDGET IMPACT |
| Nil                            | \$0    | \$0               |
| TOTAL                          | \$0    | \$0               |

| CORPORATE & GOVERNANCE DIRECTORATE  |          |                   |
|---|----------|-------------------|
| PROJECT   | AMOUNT   | NET BUDGET IMPACT |
| <p><b><u>Enterprise Project Management System software</u></b></p> <p>The endorsed Information &amp; Communication Technology (ICT) Strategic Plan has a range of initiatives to be implemented over a 10 year period of 2020 – 2030. To date funding has only been allocated for two initiatives from the ICT Strategic Plan, the IoT trial and the ERP project. This request is for funding to commence a third initiative:</p> <p>1.) The new initiative is to identify and implement an Enterprise Project Management System (ePMS). This is part of Outcome 1 Smart Enterprise – System and technologies that enable highly efficient operations and workforce. An ePMS would allow projects of all sizes to be captured with an important functional requirement that large capital projects would be able to be managed within the system. The ePMS should allow tracking and reporting on key project indicators such as cost, time, plan and risk. The ePMS should be able to assist Project Managers to more accurately track projects in order to forecast overruns and slippage and provide better reporting to the executive and broader business, and will be captured in the IT Asset Management Plan subscriptions.</p> | \$20,000 | \$20,000          |
| <p><b><u>Electronic Safety Management System software</u></b></p> <p>Purchase of an Electronic Safety Management system yearly subscription known as MYOSH.</p> <p>Currently employees are required to complete forms to advise of any incident, or hazard, which can lead to a time lag in advising supervisors and managers of incidents. The introduction of an Electronic Safety Management System would allow real time reporting of incidents, with the system automatically generating emails to notify relevant staff of any incidents.</p> <p>The Contractor Management module will store business details, inductions carried out and insurance documents, and will automatically generate a system email to advise the contractor that an insurance policy will expire and will need to be sent to the Shire of Dardanup for entry. This ensures compliance under contractor management.</p> <p>It is requested that this cloud based software as a service subscription be purchased and captured in the IT Asset Management Plan subscriptions.</p>  | \$6,000  | \$6,000           |
| <p><b><u>Increase Assistant Accountant from 0.4 to 1.0FTE in 2023/24 and future years</u></b></p> <p>Increase the existing Assistant Accountants hours from 0.4FTE to 1.0FTE to provide support to the Accountant and Manager Financial Services in the preparation of the Monthly Financial Statements and other related monthly functions including the Grants Register Dashboard, Contract Liability and accrual calculations and journals. Additional tasks and reconciliations now incorporated into the monthly processes to ensure ongoing accuracy in forecast income and expenditure estimates. This improved focus on forecasting will assist in producing draft budgets and</p>  | \$65,000 | \$65,000          |

| CORPORATE & GOVERNANCE DIRECTORATE  |                 |                   |
|---|-----------------|-------------------|
| PROJECT   | AMOUNT          | NET BUDGET IMPACT |
| <p>annual reports in a timely manner, and improve peer review of financial report and financial estimates.</p> <p>Direct salaries plus 20% overhead cost total \$65,000 based on a Level 6 Step 1.</p> <p>Additional support to be provided for the ERP Project implementation group through the moving across of other functions performed by the Accountant or MFS.</p> |                 |                   |
| TOTAL   | <b>\$91,000</b> | <b>\$91,000</b>   |

| SUSTAINABLE DEVELOPMENT DIRECTORATE   |          |                     |
|---|----------|---------------------|
| PROJECT   | AMOUNT   | A NET BUDGET IMPACT |
| <p><b><u>Printing – Strategies &amp; Plans</u></b></p> <p>The new Local Planning Scheme No. 9 is envisaged to be adopted and finalised towards the end of 2022 or early 2023. As part of the finalization of the Scheme it is required to be gazetted. The approximate cost to publish the scheme in the government gazette will be \$5,000, to be funded from the Town Planning Reserve.</p>   | \$5,000  | \$0                 |
| <p><b><u>New Administrative Assistant (1.0 FTE) position for Sustainable Development</u></b></p> <p>The Shire of Dardanup currently has its administrative functions centralized within the Governance team. Whilst this arrangement is sufficient for general day-to-day administrative duties there are increasingly a number of more ‘specialized’ administrative functions that are currently being undertaken by officers which could be diverted to a dedicated full time FTE (1) person if they were suitably trained. These tasks are currently undertaken by Kathleen Hoult on a support/secondment’ basis from the Governance Team, this request proposes to make this temporary arrangement permanent with Kathleen placed in the DSD Team. These duties include the following:</p> <p><b>Development Services:</b></p> <ul style="list-style-type: none"> <li>• Initial checking of development applications for necessary information</li> <li>• Arranging signs and public advertising</li> <li>• Swimming pool data entry</li> <li>• Orders and requisitions</li> <li>• Monthly statistical analysis for Council information bulletins</li> <li>• Arranging purchase orders</li> <li>• Oversight of FUSION case management</li> <li>• Assist with grant funding applications and acquittals</li> <li>• Bookings for inspections</li> <li>• Annual licence fee renewals</li> <li>• Update web site information</li> <li>• Assist with community engagement activities</li> <li>• Maintain infringements and the fines enforcement registry</li> </ul> | \$84,500 | \$84,500            |

| SUSTAINABLE DEVELOPMENT DIRECTORATE   |          |                     |
|---|----------|---------------------|
| PROJECT   | AMOUNT   | A NET BUDGET IMPACT |
| <ul style="list-style-type: none"> <li>Administrative tasks such as DA letters - approvals, additional information, referrals, etc, subdivision approvals. This will alleviate the pressure on governance staff.</li> </ul> <p><b>Place &amp; Community Engagement:</b></p> <ul style="list-style-type: none"> <li>Set-up and monitoring of online community engagements, and assistance with organizing in-person engagements (booking venues, communications/invitations, catering, tools, public notices)</li> <li>Assistance with event coordination including ensuring compliance of vendors with COVID-19, insurance and other requirements; seeking quotations for services; booking venues; sending out notifications to resident; managing RSVPs.</li> <li>Assistance at events where required/available.</li> <li>Update website with events, programs, and activities including setting up booking forms.</li> <li>Arranging purchase orders.</li> <li>Assistance with grant management including monitoring and maintaining up to date records for grant reporting; completing grant-related internal forms; assistance gathering information.</li> <li>Monthly statistical analysis of program and event attendance for Council information bulletins.</li> <li>Minuteing meetings including the Community Engagement TAG, project meetings, YAG meetings, event debriefs.</li> <li>Monitoring and triage of 'group' emails including events@dardanup; community@dardanup</li> </ul> <p>It is envisaged that the position would also provide relief to the Personal Assistant for Sustainable Development.</p> <p>Direct salaries plus 20% overhead cost total \$84,500 based on a Level 4 Step 2.</p> |          |                     |
| <p><b><u>Increase Grants Officer Hours from 0.5FTE to 0.8FTE – Partially Offset by a reduction in Place Officer hours 0.2 FTE</u></b></p> <p>In early 2021 the Shire of Dardanup created a 0.5FTE Grants Officer position which was filled in May 2021. Since this time, the Grants Officer has applied for an been successful in almost \$1.2 million in additional income including for a range of operations and strategic capital projects:</p> <ul style="list-style-type: none"> <li>CSRFF Annual Forward Planning, R&amp;J Fishwick Pavilion: \$700,000</li> <li>CSRFF Club Night Lights, Glen Huon Reserve (Football and Softball): \$290,000</li> <li>RAC ReConnect WA, Dardanup Depot Revitalization: \$125,000</li> <li>Tronox three-year sponsorship, Spring Out Festival: \$30,000</li> <li>Lotterywest, Enlighten: \$20,000</li> <li>Regional Arts Australia, Enlighten: \$2,500</li> <li>Healthway sponsorship, Summer in Your Park: \$10,000</li> </ul>   | \$10,716 | \$10,716            |

| SUSTAINABLE DEVELOPMENT DIRECTORATE   |          |                     |
|---|----------|---------------------|
| PROJECT   | AMOUNT   | A NET BUDGET IMPACT |
| <p>In addition the Grants Officer has supported the application for over \$80,000 in successful grants:</p> <ul style="list-style-type: none"> <li>• DLGSC Creative Communities, Ferguson Valley Public Art Trail: \$61,418</li> <li>• COVID-10 Youth Recovery, Innovate Youth Program: \$5,000</li> <li>• National Australia Day Council, Australia Day Events: \$15,504</li> </ul> <p>There are also almost \$8 million in grant applications applied for where we are awaiting the outcome, including a \$7.8 million application for BBRF Round 6 toward the Shire Administration Building.</p> <p>Per the above, it is proven that this role has been very successful, however the 0.5FTE is proving to be limiting in the ability to continue to provide the level of application and success. The applications themselves are very time consuming. For example, the larger application such as for CSRFF and BBRF have involved in excess of one month 0.5FTE resource allocation per grant. The more successful the position is becoming, the more work that is required to maintain sponsorship relationship and administer the grants. Typically the monthly reporting requirements for each grant is at between half a day to one full day resource allocation per month, with larger grants having a higher administration requirements and smaller grants demanding less time accordingly. This is an extremely important and often overlooked component of a successful grants and sponsorship program – nurturing the relationships is key for ongoing support and the reputation of the Shire. This quickly adds up and consumes a large proportion of the 0.5FTE. Finally, the Grants Officer role recently was revised to include back-up for the Communications Officer in the event they are on leave or in high-workload scenarios such as managing the COVID-19 response. While an important step for reducing the risk associated with the Shire employing only a single part-time Communications Officer, this will impact on the time availability for completing Grant applications and administration. This position was reclassified to a Level 6 recently because of extra duties that has been added to the Position Description such as communications, and has been extended to end June 2022 at increased FTE/Hours from a 0.5FTE to 0.8 FTE to lead the website project. It is proposed to permanently extend this position form a 0.5FTE to a 0.8FTE</p> |          |                     |
| <p><b><u>Online Engagement Platform</u></b></p> <p>Social Pinpoint have advised that their annual subscription rate has increased due to the increase in functionality offered. The standard subscription is now \$11,480 + GST and includes up to 20 project, 20 admin users, advanced reporting and engagement tools. This is the current level of subscription the Shire maintains.</p> <p>The Manager Place and Community Engagement intends to conduct a review of competitive engagement tools prior to the new financial year. This will determine if Social Pinpoint is still the optimum solution for our online engagement needs, and if so how we can better optimize the engagement landing pages, or if Bang the Table or other providers is a better choice within the budget available.</p>  | \$12,000 | \$12,000            |

| SUSTAINABLE DEVELOPMENT DIRECTORATE  |          |                     |
|--|----------|---------------------|
| PROJECT  | AMOUNT   | A NET BUDGET IMPACT |
| <p>It is therefore recommended that a \$12,000 budget be included for online engagement platform (rather than Social Pinpoint specifically listed in the line item).</p> <p>This cost is to be reallocated to Software Upgrades/Purchase and will need to be reviewed by the MIS to ensure it meets organisational systems and include in the IT AMP.</p>  |          |                     |
| <p><b><u>Consultant fees – Annual allocation to undertake external reviews of the DAIP (22/23), RAP (23/24), Crime Prevention Plan (24/25)</u></b></p> <p>The Reconciliation Action Plan 2019 is a Bunbury-Geographe Plan, however after three-years of implementation it is evident that this approach is not resulting in significant impacts towards reconciliation. Officers from each local government have therefore indicated their preference to establish individual RAPs, while still supporting one another informally on the journey.</p> <p>The is due to a number of factors being:</p> <ul style="list-style-type: none"> <li>• Each Council party to the RAP is at a different reconciliation stage with different resources to commit to it;</li> <li>• While some Traditional Owners are shared between local governments, not all are, and so a shared approach to engagement is not possible nor is it appropriate;</li> <li>• The recent Native Title Settlement has and will impact the reconciliation journey and processes;</li> <li>• The existing RAP is considered not entirely actionable and therefore can be seen as tokenistic rather than achievable.</li> </ul> <p>The Shire of Dardanup has come a long way in its reconciliation journey in the previous 12 month period. There has been an increase in engagement and the formation of positive working relationships with the Traditional Owners group. This has seen engagement on multiple 3projects and the encouragement of other groups, e.g. Dardanup Heritage Collective, to with the TO's and incorporate their stories and histories into projects. It is vital that this work be continued and built upon in an individual RAP. However there is also a gap in the internal reconciliation journey and understanding which is something that needs to be addressed through an individual RAP.</p> <p>If budget isn't allocated there will be no capacity to undertake this in-house, as it is a specialized and nuanced field requiring expert advice and guidance. Should it be deferred to a future financial year, Officers will continue their current work without an endorsed up to date RAP and aim to improve internal knowledge as much as possible within resourcing. It is suggested that if this is a case, a letter amount of \$18,000 be allocated for engagement with the TO's on the Shire's key projects – being \$3,000 per one engagement for TO fees. This doesn't include a consultant to facilitate the engagement. In some instances where there are complex matters a consultant will be required, in others the engagement can be undertaken in house.</p> | \$30,000 | \$30,000            |



| SUSTAINABLE DEVELOPMENT DIRECTORATE  |         |                     |
|--|---------|---------------------|
| PROJECT  | AMOUNT  | A NET BUDGET IMPACT |
| <p><b><u>Review Disability Access &amp; Inclusion Plan and Community Safety &amp; Crime Prevention Plan</u></b></p> <p>The Disability Access and Inclusion Plan (DAIP), and Community Safety and Crime Prevention Plan (CSCP) are both identified for review in 2022/23 financial year.</p> <p>The WA Disability Services Act (1993) was amended in December 2004 to require that all Local Government Authorities develop and implement a DAIP to ensure people with disability have equity of access and inclusion to functions, facilities, services and information. The DAIP is a five-year plan with the existing plan's terms being 2018 – 2023. The Disability Services Act 1993 requires local government authorities to review their DAIPs at least every five years. Therefore, the review of the DAIP is required in the 2022/23 year. The reporting period is July 4 each year, therefore the reviewed Plan should be completed, endorsed and lodged prior to 4 July 2023. Local government authorities must undertake community consultation, in accordance with the regulations, whenever reviewing or amending a DAIP.</p> <p>Similarly, the Community Safety and Crime Prevention Plan is due for renewal. The CSCP is a five-year plan with the existing plan's terms being 2018 – 2023. Feedback from the Community Satisfaction Survey indicates that crime prevention is a significant area of concern for our community, and so a thorough review of this plan is essential to meet the expectations of our community. Many Local Governments have crime prevention and community safety plans, which guide local responses to reduce crime and other anti-social activity.</p> <p>A consultant budget of \$30,000 is requested to allow the appointment of a consultant who specialises in these areas to assist with the consultation and review of the plans.</p> |         |                     |
| <p><b><u>Library Bulletin &amp; Subscriptions</u></b></p> <p>Our newspaper subscription was formerly being paid for as a joint expenditure between Dept of Education and Shire of Dardanup which was billed to us by Eaton Community College. This should now be moved to our Bulletins and Subscription budget for payment.</p>   | \$800   | \$800               |
| <p><b><u>Donations – Breakfast Club</u></b></p> <p>The Eaton/Millbridge Lions Club has run a breakfast club for a five-year period at Glen Huon Primary School. The Shire has historically provided funding toward the food supplies alongside donations from other organisation in support of this program. This Club provides breakfast to children in need who wouldn't otherwise have access to it. They also don't have a canteen at Glen Huon Primary School anymore so the Club now extends to providing a sandwich too. This may be the only option these children have for the provision of food throughout the school day.</p>   | \$3,500 | \$3,500             |

| SUSTAINABLE DEVELOPMENT DIRECTORATE   |          |                     |
|---|----------|---------------------|
| PROJECT   | AMOUNT   | A NET BUDGET IMPACT |
| <p>The funding is considered a worthy project and in-line with the aims of the Strategic Community Plan and Place and Community Plan (PACE Plan):</p> <ul style="list-style-type: none"> <li>• 3.3.2 Support volunteer groups within the Shire of Dardanup / PACE Plan: To support and encourage volunteer groups to deliver events, programs and projects.</li> <li>• 3.2.1 Deliver a high level of community programs and services than encourages social connectedness, facilitates an accessible inclusive environment / PACE Plan: To increase the capacity of community groups to deliver their services and events.</li> </ul> <p>The Shire has previously funded this program annually, with the last budgeted line item being in 2020/21. Therefore, this was funded instead through a quick response grant of \$500 as well as from Donation Expense Sundry Allocation (\$3,000) to allow the program to continue. This was a temporary solution. Therefore, it is requested that the specific line item that supports this program be returned to the annual budget.</p>   |          |                     |
| <p><b><u>Developer Contribution Plans (DCP) - Burekup and Dardanup</u></b></p> <p>Council is requested to provide a budget of \$50,000 (incl. GST) for consultancy costs to prepare a new Development Contribution Plan (DCP) for Burekup, and to update the existing DCP for Dardanup to align and incorporate it within the new LPS 9. The DCP's will identify Community Infrastructure that needs to be funded as the towns grow, and the fair apportionment of costs to landowners/developers to fund the infrastructure. Once the DCP's are completed they will be incorporated into and charged through the Shire's Town Planning Scheme. The new Local Planning Scheme No. 9 is envisaged to be adopted and finalised towards the end of 2022 or early 2023.</p> <p>The following documents provide strategic support for this budget request:</p> <ul style="list-style-type: none"> <li>• <u>Shire's Corporate Business Plan 2021/22 - 24/25</u> (action ref 4.1.3.4) identifies preparation of these two DCPs as a 'high' priority under the 'Prosperity' objective.</li> <li>• <u>Shire of Dardanup Place and Community Plan 2020-2030</u> <u>Shire of Dardanup 2050 Vision</u> identifies the provision and maintenance of facilities, infrastructure and services as one of the Shire's five values.</li> <li>• <u>Strategic Community Plan 2018-2028</u> and <u>Strategic Community Plan 2020-2030 (Internal Review)</u> - identifies the provision of services and recreational facilities, high level library facility and community services as a 'very high' or 'flagship' priority under Outcome 5.2.</li> </ul> | \$50,000 | \$50,000            |

| SUSTAINABLE DEVELOPMENT DIRECTORATE   |          |                     |
|---|----------|---------------------|
| PROJECT   | AMOUNT   | A NET BUDGET IMPACT |
| <p><b><u>Increase Emergency Management Officer FTE</u></b></p> <p>The Emergency Management Officer (EMO) is currently employed on a 0.6 FTE basis. The purpose of the position is to provide assistance with Emergency Management practices, Bushfire Risk Management and administrative assistance and support to the Shires 8 Volunteer Bush Fire Brigades (VBFB).</p> <p>This request is for the EMO position to become full-time (1.0 FTE), an increase of 0.4 FTE. The impact of this on the budget will be \$27,115 (0.4 FTE increase at current Level 4/6). <b>(Estimated by finance as \$41,000)</b></p> <p>The following information details the EMOs increased responsibilities that substantiates the increase to the position so that the Shire can continue to fulfill its statutory obligations.</p> <p><b>Volunteer Bush Fire Brigades</b><br/>Currently, the majority of the EMOs hours are dedicated to supporting the Shire's VBFB (412 volunteers) with training, PPE and equipment ordering, brigade membership, fleet maintenance, brigade leadership meetings and Local Government Grant Scheme management. With an average 20% increase to volunteer membership, demand on administrative responsibilities has increased. In addition, the COVID-19 pandemic including management of the mandated vaccination requirements, have seen a significant increase to the previous workload limiting time spent on other legislative responsibilities outlined in the EMO position description.</p> <p><b>Emergency Management</b><br/>Emergency Management is a legislated responsibility that requires the Shire to prepare, manage and review their Local Emergency Management Arrangements (a suite of documents that includes relevant support plans) to ensure the Shire is prepared for minor and major emergencies. The Shire also has statutory obligations for recovery following an emergency that affects the community. Emergencies bring a significant work load that can only be lessened through good planning and preparedness prior to occurring. This can be achieved through a wide-range of training and promotional activities that can be funded via annual DFES grants including AWARE and National Disaster Risk Reduction (e.g. Emergency Management Conference 2021) however, such endeavours increase the workload substantially.</p> <p><b>Bush Fire Risk Management</b><br/>Due to the increased fire risk across the State it is imperative that mitigation work is completed. Previous years have seen bushfire risk assessed and required mitigation identified by the Bushfire Risk Planning Coordinator (BRPC) that enabled Mitigation Activity Funding to be secured. With the BRPC position now redundant, future bush fire risk reduction applications, management of treatments and the acquittal process now falls with the EMO position. In addition, all treatments are recorded in the State Bushfire Risk Management System including before/ after photos, works completed and invoice costs. As the Shire no longer has a BRPC such tasks will now fall with the EMO position.</p> | \$41,000 | \$41,000            |

| SUSTAINABLE DEVELOPMENT DIRECTORATE   |          |                     |
|---|----------|---------------------|
| PROJECT   | AMOUNT   | A NET BUDGET IMPACT |
| <p><b>Business Continuity</b><br/>Business Continuity ensures the Shire's critical business operations proceed during a disruption. The Shire has a comprehensive plan that includes contact information, steps for what to do when faced with a variety of incidents and a guide for when to use the document. In the current Pandemic the Incident Management Team has been meeting regularly and established a working group that includes the EMO to assist in keeping up up-to-date with the latest health advice and making recommendation to the IMT for implementation. This is an extra task that was not required prior to 2020.</p> <p>Local government emergency management responsibilities have significantly increased in recent times and it is considered essential that appropriate staff resources be allocated for this function.</p>   |          |                     |
| <p><b><u>Permanent Part-time or Contract Building Surveyor (0.5 FTE)</u></b></p> <p>Historically the Shire of Dardanup has always employed 2 building surveyors in various capacities. Approximately 2 years ago the 0.8 FTE part time building surveyor was tasked with other duties within the Infrastructure Directorate during an unprecedented downturn in building activity. In addition to this the mandatory 4 yearly pool inspections were contracted out to a private company.</p> <p>Now that the building industry has recovered (and development activity is continuing to be sustained at an increased level), the current 1.0 FTE Principal Building Surveyor is unable to fulfil the Shire's statutory and regulatory responsibilities. This has resulted in the employment of a relief casual building surveyor for the 2020/21 financial year.</p> <p>The casual arrangement is in place until 30 June 2022 and a permanent solution will need to be put in place. It is therefore requested that a new (essentially replacement) permanent part-time building surveyor position being created for a 0.5 FTE (at Level 8 Step 1). This position will not only provide essential relief cover for the current Principal Building Surveyor but will also conduct the mandatory 4 yearly pool inspections.</p> <p>The previous swimming pool contractor arrangement will cease and this nominal \$10,000 amount will offset the budget request. Additionally the expected increase in building activity will result in an increase in revenue from applications and inspections as evidenced by:</p> <ul style="list-style-type: none"> <li>• 2019/20 building application approximate revenue - <b>\$76,000</b></li> <li>• 2020/21 building application approximate revenue - <b>\$138,000</b></li> <li>• 2020/21 swimming pool inspection revenue - <b>\$11,500</b></li> <li>• 2021/22 swimming pool inspection revenue - <b>\$19,000</b></li> </ul> | \$63,000 | \$0                 |

| SUSTAINABLE DEVELOPMENT DIRECTORATE  |                  |                     |
|--|------------------|---------------------|
| PROJECT  | AMOUNT           | A NET BUDGET IMPACT |
| <p>Essentially the 0.5 FTE wage is expected to be sourced from savings associated with contracting out the pool inspections and predicted additional building application revenue.</p> <p>Building surveying is a mandatory function the Shire has to provide and it is paramount that the Shire has sufficient staff to undertake its functions. The current 1.0 FTE arrangement is unsustainable and in periods when the Principal Building Surveyor is on leave, poses a risk to the organisation in not being able to fulfil its legislative requirements.</p> |                  |                     |
| TOTAL  | <b>\$300,516</b> | <b>\$232,516</b>    |

| INFRASTRUCTURE DIRECTORATE  |          |                     |
|---|----------|---------------------|
| PROJECT   | AMOUNT   | A NET BUDGET IMPACT |
| <p><b><u>New Administrative Assistant (1.0 FTE) position for Infrastructure Services</u></b></p> <p>With a number of staff changes within the Directorate including at a Senior level, the Infrastructure management team have recently undertaken an analysis of the functions required across the Directorate and the best means for staff to deliver these functions. Whilst there is assistance from the Governance Team for basic secretarial and customer service tasks, it has been identified that Managers and staff at officer level are undertaking a large number of administrative tasks due to the lack of specialized infrastructure support within the organization. This request proposes to address the issue by the employment of a full time FTE (1) person who is trained in the infrastructure area. The tasks identified include the following:-</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>✓ Letter writing and correspondence</li> <li>✓ Arranging purchase orders</li> <li>✓ Update Website Information</li> <li>✓ Assist with preparation of materials for Advisory Group meetings and functions</li> <li>✓ Resident Consultation and notifications for projects</li> <li>✓ Council Reports</li> <li>✓ Assist with Directorate reporting of projects to Executive and Council</li> <li>✓ Development and update policies and procedures</li> <li>✓ Assist with correspondence, claims and acquittals for funding bodies such as Regional Road Group and other funding organisations</li> </ul> | \$84,500 | \$84,500            |

| INFRASTRUCTURE DIRECTORATE   |                  |                     |
|--|------------------|---------------------|
| PROJECT  | AMOUNT           | A NET BUDGET IMPACT |
| <p><b>Infrastructure Planning and Design Team</b></p> <ul style="list-style-type: none"> <li>✓ Assist with the preparation of Project Briefs, Community Engagement Plans and Consultation</li> <li>✓ Assist with obtaining and recording necessary agency approvals for projects</li> <li>✓ Assist with special project administration</li> <li>✓ Assist with funding and grant preparation as well as grant acquittals</li> <li>✓ Assist in consultations and communications with property owners and the general public in relation to projects</li> <li>✓ Assist in communications to affected property owners and also related aspects such as land acquisition processes</li> </ul> <p><b>Operations Team</b></p> <ul style="list-style-type: none"> <li>✓ Assist with Procurement functions</li> <li>✓ Cemetery Bookings and Operations</li> <li>✓ Assist with the delivery of Waste Operations and Education</li> <li>✓ Assist with licensing requirements and reporting</li> <li>✓ Assist with Community engagement and promotional activities</li> </ul> <p><b>Assets Team</b></p> <ul style="list-style-type: none"> <li>✓ Assist with financial aspects and other research</li> <li>✓ Monitoring Council resolutions for asset planning</li> <li>✓ Assist with Policy and Procedure Development</li> <li>✓ Assist with Compliance correspondence and record keeping</li> </ul> <p>It is anticipated that the position would also provide relief to the PA – Director Infrastructure and the Administration Officer - Depot.</p> |                  |                     |
| <p><b><u>Additional Cleaner (1.0 FTE) position for Infrastructure Services</u></b></p> <p>With the increased cleaning of buildings and facilities, the need to increase cleaning staff has been identified. This increase can be offset by not increasing the general Parks and Gardens staff member identified in the current Workforce Plan.</p>   | \$78,000         | \$0                 |
| <b>TOTAL</b>   | <b>\$162,500</b> | <b>\$84,500</b>     |

The Net impact of Staff and Councillor Budget Requests for 2022/23 total \$408,016.

**Budget – Whole of Life Cost**

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

**Council Policy Compliance**

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

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

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.7) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.          |  |  |
|--|--|--|
| Risk Event   | Councillor / Staff Budget Requests                               |  |
| 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<br><br>Legal and Compliance                            | Elected Member & Staff Budget requests form part of the Annual Budget Process<br><br>Failure to comply with Council policy <i>CP 018 – Corporate Business Plan &amp; Long Term Financial Plan</i> could result in non-compliance |

Officer Comment

Refer to the Executive Management Team comments provided above.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommend to Council that the following projects be included for consideration in the Draft LTFP, Draft Corporate Business Plan and Draft 2022/23 Budget:

1. Councillor Budget Requests – Nil.
  - a. ....
  - b. ....
  - c. ....

2. Staff Budget Requests:

| Project Name | Project Amount | Net Budget Impact |
|--------------|----------------|-------------------|
| a. ....      |                |                   |
| b. ....      |                |                   |
| c. ....      |                |                   |





9.8 Title: Draft Workforce Plan 2022/23 – 2031/32

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance</i>   |
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance</i>   |
| <i>Reporting Officer:</i>    | <i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>                                       |
| <i>Legislation:</i>          | <i>Local Government Act 1995</i>  |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.8A – Draft 2022/23 Workforce Plan<br/>Appendix IPC: 9.8B – Risk Assessment</i> |

Overview

The Committee is requested to consider and endorse the draft Workforce Plan 2022/23 - 2031/32, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Workforce Plan will be incorporated into the 2022/23 Annual Budget.

Background

Through the Strategic Community Plan and Corporate Business Plan (Council's legislated *Plan for the Future*), the focus of Council is to provide the community with a broad range of facilities and services that meet their current and future needs, while ensuring the principles of good governance and financial sustainability are maintained. The Council's strategic, corporate and operational planning is developed, implemented and monitored through an Integrated Planning and Reporting Framework.

A Workforce Plan is created within this integrated framework as part of Council's Strategic Human Resource Management (HRM) system, which establishes a clear alignment between Council's *Plan for the Future* and its HRM strategy. Human Resource Planning is an ongoing process, therefore an annual review should be performed on the Workforce Plan which will enable continuous monitoring, review and updating of the Plan.

A review has been undertaken of the 10 year forecast staffing in the current Workforce Plan to assess the staffing resources required to achieve the Objectives, Strategies and Actions of Council, as outlined in the Strategic Community Plan and Corporate Business Plan.

The current draft Workforce Plan does not include any additional staff requested as part of the staff budget requests for 2021/22. Any additional staff approved by Council will need to be added to the Workforce Plan and will be presented to Council as part of the final adopted 2022/23 Workforce Plan.

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)*

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*

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

### Strategic Community Plan

A stable and well-resourced workforce is required to deliver the Strategic Community Plan and the aspirations of the community contained within the Plan.

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

Action 1.3.1.4 is to *review and update annually the Shire of Dardanup Workforce Plan.*

Environment - None.

### Precedents

The Workforce Plan is reviewed annually to ensure the staff resources are provided to meet the strategic and operational objectives of the Shire.

### Budget Implications

The revised draft Workforce Plan and staffing changes are accounted for in the Long Term Financial Plan 2022/23 - 2031/32 and Corporate Business Plan 2022/23 - 25/26.

The Plan currently includes 119.47 Full-Time Equivalent (FTE) staff at a total cost (salaries plus superannuation) of \$11,294,869, including new employees and changes to duties and hours for some positions to cater for the changing demands on staff through growth of the Shire and new services.

This includes some new positions and growth compared with what was included in last years' Long Term Financial Plan for 2021/22 of 115.27 FTE's.

| <b>Adopted 2021/22 Long Term Financial Plan Projections</b> |         |         |         |         |         |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|   | 2021/22 | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 |
| FTE's   | 115.27  | 115.57  | 116.57  | 119.37  | 120.37  | 122.07  | 124.77  | 125.97  | 126.67  | 126.87  |

During 2021/22 there has been a number of reviews undertaken by management of the FTE numbers to improve efficiency in a number of areas, and to ensure staffing resources are optimised across the organisation. These major changes have been presented and endorsed by Council during the year and have included a number of changes within the IT Services and Sustainable Development directorate.

The current draft 2022/23 Long Term Financial Plan is based on the following (refer to Appendix IPC 9.8A):

| <b>Draft 2022/23 Long Term Financial Plan Projections</b> |         |         |         |         |         |         |         |         |         |         |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|   | 2022/23 | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 | 2029/30 | 2030/31 | 2031/32 |
| Growth  | 1.53%   | 1.07%   | 1.30%   | 1.73%   | 1.72%   | 2.0%    | 2.15%   | 2.29%   | 2.73%   | 2.72%   |
| FTE's   | 119.47  | 118.47  | 121.27  | 122.27  | 122.47  | 125.17  | 126.37  | 127.07  | 127.27  | 127.27  |

### Budget – Whole of Life Cost

Employee costs are accounted for in the various Asset Management Plans and the 10 Year Long Term Financial 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.

### Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.8B) for full assessment document.

| <b>Tier 2 – 'Low' or 'Moderate' Inherent Risk.</b>   |  |
|--|--|
| Risk Event   | Draft Workforce Plan 2022/23 – 2031/32                           |
| 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            | Employee costs are a significant proportion of Council’s operating expenditure.  |
|   | Service Interruption | If employee vacancies or new positions are not filled, it can impact on the level of service provided by Council to the community. |
|   | Reputational         | High employee costs and employee turnover impact the Council’s reputation.   |

### Officer Comment

During the 2021/22 financial year there have been some changes to the allocation of the FTE allocations to adapt to changing staffing needs and to optimise the approved resources. These changes have resulted in an increase above the total FTE initially approved by Council to 118.47 FTE’s compared to the original 2021/22 budget of 115.27 FTE’s, with a summary of these changes included in (Appendix IPC: 9.8A).

The Workforce Plan changes that occurred during 2021/22 have resulted in the FTE number for the entire Council workforce increasing from 115.27 FTE’s to 118.47 FTE’s.

The 2022/23 draft Workforce Plan has been adjusted to include changes that have occurred during 2021/22. The updated draft Workforce Plan for the period 2022/23 to 2031/32 is included in (Appendix IPC: 9.8A).

Council Role - Executive.

Voting Requirements - Simple Majority.

### OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

THAT the Integrated Planning Committee recommends that Council endorse the Shire of Dardanup draft Workforce Plan 2022/23 - 2031/32 as per (Appendix IPC: 9.8A).

*Note: Cr M Bennett advised that he would like to move a Procedural Motion to defer making a decision on the Draft Workforce Plan to allow further review, with the matter to be brought back to the next Integrated Planning Committee meeting.*

### Change to Officer Recommendation

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

- *To defer Item 9.8 to allow for further review.*

### **ELECTED MEMBER RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 10 -22      MOVED -      Cr M Bennett                      SECONDED –              Cr E Lilly

**THAT Integrated Planning Committee defer making a decision on Item 9.8 Draft Workforce Plan and bring the matter back to the next Integrated Planning Committee.**

CARRIED  
6/0

### **PROCESS – ADJOURNMENT**

*Note: The Chairperson, Cr Michael Bennett adjourned the meeting at 11.43am.*

### **PROCESS – RECONVENING**

*Note: The Chairperson, Cr Michael Bennett reconvened the meeting at 11:54 am. All attendees except Mrs Cathy Lee returned to the room.*

9.9 Title: Draft Road Asset Management Plan 2022/23 – 2031/32

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance</i>   |
| <i>Reporting Officer:</i>    | <i>Ms Sonja Pienaar – Manager Assets<br/>Mr Theo Naude – Director Infrastructure</i>            |
| <i>Legislation:</i>          | <i>Local Government Act 1995<br/>Local Government (Function &amp; General) Regulations 1996</i> |
| <i>Attachments:</i>          | <i>Appendix IPC 9.10 – Risk Assessment</i>  |

**DECLARATION OF INTEREST**

*Cr Ellen Lilly declared a Proximity Interest in Item 9.9 Draft Road Asset Management Plan 2022/23 – 2031/32 as Banksia Road runs along the boundary of her property.*

*Cr Tyrrell Gardiner declared a Proximity Interest in Item 9.9 Draft Road Asset Management Plan 2022/23 – 2031/32 as Dowdells Line is adjacent to his property.*

*The Integrated Planning Committee endorsed the Councillors remaining in the room [IPC 02– 22].*

Overview

The Committee is requested to consider and endorse the Annual Transfers to Reserves for the Road Works Program 2022/23 – 2031/32 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to reschedule the 10 Year Works Programs for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

This report is presented to the Integrated Planning Committee to consider and endorse the Annual Transfer to Reserve for the Road Works Program 2022/23 - 2031/32.

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

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

### Precedents

Council adopts the 10 Year Works Programs annually and the RAMP as and when it is reviewed.

### Budget Implications

The recommendations in the Road 10 Year Works Programs will be used to develop the 10 year Long Term Financial Plan and 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: 9.9) for full assessment document.

| <b>Tier 2 – 'Low' or 'Moderate' Inherent Risk.</b>   |  |
|--|--|
| Risk Event   | Roads Asset Management Plan – Works Program 2022/23 – 2031/32    |
| 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

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

The main aim of the works program review this year includes:

- Addressing Council’s priorities for new and improved assets balanced with renewal of assets;
- Providing for existing grant commitments;
- Maximising future grant commitments; and
- Ensuring project scheduling has given detail consideration to project scope and costing.

### Road of Regional Significance

Due to the Shire not being able to meet their road renewal requirement, similar to all other local governments, the Shire should aim to have all upgrades funded or supplemented from external funds. This will mean that most upgrades will be to roads of regional significance. The recent Roads 2040 review has seen the following routes added to this classification of road of regional significance and able to apply for Regional road Group funding (RRG):

- Dowdell’s Line – program has been amended to fund this project from RRG funds, but as the BORR has changed the function of this road, a review of the project will be required. Officers originally requested the consideration of a route connecting Dardanup and Burekup, but instead the entire Dowdell’s Line was accepted as a route of regional significance.
- Minor extension to the existing Busher Road – Moore Road was endorsed.

The Shire was unsuccessful with the following submissions and the 10 year programs should still be amended accordingly, by deferring these upgrades until funding becomes available:

- *Dardanup West Road – Garvey Road*: This route will not be eligible for RRG funding and other opportunities will have to be investigated. Most road upgrades due to urban and semi-rural expansion should be funded by developers and not from Shire revenue which should prioritise renewal.

### Dardanup Bypass

Dardanup Bypass is a route proposed to connect Boyanup-Picton Road to Ferguson Road via Banksia Road and Depiazzi Road. This route is not eligible for RRG funding as it is not seen as a route of regional significance. Major project like a bypass route involving design, land acquisition and consultation can take many years to plan and seek funding for. Officers recommend that should



Council consider this a strategic priority, a business plan and concept plan should be developed well in advance.

#### *5 Year Roads Funding Program*

In August 2021 the Council endorsed the 2022/23, five year roads program. RRG and Black Spot applications were submitted and preliminary responses have been received on the status of these 2022/23 applications. The following is an update of the RRG five year program with project values which includes one third Shire contributions:

| ROAD NAME / SECTION                       | 2022/23                            | 2023/24     | 2024/25   | 2025/26   | 2026/27   |
|---|------------------------------------|-------------|-----------|-----------|-----------|
| Pile Road (SLK 0.05 – SLK 16.78)          | \$750,000                          | \$60,000    | \$750,000 | \$750,000 |           |
| Eaton Drive (SLK 0.40 – SLK 1.70)         | \$375,000                          | \$375,000   |           |           |           |
| Martin Pelusey Road (SLK 0.00 – SLK 3.03) |                                    |             | \$300,000 |           |           |
| Hynes Road (SLK 0.00 – SLK 2.41)          | \$ 240,000<br><del>\$300,000</del> |             |           |           |           |
| Ferguson Road (SLK 13.56 – SLK 15.9) SBS  | \$210,000                          | \$1,190,000 |           |           |           |
| Ferguson Road (SLK 0.27 – SLK 2.29)       |                                    |             |           |           | \$750,000 |
| Ferguson Road (SLK 0.00 – SLK 0.27)       |                                    | \$120,000   |           |           |           |
| Moore Road (SLK 0.60 – SLK 1.60)          |                                    |             |           |           | \$750,000 |

In support of this program the following is commented:

- A review of the Pile Road project has identified that the works will require additional funding spread over 2023/2024 to 2025/2026. The road will be eligible for both RRG or Black Spot funding.
- The timing of Hynes Road will depend on the impact of the BORR activity and it will be wise to wait until completion of the BORR. The funds may be considered for transfer to one of the existing funded RRG projects such as Eaton Drive or Pile Road if timing of works should be an issue.
- Martin Pelusey Road has been scheduled in 2026/2027 and discussions with MRWA may allow the Shire to transfer the RRG funds to MRWA toward completing more work for this road under their BORR works to local roads.
- Although the Shire will be funding the testing and design for treatment of the Ferguson Road 0-0.27 that is showing localised failures, there is an opportunity to apply for two thirds funding from RRG to do the repairs currently identified in the 10 year program.
- Moore Road is also scheduled for 2026/2027 and further works on Ferguson Road have been identified as priorities after the four years.

From an operational perspective, the Shire aims to commit to two large construction projects with an optional third project where it is of a lesser scale.

#### *Bunbury Outer Ring Road*

The Bunbury Outer Ring Road project will see works being done to the following Shire roads:

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

These upgrades will also impact the timing of other roads in the 10 year works program.

Officers recommend allocating \$50,000 in 2022/2023 and in 2023/2024 respectively for works that might result from the BORR activities or from urgent works required due to the BORR detour roads that will be taking more traffic than they were intended for.

The works program for the first four years of the Draft 10 Year program are listed below:

| Road                                     | Construction Activity       |         | RAMP    |
|--|-----------------------------|---------|---------|
| Venn Road 0-0.69                         | Construct sealed road       | Upgrade | 2022/23 |
| <b>Ferguson Road 13.56 – 15.9</b>        | Widen Seal                  | Upgrade | 2022/23 |
| <b>Eaton Drive Intersection Upgrades</b> | Other                       | Upgrade | 2022/23 |
| <b>Pile Road 5.66 -6.56</b>              | Widen, Reconstruct and Seal | Renewal | 2022/23 |
| <b>Ferguson Road 0- 0.27</b>             | Reconstruct and Seal        | Renewal | 2022/23 |
| <b>Eaton Drive repair</b>                | Urban resurfacing           | Renewal | 2022/23 |
| BORR - impacted Local Roads              | Other                       | Renewal | 2022/23 |
| Venn Road 0.69- 2.22                     | Rural Reseal                | Renewal | 2022/23 |
| <b>Hynes Road 0.0-2.41</b>               | Other                       | Renewal | 2022/23 |
| <b>Ferguson Road 13.56 – 15.9</b>        | Widen Seal                  | Upgrade | 2023/24 |
| Joshua Brook Road 9-9.71                 | Widen Gravel                | Upgrade | 2023/24 |
| Joshua Brook Road 9-9.71                 | Formation work              | Upgrade | 2023/24 |
| Collie River Road - clearing             | Other                       | Upgrade | 2023/24 |
| <b>Eaton Drive Intersection Upgrades</b> | Other                       | Upgrade | 2023/24 |
| Council Drive-Pratt Rd landscaping       | Other                       | Upgrade | 2023/24 |
| <b>Pile Road 5.66 -6.56*</b>             | Widen, Reconstruct and Seal | Renewal | 2023/24 |
| <b>Ferguson Road 0- 0.27</b>             | Reconstruct and Seal        | Renewal | 2023/24 |
| Pratt Road 0.04-0.1                      | Urban resurfacing           | Renewal | 2023/24 |
| BORR - impacted Local Roads              | Other                       | Renewal | 2023/24 |
| Joshua Brook Road 9-9.71                 | Resheet                     | Renewal | 2023/24 |
| Ford Road 0.03-0.51                      | Resheet                     | Renewal | 2023/24 |
| <b>Ferguson Road 15.9-17.9</b>           | Widen Seal                  | Upgrade | 2024/25 |
| <b>Pile Road 5.66 -6.56*</b>             | Widen, Reconstruct and Seal | Renewal | 2024/25 |
| Hale Street 0.36-1.21                    | Urban resurfacing           | Renewal | 2024/25 |
| Hale Street 0-0.03                       | Urban resurfacing           | Renewal | 2024/25 |
| Lennard Road 0-2.67                      | Rural reseal                | Renewal | 2024/25 |
| <b>Ferguson Road 17.9 -19.85</b>         | Widen Seal                  | Upgrade | 2025/26 |
| Ratcliffe West Road 0.75-1.9             | Formation work              | Upgrade | 2025/26 |
| Garvey Road 0 – 2.50                     | Widen, Reconstruct and Seal | Renewal | 2025/26 |
| <b>Pile Road 5.66 -6.56*</b>             | Widen, Reconstruct and Seal | Renewal | 2025/26 |
| <b>Ferguson Road 3.41-3.49</b>           | Reconstruct and Seal        | Renewal | 2025/26 |
| Hale Street 1.21-1.63                    | Urban resurfacing           | Renewal | 2025/26 |

| Road                           | Construction Activity |         | RAMP    |
|--------------------------------|-----------------------|---------|---------|
| Harold Douglas Drive 2.03-3.77 | Rural reseal          | Renewal | 2025/26 |
| Rafferty Road 0-0.23           | Rural reseal          | Renewal | 2025/26 |

Road inspections as part of the infrastructure revaluations are commencing next week and will allow the Shire to review its re-sheet and reseal programs going forward.

As a review of the first 4 years of the program has brought about significant changes, no changes in the reserve transfers other than that adopted by Council previously will be recommended.

Officers recommend revisiting major upgrade project after year four that are not eligible for funding and consider them for rescheduled or for preparing business plans and concept plans to allow for funding opportunities to be identified.

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

|                    | 21-22                        | 22-23 | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 |
|--------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                    | Annual Transfer ( x \$1,000) |       |       |       |       |       |       |       |       |       |       |
| 2020-2021 endorsed | 850                          | 850   | 900   | 900   | 900   | 1,700 | 1,725 | 1,750 | 2,000 | 2,000 |       |
| Proposed 2022-2023 |                              | 850   | 900   | 900   | 900   | 1,700 | 1,725 | 1,750 | 2,000 | 2,000 | 2,000 |

It is Officers intention to have clear project summary documentation for each of the 2022/2023 road projects prior to the finalisation of the 2022/2023 works program and are not included as part of this report.

In summary, the program represents a reasonable program for the first four years but attention should be given to the remaining of the program to ensure proper long term planning is done for especially major upgrades of roads not considered to be of regional significance.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

*Note: Mr Chris Murray joined the meeting at 12.02pm*

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

IPC11 -22      MOVED -      Cr T Gardiner      SECONDED –      Cr P Robinson

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

| 22-23       | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | Total         |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------------|
| (x \$1,000) |       |       |       |       |       |       |       |       |       |               |
| 850         | 900   | 900   | 900   | 1,700 | 1,725 | 1,750 | 2,000 | 2,000 | 2,000 | <b>14,725</b> |

CARRIED  
6/0

9.10 Title: Draft Building Asset Management Plan 2022/23 – 2031/32

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Infrastructure Directorate</i>   |
| <i>Reporting Officer:</i>    | <i>Mrs Sonja Pienaar – Manager Assets</i><br><i>Mr Theo Naude – Director Infrastructure</i>           |
| <i>Legislation:</i>          | <i>Local Government Act 1995</i><br><i>Local Government (Function &amp; General) Regulations 1996</i> |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.10 – Risk Assessment</i>   |

Overview

The Committee is requested to consider the Annual Transfer to Reserve for the Building Asset Works Program 2022/23 - 2031/32 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Once the annual reserve transfers are adopted by Council, it will enable staff to finalise the scheduling of the 10 Year Programs for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

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

Over the next few years the focus will be to review asset management practices and asset management plans that support the decisions that result in these works program to ensure sustainable asset management that meets the agreed services levels and is affordable to the community.

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 Works Program will be used annually to develop the Council's Corporate Business Plan.

The proposed annual reserve transfer for buildings has changed from that adopted in the Long Term Financial Plan (LTFP) of 2021-2022. A summary of the transfers is provided for in (Appendix IPC: 9.10A). The reasons for the changes are discussed in the Officer Comments section of this report.

The adopted 2021-2022 Works Program showed the following expenditure, funding and reserve balances:

|  | 21-22            | 22-23            | 23-24            | 24-25          | 25-26            | 26-27            | 27-28            | 28-29          | 29-30            | 30-31            |
|--|------------------|------------------|------------------|----------------|------------------|------------------|------------------|----------------|------------------|------------------|
| <b>TOTAL EXPENDITURE</b>                 | 7,145,766        | 11,711,016       | 4,670,903        | 1,618,135      | 7,238,594        | 3,585,656        | 1,871,352        | 495,870        | 510,559          | 552,060          |
| <b>FUNDING</b>                           |                  |                  |                  |                |                  |                  |                  |                |                  |                  |
| Loans                                    | 0                | 6,000,000        | 1,500,000        | 0              | 0                | 0                | 0                | 0              | 0                | 0                |
| Grants                                   | 500,000          | 802,775          | 432,581          | 484,113        | 3,516,686        | 1,801,889        | 872,802          | 25,333         | 0                | 0                |
| Contributions                            | 83,177           | 0                | 44,000           | 224,849        | 2,113,647        | 921,230          | 118,678          | 0              | 0                | 0                |
| Carried Forward Projects Reserve         | 1,636,259        | 0                | 0                | 0              | 0                | 0                | 0                | 0              | 0                | 0                |
| Project Management Salaries - Muni Funds | 200,375          | 203,215          | 207,378          | 211,944        | 217,321          | 223,168          | 229,173          | 235,695        | 242,409          | 249,770          |
| <b>TOTAL FUNDING</b>                     | <b>2,419,811</b> | <b>7,005,990</b> | <b>2,183,959</b> | <b>920,906</b> | <b>5,847,654</b> | <b>2,946,287</b> | <b>1,220,653</b> | <b>261,028</b> | <b>242,409</b>   | <b>249,770</b>   |
| <b>OWN SOURCE FUNDS REQUIRED</b>         |                  |                  |                  |                |                  |                  |                  |                |                  |                  |
| Opening Balance - Building Reserve       | 930,321          | 4,270,553        | 1,388,754        | 8,079          | 420,916          | 161,909          | 93,316           | 13,095         | 498,380          | 1,002,551        |
| Interest                                 | 4,186            | 19,227           | 6,269            | 65             | 1,933            | 777              | 478              | 127            | 2,321            | 4,600            |
| Annual Reserve Transfer                  | 7,992,000        | 1,734,000        | 1,030,000        | 1,040,000      | 1,060,000        | 500,000          | 500,000          | 650,000        | 700,000          | 700,000          |
| Other Council Reserve                    | 70,000           | 70,000           | 70,000           | 70,000         | 70,000           | 70,000           | 70,000           | 70,000         | 70,000           | 70,000           |
| <b>RESERVE SURPLUS (DEFICIT)</b>         | <b>4,270,553</b> | <b>1,388,754</b> | <b>8,079</b>     | <b>420,916</b> | <b>161,909</b>   | <b>93,316</b>    | <b>13,095</b>    | <b>498,380</b> | <b>1,002,551</b> | <b>1,474,862</b> |

The following is proposed for the Draft 2022-23 Works Program subject to further review:

|  | 21-22 | 22-23            | 23-24            | 24-25            | 25-26            | 26-27             | 27-28             | 28-29           | 29-30           | 30-31          | 31-32          |
|--|-------|------------------|------------------|------------------|------------------|-------------------|-------------------|-----------------|-----------------|----------------|----------------|
| <b>TOTAL EXPENDITURE</b>                 |       | 13,600,347       | 8,045,230        | 2,668,788        | 6,120,929        | 6,219,552         | 1,855,260         | 489,348         | 503,845         | 415,070        | 267,846        |
| <b>FUNDING</b>                           |       |                  |                  |                  |                  |                   |                   |                 |                 |                |                |
| Loans                                    |       | 7,200,000        | 1,500,000        | 0                | 0                | 0                 | 0                 | 0               | 0               | 0              | 0              |
| Grants                                   |       | 1,765,897        | 167,443          | 636,949          | 3,146,319        | 2,681,290         | 872,802           | 25,333          | 0               | 0              | 0              |
| Contributions                            |       | 80,000           | 44,000           | 224,849          | 2,117,801        | 921,230           | 118,678           | 0               | 0               | 0              | 0              |
| Carried Forward Projects Reserve         |       | 0                | 0                | 0                | 0                | 0                 | 0                 | 0               | 0               | 0              | 0              |
| Project Management Salaries - Muni Funds |       | 200,375          | 203,215          | 207,378          | 211,944          | 217,321           | 223,168           | 229,173         | 235,695         | 242,409        | 249,770        |
| <b>TOTAL FUNDING</b>                     |       | <b>9,246,272</b> | <b>1,914,658</b> | <b>1,069,176</b> | <b>5,476,064</b> | <b>3,819,841</b>  | <b>1,214,648</b>  | <b>254,506</b>  | <b>235,695</b>  | <b>242,409</b> | <b>249,770</b> |
| <b>OWN SOURCE FUNDS REQUIRED</b>         |       |                  |                  |                  |                  |                   |                   |                 |                 |                |                |
| Opening Balance - Building Reserve       |       | 7,957,909        | 5,443,644        | 437,578          | -50,045          | 435,143           | -1,392,320        | -1,468,900      | -990,044        | -492,330       | 103,122        |
| Interest                                 |       | 35,811           | 24,506           | 1,988            | 54               | 2,247             | -5,967            | -6,301          | -4,136          | -1,887         | 803            |
| Annual Reserve Transfer                  |       | 1,734,000        | 1,030,000        | 1,040,000        | 1,060,000        | 500,000           | 500,000           | 650,000         | 700,000         | 700,000        | 700,000        |
| Other Council Reserve                    |       | 70,000           | 70,000           | 70,000           | 70,000           | 70,000            | 70,000            | 70,000          | 70,000          | 70,000         | 70,000         |
| <b>RESERVE SURPLUS (DEFICIT)</b>         |       | <b>5,443,644</b> | <b>437,578</b>   | <b>-50,045</b>   | <b>435,143</b>   | <b>-1,392,320</b> | <b>-1,468,900</b> | <b>-990,044</b> | <b>-492,330</b> | <b>103,122</b> | <b>855,849</b> |

The following table shows a the differences between the previously adopted program and the Draft 2022-2023 Works Program as it currently sits:

|  | 21-22 | 22-23     | 23-24     | 24-25     | 25-26      | 26-27      | 27-28      | 28-29      | 29-30      | 30-31      | 31-32   |
|--|-------|-----------|-----------|-----------|------------|------------|------------|------------|------------|------------|---------|
| <b>TOTAL EXPENDITURE</b>                 |       | 1,889,331 | 3,374,327 | 1,050,653 | -1,117,665 | 2,633,896  | -16,092    | -6,522     | -6,714     | -136,990   | 267,846 |
| <b>FUNDING</b>                           |       | 0         | 0         | 0         | 0          | 0          | 0          | 0          | 0          | 0          | 0       |
| Loans                                    |       | 1,200,000 | 0         | 0         | 0          | 0          | 0          | 0          | 0          | 0          | 0       |
| Grants                                   |       | 963,122   | -265,138  | 152,836   | -370,367   | 879,401    | -0         | 0          | 0          | 0          | 0       |
| Contributions                            |       | 80,000    | 0         | 0         | 4,154      | -0         | 0          | 0          | 0          | 0          | 0       |
| Carried Forward Projects Reserve         |       | 0         | 0         | 0         | 0          | 0          | 0          | 0          | 0          | 0          | 0       |
| Project Management Salaries - Muni Funds |       | -2,840    | -4,163    | -4,566    | -5,377     | -5,847     | -6,005     | -6,522     | -6,714     | -7,361     | 249,770 |
| <b>TOTAL FUNDING</b>                     |       | 2,240,282 | -269,301  | 148,270   | -371,590   | 873,554    | -6,005     | -6,522     | -6,714     | -7,361     | 249,770 |
| <b>OWN SOURCE FUNDS REQUIRED</b>         |       | -350,950  | 3,643,628 | 902,383   | -746,075   | 1,760,342  | -10,087    | 0          | -0         | -129,629   | 18,076  |
| Opening Balance - Building Reserve       |       | 3,687,356 | 4,054,890 | 429,499   | -470,961   | 273,234    | -1,485,636 | -1,481,995 | -1,488,424 | -1,494,881 | 103,122 |
| Interest                                 |       | 16,584    | 18,237    | 1,923     | -1,879     | 1,470      | -6,445     | -6,428     | -6,457     | -6,487     | 803     |
| Annual Reserve Transfer                  |       | 0         | 0         | 0         | 0          | 0          | 0          | 0          | 0          | 0          | 700,000 |
| Other Council Reserve                    |       | 0         | 0         | 0         | 0          | 0          | 0          | 0          | 0          | 0          | 70,000  |
| <b>RESERVE SURPLUS (DEFICIT)</b>         |       | 4,054,890 | 429,499   | -470,961  | 273,234    | -1,485,636 | -1,481,995 | -1,488,424 | -1,494,881 | -1,371,740 | 855,849 |

The above assumes no changes to the previously adopted annual transfer compared to the proposed transfers for the Draft 2022-2023 Works Program:

|                                     | 22-23                               | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 |
|-------------------------------------|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                                     | <b>Annual Transfer ( x \$1,000)</b> |       |       |       |       |       |       |       |       |       |
| 2021-2022 LTFP                      | 1,734                               | 1,030 | 1,040 | 1,060 | 500   | 500   | 650   | 700   | 700   |       |
| 2022-2023 LTFP                      | 1,734                               | 1,030 | 1,040 | 1,060 | 500   | 500   | 650   | 700   | 700   | 700   |
| Increase in annual reserve transfer | 0                                   | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 700   |

LTFP = Long Term Financial Plan



Budget – Whole of Life Cost

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

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

Council Policy Compliance

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

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.10B) for full assessment document.

| <b>Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>   |   |
|--|---|
| Risk Event   | Building Asset Management Plan - Works Program 2022/23 – 2031/32  |
| 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<br/>Risk that assets are not renewed at the end of their useful lives.<br/>Risk that assets are not upgraded or created to meet demand.</p> <p>Reputational<br/>Risk that customer levels of service are reduced or maintained to meet public expectation.</p> <p>Service Interruption<br/>Risk to service for public buildings if assets are not renewed or maintained to an operational standard</p> <p>Legal &amp; Compliance<br/>Possible damages claims against the Council if there is injury due to buildings not being maintained.</p> |

Officer Comment -

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

The main aim of the works program review this year includes:

- Addressing Council's priorities for new and improved assets balanced with renewal of assets;
- Providing for existing grant commitments;
- Maximising future grant commitments; and
- Ensuring project scheduling has given detail consideration to project scope and costing.

In the adopted 20/21 Building Asset Management Plan Council supported \$1.18million in additional borrowings towards the following projects intended for 23/24:

| Project   | 2023/2024 |           |                    |
|---|-----------|-----------|--------------------|
|   | Reserve   | Grant     | Loan               |
| Burekup Pavilion  |           | \$300,000 | \$600,000          |
| Eaton Oval Sport Lights                                   | \$450,000 |           | \$180,000          |
| Eaton Recreation Centre Expansion (Group Fitness and Gym) | \$0       |           | \$400,000          |
|   | \$450,000 | \$300,000 | \$1,180,000        |
| <b>Total Expenditure</b>                                  |           |           | <b>\$1,930,000</b> |

Table 1 – 20/21 project borrowings

However, due to the potential increase in costs and to ensure the projects with current grants proceed, it is recommended that the borrowings be applied to the projects intended to commence in 2022/2023 as follows:

| Project  | 22/23                                 |                                       | 23/24                                 |                                     |
|--|---------------------------------------|---------------------------------------|---------------------------------------|-------------------------------------|
|  | Reserve                               | Loan                                  | Reserve                               | Loan                                |
| New Shire of Dardanup Library, Administration and Community Building | \$3,316,500<br><del>\$2,680,300</del> | \$6,000,000<br><del>\$6,000,000</del> | \$6,000,000<br><del>\$2,467,137</del> | \$1,500,000<br><del>\$320,000</del> |
| Glen Huon Sport Lights   | \$0<br><del>\$477,200</del>           | \$500,000<br><del>\$0</del>           |                                       |                                     |
| Eaton Oval / Pratt Road Pavilion                                     | \$700,000<br><del>\$1,158,300</del>   | \$700,000<br><del>\$0</del>           |                                       |                                     |
| Eaton Recreation Centre Upgrades                                     | \$210,000<br><del>\$297,500</del>     |                                       |                                       |                                     |
|  | \$2,110,000<br><del>\$2,201,300</del> | \$7,200,000<br><del>\$6,000,000</del> | \$6,000,000<br><del>\$2,467,137</del> | \$1,500,000<br><del>\$320,000</del> |

Table 2 – 22/23 project borrowings

Council workshops will allow for a detailed review of the projects in *Table 2* as it only summarises the net effect.

*New Shire of Dardanup Library, Administration and Community Building* for the purposes of this program is estimated to cost \$18,600,00 based on the grant submitted to the federal government. Estimated \$1,100,000 will be spent in 21/22 with the remaining \$17,500,000 to be spent over the next two years: \$10,000,000 in 22/23 and \$7,500,000 in 24/25.

As a result, and due to borrowing capacity constraints, the projects mentioned in *Table 1* above would need to be funded from Reserves, with no further borrowings available at the time.

In order to maximise grant opportunities it should be noted that it is unlikely that Council will receive a grant approval from the same body in two consecutive years and therefore the grant funded projects need to be scheduled with at least one financial year gap between similar grants.

With this in mind and noting that Council has been successful in the CSRFF Night Lights Project as well as the Major Facilities Grant in 2022/2023. It is unlikely that back to back grants will be received for 2023/2024 as well. It may therefore be more prudent to consider pushing out the projects intended for 2023/2024 by one year to 2024/2025 to allow a greater likelihood of success.

The above is a significant change to the previous endorsed program and therefore the officers are recommending Council consider an alternative works program.

As an alternative to the current program, project timing has been adjusted to ensure there is one full financial year gap between applying for the same type of grant/funding either CSRFF Major, Minor, Lights program or Lotteries West.

This alternative timing is more favourable and provides Council a greater opportunity to maximize grant opportunities. In this delayed program the following projects are impacted:

- *Burekup Pavilion*  
Deferred from 2023/2024 to 2024/2025. Please note, this will also be combined with the previously programmed upgrade of the Public Toilets at the Burekup Hall (\$49,000) and will give greater time to finalise designs and costings with clubs and to prepare the grant application. It is recommended that the \$25,000 to enclose the verandah at Burekup Hall be brought forward to 2024/2025 from 2030/2031 to be done as part of the upgrades. This will allow almost \$1million for the total project funded from \$300,000 grants and \$600,000 reserve funding.
- *Wells Recreation Club Room -*  
Replacement deferred from 2025/2026 to 2026/2027. Please note this project costing has been updated to \$2.2million increasing the project from \$1.1 which was previously in the adopted 2020/2021 BAMP.
- *Sport Lighting*
  - Eaton Oval deferred from 2023/2024 to 2024/2025.
  - Well Recreation Reserve deferred from 2024/2025 to 2026/2027.
- *Dardanup Skate Park*  
Recommended to be brought forward to 2023/2024 from 2024/2025.
- *Eaton Recreation Centre*
  - Upgrades relating to the Gym and Group Fitness Expansions (previously intended as Stage 3) is recommended to be deferred from 2023/2024 to 2024/2025.
  - *PLEASE NOTE:* The Stage 4 works related to the expansion of the Eaton Recreation Centre with two new show courts was adopted in the 2020/2021 BAMP as a fully grant funded project. This \$4million project is still included in this BAMP as a Fully Grant Funded Project. Officers are currently working on a Business Case to support this project and it is intended that future BBRF and State Government Funding be the target for this project.

Furthermore to balance new and improved projects officers also recommend the following additional renewal work required:

- *Dardanup Hall*  
Due to a leak at the Dardanup Hall, it is recommended that \$25,000 be included in 2022/2023 to inspect the roof and undertake some minor repairs. Major works will be considered and scheduled for the Hall Renewal intended in 2027/2028.

- *Dardanup Community Centre*  
It is recommended \$25,000 be included into 2022/2023 to allow inspection and minor works to enable new tenants.
- *Ferguson Hall*  
Due to the current condition it is recommended that Ferguson Hall undergoes a Stump Replacement in 2022/2023. This is estimated (based on an informal quote) to be cost approximately \$50,000.
- *Eaton CWA Hall*  
Due to a leak at the Eaton CWA Hall, it is recommended that \$25,000 be included in 2022/2023 to inspect the roof and undertake some minor repairs.
- *Wells Public Toilets*  
It is recommended that \$50,000 be included in the 2022/2023 program to demolish the current public toilets at Wells Recreation following the completion of the new Change Rooms which includes a Unisex UAT that could be used as a Public Toilet.

This is a total of \$175,000 of additional renewal expenditure required.

The proposed reserve transfers required for the Draft Building Asset Management Plan – 10 Year Programs are currently unchanged.

To enable staff to continue the development of the 10 year works programs, the Committee is requested to consider the proposed reserve transfers for adoption which at this stage has not changed from the previous transfers adopted as part of the 20/21 programs.

In summary, the proposed draft 2022-23 Works Program is considered a reasonable programme balancing Council's building project priorities and funding resources. The scheduling of these projects will be workshopped with Council over the coming weeks to improve the program even further.

Future improvements will also consider these programs are also supported by monitoring service levels and whole of life implications to improve suitability and affordability into the future.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

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

IPC 12 -22      MOVED -      Cr M Bennett                      SECONDED –                      Cr T Gardiner

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

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

| 22-23       | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | Total        |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| (x \$1,000) |       |       |       |       |       |       |       |       |       |              |
| 1,734       | 1,030 | 1,040 | 1,060 | 500   | 500   | 650   | 700   | 700   | 700   | <b>8,614</b> |

- 2. Transfers the following funds from the Road Reserve to the Building Reserve to offset the increase in Reserve Transfers required for the Building Asset 10 Year Works Programs:**

| 22-23       | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | Total        |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| (x \$1,000) |       |       |       |       |       |       |       |       |       |              |
| 500         | 600   | 600   | 600   | -     | -     | -     | -     | -     | -     | <b>2,300</b> |

- 3. Acknowledges that the following borrowings are required to fully fund the Building Asset Management Plan 10 Year Programs:**

| 22-23       | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | Total        |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| (x \$1,000) |       |       |       |       |       |       |       |       |       |              |
| 7,200       | 1,500 | 0     | 0     | 0     | 0     | 0     | 0     | 0     | 0     | <b>8,700</b> |

CARRIED  
5/1

| FOR THE MOTION  | AGAINST THE MOTION |
|---|--------------------|
| Cr. M T Bennett<br>Cr. E P Lilly<br>Cr. T G Gardiner<br>Cr. P S Robinson<br>Cr M Hutchinson | Cr J P Dow         |

9.11 Title: Pathway Asset Management Plan 2022/23 – 2031/32

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Infrastructure</i>   |
| <i>Reporting Officer:</i>    | <i>Mrs Sonja Pienaar – Manager Assets</i><br><i>Mr Theo Naude - Director Infrastructure</i>           |
| <i>Legislation:</i>          | <i>Local Government Act 1995</i><br><i>Local Government (Function &amp; General) Regulations 1996</i> |
| <i>Attachments</i>           | <i>Appendix IPC: 9.11A – Risk Assessment</i><br><i>Appendix IPC: 9.11B – Draft PAMP Summary</i>       |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Pathway Asset Works Program 2022/23 - 2031/32 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to update and reschedule where required the 10 Year Pathway Program for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

The Pathway Asset Management Plan (PAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Shire's pathway network. The PAMP looks at the existing network, determines standards and processes for determining an overall master plan of pathways for the Shire and recommends a program of works for the improvement, expansion and renewal of the pathway network. The PAMP is reviewed annually to take into consideration any changes resulting from traffic, development and subdivisions, newly constructed pathways together with financial constraints.

The PAMP is written in consideration of the Shire of Dardanup Strategic Community Plan (SCP) and the subsequent 10 Year program is produced for the 2022/2023 Long Term Financial Plan and Corporate Business Plan.

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

### Budget – Whole of Life Cost

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

A recent condition inspection of Shire's pathway network has establish that the majority of the paths are in good to fair condition. There are however a significant part of the network showing aging but also requiring work related to cracks and trip hazards caused by other factors than aging. Some of these repairs requires redesigns and significant replacements. There has also been some improvement identified to improve pedestrian and cyclist safety especially surrounding schools.

### Council Policy Compliance

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

### Risk Assessment

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

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.          |  |
|--|--|
| Risk Event   | Pathway Asset Management Plan – Works Program 2022/23 – 2031/32  |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11)  |
| Risk Action Plan (treatment or controls proposed)    | As the Inherent Risk Rating is below 12, this is not applicable.   |
| Residual Risk Rating (after treatment or controls)   | As the Inherent Risk Rating is below 12, this is not applicable.   |
| Risk Category Assessed Against                       | <p>Financial</p> <p>Risk that assets are not renewed at the end of their useful lives.</p> <p>Risk that assets are not upgraded or created to meet demand.</p> <p>Reputational</p> <p>Risk that customer levels of service are reduced or maintained to meet public expectation.</p> |

#### Officer Comment

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

The main aim of the works program review this year includes:

- Addressing Council’s priorities for new and improved assets balanced with renewal of assets;
- Providing for existing grant commitments;
- Maximising future grant commitments; and
- Ensuring project scheduling has given detail consideration to project scope and costing.

The following officer recommendations on the previously endorsed projects:

- *Hayward Street access way to Carramar (Renew) Project*  
This has been removed as it will be addressed as part of the Carramar Park Master Plan. This is a narrow gravel path between property fences that possibly could contain asbestos. This is the only renewal project scheduled for 2022/2023.
- No new or upgrade pathways have been proposed for 2022/2023 in the previously endorsed program.

The following additional renewal pathway projects are recommended for addition to the program:

- *Old Coast Road Bridge Fishing Boardwalk along Eaton Foreshore*  
This boardwalk is managed in partnership with City of Bunbury and is in need of urgent repairs. \$40,000 will be spent in 2021/2022.
- *Crampton Avenue: Millard Street - Sanford Way*  
This is the section in front of the shops on Crampton Avenue. The projects will look at design and consultation in 2022/2023 - \$8,000 with works commencing in 2023/2024 with estimated construction cost of \$52,000.



- *Eaton Drive: Sindhi Park - Glen Huon Blvd*  
This section of path sunk below service pit lids and is causing trip hazards along a primary route and is in close proximity to a school and it is therefore considered to be a priority. Cost is estimated at \$25,000 as there will be a need for traffic management.
- *Millars Creek: Millbridge Blvd - Hunter Park.*  
This path has had trip hazard warning signs along the route for a few years. The trip hazards are caused by a few issues, including unstable slopes, overland stormwater flow and tree roots. Officers are recommending to design and cost solutions in 2022/2023 - \$20,000 with a construction program over the next 4 years of \$80,000 per annum to address these issues.
- *Pratt Road Footbridge connecting Pratt Road Reserve and Watson Reserve*  
This footbridge is in need of renewal. Design and cost estimates including approvals will commence in 2022/2023 estimated to cost \$30,000. A very conservative estimate of \$120,000 has been provided for the installation of a new bridge in 2023/2024. Funding opportunities will also be sought to fund 50% of the cost.

There is sufficient reserve transfers for 2022/2023 for these projects but not beyond 2022/2023. It is proposed to increase these transfers in 2023/2024 to \$150,000 to allow for the renewal projects to proceed.

The following additional upgrade pathway projects are recommended for addition to the program, but due to restricted reserve transfers will not be able to be funded:

- *Blue Wren Drive: Eaton Drive to Albatross Crescent.*  
A new development on this corner will provide for new paths along the development, but a connection path to the south side of Blue Wren Drive will also be required. The expansion has been identified in the path plan but the development has brought the need forward to ensure pedestrian safety. Design and consultation to commence in 2023/2024 for \$5,000 followed by construction in 2024/2025 estimated at \$45,000.
- Officers are proposing consulting with the Department of Education on two path projects associated with schools:
  - Reconfiguring the Diadem Street kiss and ride as it is not safe at the moment. Design cost \$5,000 with estimated construction cost of \$45,000 depending on the agreed solution and possible funding from the Department of Education (up to 100%).
  - Edith Cowan Avenue path realignment with potential car parking adjoining the school as cars are damaging the pathways as they park on the verge. Design cost \$8,000 with estimated construction cost of \$100,000 depending on the agreed solution and possible funding from the Department of Education (up to 100%).

The increases in the proposed reserve transfers required for the Draft Pathway Asset 10 Year Works Programs is currently insufficient and should be reconsidered if funding is available.

A financial summary of the Draft 10 Year Pathways Asset Management Plan is provided for in (Appendix IPC: 9.11B).

To enable staff to continue the development of the 10 year works programs, the Committee is requested to consider the proposed reserve transfers for adoption:

| 22-23       | 23-24     | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | Total        |
|-------------|-----------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| (x \$1,000) |           |       |       |       |       |       |       |       |       |              |
| 100         | 150<br>36 | 184   | 190   | 215   | 240   | 250   | 250   | 355   | 355   | <b>2,289</b> |

In summary, the proposed draft 2022-23 Works Program is considered a reasonable programme balancing Council's project priorities and funding resources. The scheduling of these projects will be presented to the Committee over the coming weeks to improve the program even further.

Future improvements will also consider these programs are also supported by monitoring service levels and whole of life implications to improve suitability and affordability into the future.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

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

IPC 13 -22      MOVED -      Cr M Bennett                      SECONDED –              Cr T Gardiner

**THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the 2021 Pathways Asset Management Plan - Pathways 10 Year Programs:**

| 22-23       | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | Total        |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| (x \$1,000) |       |       |       |       |       |       |       |       |       |              |
| 100         | 150   | 184   | 190   | 215   | 240   | 250   | 250   | 355   | 355   | <b>2,289</b> |

CARRIED

5/1

| FOR THE MOTION  | AGAINST THE MOTION |
|---|--------------------|
| Cr. M T Bennett<br>Cr. E P Lilly<br>Cr. T G Gardiner<br>Cr. P S Robinson<br>Cr M Hutchinson | Cr J P Dow         |

9.12                    Title:    Draft Parks & Reserves Asset Management Plan 2022/23 – 2031/32

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance</i>   |
| <i>Reporting Officer:</i>    | <i>Ms Sonja Pienaar – Manager Assets<br/>Mr Theo Naude – Director Infrastructure</i>            |
| <i>Legislation:</i>          | <i>Local Government Act 1995<br/>Local Government (Function &amp; General) Regulations 1996</i> |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.12 – Risk Assessment</i>   |

### FURTHER INFORMATION

*Note:    The following report was provided to the Committee prior to the meeting.*

#### Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Parks and Reserves Works Program 2022/23 - 2031/32 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to update and reschedule where required the 10 Year Pathway Program for further consideration and adoption at the next meeting of the Integrated Planning Committee.

#### Background

This report is presented to the Integrated Planning Committee to consider and endorse the Annual Transfer to Reserve for the Parks and Reserve Works Program 2022/23 - 2031/32.

#### 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 Parks and Reserves 10 Year Program will be used annually to develop the Council's Long Term Financial Plan and Corporate Business Plan.

Budget – Whole of Life Cost

The purpose of the PRAMP is to plan for the upgrade, renewal and maintenance of the Council's parks and reserves and is essentially dealing with the full life cycle requirements of parks furniture, equipment and treatments.

Council Policy Compliance

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

Risk Assessment -

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

| Tier 2 – 'Low' or 'Moderate' Inherent Risk.          |  |
|--|--|
| Risk Event   | Parks & Reserves Asset Management Plan Works Program 2022/23 – 2031/32   |
| 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 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

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

The main aim of the works program review this year includes:

- Addressing Council's priorities for new and improved assets balanced with renewal of assets;
- Providing for existing grant commitments;
- Maximising future grant commitments; and
- Ensuring project scheduling has given detail consideration to project scope and costing.

A review of the parks and reserves program aimed to prioritise the following objectives:

- Only schedule project in the first two years that has detailed scoping and costing or alternatively allow for a design year prior to any project construction.
- Reprogram renewal activities be spread over less locations to improve effectiveness and where possible align with master planning and upgrade of facilities. Instead of planning for individual element renewal in a park consider renewing functional areas in a park for maximising impact of limited resources.

The following upgrade project has been identified in the program (excluding carryover projects):

- *Glen Huon Oval – Eaton Boomer's Perimeter Fence 22/23*  
Negotiations are currently underway to determine fence location and costing.
- *Eaton Foreshore water source:*  
\$600,000 has been allocated in 22/23 to resolve an alternative water source prior to developing Eaton Foreshore and that could benefit Pratt Road Oval. The investigation could consider sinking a bore to extract water from the Yarragadee Aquifer.
- *East Millbridge Public Open Space - Stage 1*  
The 21/22 project was staged over two years and the previous program allocated an addition \$38,235 Shire funds to this project/
- *Water Fountains*  
A series of water fountains with dog bowls have been identified and Watson Reserve would be an appropriate next location \$6,120 in 22/23 and in 23/24 Wells Reserve would follow.
- The program has also identified Eaton Town Centre - Hands Creek Area for Landscaping. Similar to the Hands Creek drainage project, the project should be delayed until the completions of the Eaton Drive improvements and Eaton Fair Shopping Centre expansion which is estimated to be completed in 25/26. Officers are recommending that this be moved from 22/23 to 24/25.
- *Peninsula Lakes*  
Upgrade of further stages has allocated \$91,400 in 30/31.
- *Wells Reserve expansion*  
The Wells Reserve expansion has identified \$88,000 for 29/30 funded partly by Lottery West to include an active recreation facility such as a BMX track. It is possible that this could be addressed as part of the Carramar Park master planning as an alternative location.

The program also lists the following upgrade project for which there is insufficient project scoping available and therefor the cost estimates are not provided with confidence.

- Recreation centre car park plantings 24/25 \$13,500. This should consider future car park expansion plans.
- Collie River Foreshore - Parkridge POS – \$1 million project scheduled for start in 23/24 funded entirely from JTPS.
- Shier Reserve upgrade for \$12,500 in 24/25.
- Watson Reserve upgrade for \$111,500 in 24/25.
- Eaton Foreshore upgrade for \$943,400 in 28/29.
- Duck Pond Park upgrade for \$12,500 in 25/26.
- Eaton Drive traffic island and verges for \$718,000 from 28/29 to 31/32.
- Gardiner Reserve 25/26 \$152,000.
- It is recommended to postpone the dog exercise development until further planning has been conducted according to Councils latest resolution. Originally \$196,000 was scheduled for 22/23 with two thirds of this cost to be funded by grants.

The Renewal program includes the elements that are due for renewal at the following locations, but require further review to align with program review objectives mentioned earlier:

- Renew various plantings in parks with an annual allocation of \$9,500.
- Eustace Fowler – minor furniture \$10,000.
- Gascoyne Circle Park Play area - \$35,000.
- Carramar Park: Work to Carramar Park should be postponed as master planning is underway.
- Eaton Foreshore: Work to Eaton Foreshore should be postponed as master planning is underway.

The Glen Huon Boulevard Tree replacement \$30,000 (renew existing trees) in 22/23 is a newly added project for consideration.

To enable staff to continue the development of the 10 year works programs, the Committee is requested to consider the proposed reserve transfers for adoption which at this stage has not changed from the previous transfers adopted as part of the 20/21 programs.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION &  
INTEGRATED PLANNING COMMITTEE RESOLUTION

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:

| 22-23       | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | Total |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| (x \$1,000) |       |       |       |       |       |       |       |       |       |       |
| 225         | 225   | 225   | 385   | 525   | 525   | 525   | 525   | 600   | 600   | 4,360 |

*Note: Cr M Bennett advised that he would like to move a Procedural Motion to defer making a decision on the Draft Workforce Plan to allow further review, with the matter to be brought back to the next Integrated Planning Committee meeting.*

Change to Officer Recommendation

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

- *To defer Item 9.12 to allow for further review.*

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

IPC 14 -22

MOVED -

Cr M Bennett

SECONDED –

Cr J Dow

**THAT Integrated Planning Committee defer making a decision on Item 9.12 Draft Parks & Reserves Asset Management Plan 2022/23 – 2031/32 and bring the matter back to the next Integrated Planning Committee.**

CARRIED  
6/0

9.13 Title: Draft Stormwater Asset Management Plan 2022/23 – 2031/32

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Infrastructure Directorate</i>   |
| <i>Reporting Officer:</i>    | <i>Mrs Sonja Pienaar – Manager Assets<br/>Mr Theo Naude - Director Infrastructure</i>           |
| <i>Legislation:</i>          | <i>Local Government Act 1995<br/>Local Government (Function &amp; General) Regulations 1996</i> |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.13A – Risk Assessment<br/>Appendix IPC: 9.13B - Draft SWAMP</i>              |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Storm Water Works Program 2022/23 – 2031/32 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Background

This report is presented to the Integrated Planning Committee to consider and endorse the Annual Transfer to Reserve for the Storm Water Works Program 2022/23 - 2031/32.

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 Works Program annually and the SWAMP as and when amendments are made.



Budget Implications

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

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), it is difficult to predict renewal required and most upgrade projects will involve some renewal.

Council Policy Compliance

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

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.13A) for full assessment document.

| Tier 2 – 'Low' or 'Moderate' Inherent Risk.          |  |  |
|--|--|--|
| Risk Event   | Stormwater Asset Management Plan 2022/23 – 2031/32               |  |
| 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

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

The main aim of the works program review this year includes:

- Addressing Council's priorities for new and improved assets balanced with renewal of assets;
- Providing for existing grant commitments;
- Maximising future grant commitments; and

- Ensuring project scheduling has given detail consideration to project scope and costing.

The following officer recommendations on the previously endorsed projects:

- *Hamilton Road -Hale Street Drainage Capacity improvements*  
This project has been delayed from 2022/2023 to 2027/2028 as it will also be considered as part of the Eaton Drive intersection improvements at Hamilton Road and should only be delivered after completion for the Eaton Drive improvements.
- *Hands Creek Water Quality Improvement*  
This project has also been delayed as it will be impacted by both Eaton Drive improvements and Future stages of Eaton Fair expansions to commence shortly after the completion of the Shire's new Administration/Library project. The new upgrades to the Council Drive drainage system that connects into Hands Creek will be tested this winter and the performance will greatly impact further designs. The project is recommended to commence in 2025/2026 instead of 2024/2025.

The following additional drainage improvements are recommended for addition to the program to improve safety, erosion and compliance:

- *Brett Place Open Drain Upgrade*  
Urgent upgrades required to ensure separation of the Shire stormwater drainage system from the Harvey Water irrigation system. Cost is estimated at \$61,500 with designs in 2022/2023 and construction in 2023/2024.
- *Dowdell's Line Culvert Widening*  
\$17,000 for 2022/2023.
- *Twonmey Road Culvert Widening*  
\$13,000 for 2022/2023.
- *Weetman Road Culvert Widening*  
\$30,750 for 2022/2023 which include approximate \$13,300 developer contributions.

The proposed reserve transfers required for the Draft Stormwater Asset 10 Year Works Programs are currently unchanged.

For a copy of the Draft Storm Water Expansion and Upgrade 10 Year Summary Program please refer to (Appendix IPC: 9.13B).

To enable staff to continue the development of the 10 Year Works programs, the Committee is requested to consider the proposed reserve transfers for adoption, which at this stage has not changed from the previous transfers adopted as part of the 2020/2021 programs.

In summary, the proposed draft 2022-23 Works Program is considered a reasonable programme balancing Council's project priorities and funding resources. The scheduling of these projects will be presented to the Committee over the coming weeks to improve the program even further.

Future improvements will also consider these programs are also supported by monitoring service levels and whole of life implications to improve suitability and affordability into the future.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

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

IPC 15 -22      MOVED -      Cr M Bennett                      SECONDED –              Cr E Lilly

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

| 22-23       | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | Total        |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| (x \$1,000) |       |       |       |       |       |       |       |       |       |              |
| 25          | 25    | 25    | 50    | 50    | 100   | 150   | 200   | 200   | 200   | <b>1,025</b> |

CARRIED  
6/0

9.14 Title: Draft Infrastructure Plant & Vehicle Asset Management Plan 2022/23 – 2031/32

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Infrastructure Directorate</i>   |
| <i>Reporting Officer:</i>    | <i>Mr Theo Naudé - Director Infrastructure</i>  |
| <i>Legislation:</i>          | <i>Local Government Act 1995<br/>Local Government (Function &amp; General) Regulations<br/>1996</i> |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.14- Risk Assessment</i>  |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Infrastructure Plant and Vehicle Asset Management Plan 2022/23 - 2031/32 (PVAMP) which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Having the PVAMP updated and endorsed by Council will provide staff the opportunity to plan and reschedule the 10 Year Plant & Vehicle Replacement Program for further consideration by the Integrated Planning Committee.

Background

The Infrastructure Plant & Vehicle Asset Management Plan is reviewed on an annual basis to provide a structured approach towards the replacement program for the Shire's Infrastructure plant and vehicles.

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 Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget. Contained in the table below find a summary of the Infrastructure Plant and Vehicle Asset Management Plan projected transfers for the next 10 years.

|                    | 22-23       | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | Total        |
|--------------------|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
|                    | (x \$1,000) |       |       |       |       |       |       |       |       |       |              |
| Previous Transfers | 126         | 250   | 256.5 | 276.5 | 290   | 317   | 300   | 300   | 353   | 365   | <b>2,834</b> |
| Proposed Transfers | 126         | 250   | 256.5 | 276.5 | 290   | 317   | 300   | 300   | 353   | 365   | <b>2,834</b> |

Budget – Whole of Life Cost

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

Council Policy Compliance

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

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

Risk Assessment -

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

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.          |   |           |  |           |  |                      |  |              |  |
|--|---|-----------|--|-----------|--|----------------------|--|--------------|--|
| Risk Event   | Plant & Vehicle Asset Management Plan 2022/23 – 2031/32   |           |  |           |  |                      |  |              |  |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11)   |           |  |           |  |                      |  |              |  |
| Risk Action Plan (treatment or controls proposed)    | As the Inherent Risk Rating is below 12, this is not applicable.  |           |  |           |  |                      |  |              |  |
| Residual Risk Rating (after treatment or controls)   | As the Inherent Risk Rating is below 12, this is not applicable.  |           |  |           |  |                      |  |              |  |
| Risk Category Assessed Against                       | <table border="0"> <tr> <td>Financial</td> <td>Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.</td> </tr> <tr> <td>Financial</td> <td>Risk that assets are not acquired to meet demand or needs of the Shire..</td> </tr> <tr> <td>Service Interruption</td> <td>Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.</td> </tr> <tr> <td>Reputational</td> <td>Risk that customer levels of service are reduced or are not maintained to meet public expectation.</td> </tr> </table> | Financial | Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime. | Financial | Risk that assets are not acquired to meet demand or needs of the Shire.. | Service Interruption | Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime. | Reputational | Risk that customer levels of service are reduced or are not maintained to meet public expectation. |
| Financial  | Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.  |           |  |           |  |                      |  |              |  |
| Financial  | Risk that assets are not acquired to meet demand or needs of the Shire..  |           |  |           |  |                      |  |              |  |
| Service Interruption                                 | Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.  |           |  |           |  |                      |  |              |  |
| Reputational   | Risk that customer levels of service are reduced or are not maintained to meet public expectation.  |           |  |           |  |                      |  |              |  |

#### Officer Comment

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

It should be noted that this report and associated PVAMP has been prepared taking into account the current two year moratorium that applies for the 2021/22 and 2022/23 financial years. Consistent with aforementioned, there are no scheduled plant or vehicle changeovers planned for the 2022/23 financial year.

Officers therefore recommend that the Integrated Planning Committee endorse the 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.

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

IPC 16 -22      MOVED -      Cr M Bennett                      SECONDED –              Cr E Lilly

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

| 22-23       | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | Total |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| (x \$1,000) |       |       |       |       |       |       |       |       |       |       |
| 126         | 250   | 256.5 | 276.5 | 290   | 317   | 300   | 300   | 353   | 365   | 2,834 |

CARRIED  
5/1

| FOR THE MOTION  | AGAINST THE MOTION |
|---|--------------------|
| Cr. M T Bennett<br>Cr. E P Lilly<br>Cr. T G Gardiner<br>Cr. P S Robinson<br>Cr M Hutchinson | Cr J P Dow         |

9.15 Title: Executive & Compliance Vehicle Asset Management Plan 2022/23 – 2031/32

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance Directorate</i>   |
| <i>Reporting Officer:</i>    | <i>Mr Allan Hutcheon – Procurement Officer</i>  |
| <i>Legislation:</i>          | <i>Local Government Act 1995<br/>Local Government (Function &amp; General) Regulations 1996</i> |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.15A – Draft ECVAMP<br/>Appendix IPC: 9.15B – Risk Assessment</i>             |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Executive & Compliance Vehicle Asset Management Plan 2022/23 - 2031/32 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to update and reschedule where required the 10 Year Vehicle Replacement Program for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

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

1. Replacement of the Council's existing vehicle fleet – vehicles are replaced at the optimal point in their serviceable life, the triggers being as adopted by Council in Policy *Infr CP048 – Plant & Vehicle Acquisitions and Disposal Policy*;

| Vehicle Type        | Replacement Triggers<br>(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 2022/2023 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption. Year one of the Asset Management Plan will be incorporated into the 2022/23 Annual Budget.



Legal Implications

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

*Local Government (Administration) Regulations 2011**19DA. Corporate business plans, requirements for (Act s. 5.56)**(3) A corporate business plan for a district is to —*

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

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 update the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget. The following summary table from the Compliance & Executive Vehicle 10 Year Asset Management Plan is provided with the agenda and indicates the projected expenditure and income for the next ten years (Appendix IPC: 9.15A).

- 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.

|                      | Current Year 21/22           | 22-23 | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                      | Annual Transfer ( x \$1,000) |       |       |       |       |       |       |       |       |       |       |
| 2021/2022 LTFP       | 40                           | 45    | 150   | 100   | 120   | 145   | 200   | 150   | 150   | 155   | 165   |
| Draft 2022/2023 LTFP |                              | 45    | 150   | 100   | 120   | 145   | 200   | 150   | 150   | 155   | 165   |

Budget – Whole of Life Cost

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

Council Policy Compliance -

Replacement triggers used are in accordance with Policy *Infr* CP048 - *Plant & Vehicle Acquisitions and Disposal Policy*.

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

Risk Assessment

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

| Tier 2 – 'Low' or 'Moderate' Inherent Risk.          |  |
|--|--|
| Risk Event   | Executive & Compliance Vehicle Asset Management Plan 2022/23 – 2031/32   |
| 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<br/>Keeping our fleet updated ensures that vehicles have the latest emissions and safety controls fitted.</p> <p>Financial<br/>Increased costs associated with maintenance and changeover prices if vehicles are not changed over in the changeover period.</p> <p>Service Interruption<br/>Older vehicles breaking down, which leads to vehicles not being available to provide the required services to the community.</p> <p>Legal and Compliance<br/>Council not being complaint with its own policies an associate Acts and regulations.</p> <p>Reputational<br/>Council staff not driving up to date quality vehicles may lead to reputational risk.</p> <p>Environmental<br/>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.

At the Ordinary Council Meeting held 23<sup>rd</sup> February 2022, Council supported the outcomes from the recent 'Light Vehicle Fleet Review' which included the merging of several Council and Administration Policies (to be brought back to Council in May/June 2022) and changes to the timing of vehicle change-overs based on vehicle age and odometer readings.

This report and the associated Vehicle Asset Management Plan has been prepared on the basis of the existing two year moratorium that applies for financial years 2021/21 and 2022/22. There are no budgeted vehicle change-overs in 2022/23.

Should Council wish to change-over some of the 'overdue' vehicles that have passed the required age and / or kilometres, a full review of all the vehicles would be required which would likely impact the Reserve Transfers budgeted in the *2022/23 – 2031/32 Executive & Compliance Vehicle Asset Management Plan*.

Whilst the moratorium is still in place, it is important to consider that there is now scheduled an extremely high number (16) of vehicle changeover's in Year 2 (2023/24) of the Asset Management Plan. Staff have prioritised the top three 'critical' vehicles that have been identified as having high kilometres, and / or have reached their required age, and therefore may be required to be replaced prior to the 2023/24 financial year (Year 2 of the Plan).

| Plant No. | Registration | Description                            | Kilometres (January 2022) |
|-----------|--------------|--|---------------------------|
| P012A     | DA8222       | 2017 Mitsubishi Triton GLX             | 100,754 km                |
| P015A     | 1CUW501      | 2018 Subaru Outback 2.5i Wagon         | 72,034 km                 |
| P026A     | 008DA        | 2018 Subaru Outback 2.0D Premium Wagon | 76,464 km                 |

It should also be noted there are several vehicles in Council's fleet that are approaching or have reached their required age and / or kilometres. These vehicle are identified in the *2022/23 – 2031/32 Executive & Compliance Vehicle Asset Management Plan* under the Vehicle Information 'Comments' section of the Plan.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

*Note: Cr P Robinson left the meeting at 12:45pm.*

#### OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 17-22      MOVED -      Cr M Bennett      SECONDED –      Cr T Gardiner

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

|                      | 22-23                               | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 |
|----------------------|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                      | <b>Annual Transfer ( x \$1,000)</b> |       |       |       |       |       |       |       |       |       |
| 2022/2023 Draft LTFP | 45                                  | 150   | 100   | 120   | 145   | 200   | 150   | 150   | 155   | 165   |

CARRIED  
5/0

9.16 Title: Draft Eaton Recreation Centre Equipment Asset Management Plan 2022/23 – 2031/32

|                              |  |
|------------------------------|--|
| <i>Reporting Department:</i> | <i>Sustainable Development Directorate</i>   |
| <i>Reporting Officer:</i>    | <i>Mr Gary Thompson – Manager Recreation Centre</i>  |
| <i>Legislation:</i>          | <i>Local Government Act 1995</i>   |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.16A – Draft Recreation Centre AMP<br/>Appendix IPC: 9.16B – Risk Assessment</i> |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Eaton Recreation Centre Equipment Asset Management Plan 2022/23 - 2031/32 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to update and reschedule where required the 10 Year Equipment Replacement Program for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

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

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

The Program has been reviewed in preparation for the 2022/23 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 update the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget. The following summary table from the Eaton Recreation Centre Equipment 10 Year Asset Management Plan is provided with the agenda and indicates the projected expenditure and income for the next ten years. (Appendix IPC: 9.16A):

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

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

|                      | 20-21                               | 21-22 | 22-23 | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 |
|----------------------|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                      | <b>Annual Transfer ( x \$1,000)</b> |       |       |       |       |       |       |       |       |       |       |
| 2021/2022 LTFP       | 80                                  | 80    | 80    | 80    | 80    | 80    | 80    | 80    | 80    | 80    | 80    |
| Draft 2022/2023 LTFP |                                     | 80    | 80    | 80    | 80    | 80    | 80    | 80    | 80    | 80    | 80    |

Budget – Whole of Life Cost

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

Council Policy Compliance

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

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.16B) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.          |   |   |
|--|---|---|
| Risk Event   | Eaton Recreation Centre Equipment Asset Management Plan 2022/23 – 2030/31 |   |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11)   |   |
| Risk Action Plan (treatment or controls proposed)    | As the Inherent Risk Rating is below 12, this is not applicable.          |   |
| Residual Risk Rating (after treatment or controls)   | As the Inherent Risk Rating is below 12, this is not applicable.          |   |
| Risk Category Assessed Against                       | Financial   | Adoption of this is required for funding of Recreation Services Equipment                   |
|  | Service Interruption  | Supply of Equipment is required for the operation of the Centre                             |
|  | Reputational  | Risk of negative community response if assets are not maintained or replaced when required. |

Officer Comment

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

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

IPC 18 -22      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 delivery of the 2022/23 10 Year Eaton Recreation Centre Equipment Asset Management Plan:**

| 21-22       | 22-23 | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | Total      |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|------------|
| (x \$1,000) |       |       |       |       |       |       |       |       |       |            |
| 80          | 80    | 80    | 80    | 80    | 80    | 80    | 80    | 80    | 80    | <b>800</b> |

CARRIED  
5/0

9.17 Title: Draft IT Asset Management Plan 2022/23 – 2031/32

|                              |   |
|------------------------------|---|
| <i>Reporting Department:</i> | <i>Corporate &amp; Governance</i>   |
| <i>Reporting Officer:</i>    | <i>Mr Chris Murray – Manager Information Systems</i>                                |
| <i>Legislation:</i>          | <i>Local Government Act 1995</i>  |
| <i>Attachments:</i>          | <i>Appendix IPC: 9.17A – Draft IT Amp<br/>Appendix IPC: 9.17B – Risk Assessment</i> |

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Information Technology Asset Management Plan 2022/23-2031/32, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to update and reschedule where required the 10 Year IT Replacement Program for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

The Information Technology 10 Year Asset Management Plan is reviewed annually and provides a structured acquisition and replacement program for the IT equipment, software systems and licences.

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

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

1. Enable the achievement of various strategies within the Community Strategic Plan.
2. To maintain or improve the quality and effectiveness of information services and business systems provided by the Shire of Dardanup;
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; and
4. To inform the Long Term Financial Plan and support the Corporate Business Plan.
5. Enable progression of the prioritised projects contained in the ICT Strategic Plan which include enabling elements for delivery of the Community Strategic Plan.

Year one of the Asset Management Plan will be incorporated into the 2022/23 Annual Budget.

Legal Implications

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

*Local Government (Administration) Regulations 2011*

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

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

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

### 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 IT 10 Year Program will be used annually to update the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget. The following summary table from the IT 10 Year Asset Management Plan is provided with the agenda and indicates the projected expenditure and income for the next ten years. (Appendix IPC: 9.17A).

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

|                      | 21-22                               | 22-23 | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 |
|----------------------|-------------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|                      | <b>Annual Transfer ( x \$1,000)</b> |       |       |       |       |       |       |       |       |       |       |
| 2021/2022 LTFP       | 400                                 | 400   | 400   | 400   | 450   | 500   | 500   | 500   | 500   | 500   |       |
| Draft 2022/2023 LTFP |                                     | 400   | 400   | 400   | 450   | 500   | 500   | 500   | 500   | 500   | 600   |

The balance of required funds each year is budgeted to come from general operating revenue.

### Budget – Whole of Life Cost

Budgeted expenditure and reserve transfer requirements are included annually in the IT Asset Management Plan to enable the ongoing replacement of IT assets, software and infrastructure at the end of useful life. In recent years IT infrastructure and hardware items have been acquired as leased assets rather than purchased assets. Due to the administrative overhead of leasing, moving forward the intention is to transition back to a purchased model which involve a gradual transition out of leasing over the next 4 years.



Council Policy Compliance

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

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 9.17B) for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.          |   |
|--|---|
| Risk Event   | Draft IT Asset Management Plan 2022/23 – 2031/32  |
| 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                      Adoption of this Item is required for funding of IS and IT services</p> <p>Service Interruption                      Services of IT and IS depend on adoption of IT Asset Management Plan</p> <p>Reputational                      Compromised Quality of IT and IS might affect the reputation of council in providing services.</p> |

Officer Comment

Council approved the restructure of the Information Services team at the Ordinary Council meeting of 27<sup>th</sup> October 2021. This restructure increased the focus on Cyber Security and included the addition of an ERP Project Manager. There has been a significant body of work undertaken in recruitment and re-establishing the team with most positions now filled.

The Shire of Dardanup is well positioned within the local government sector to become a leader in the delivery of ICT and Information Services.

In addition to supporting the business to meet the day to day operational and organisational requirements, Information Services will be focussed on alignment with the priorities of the Council, the Executive and broader Shire business around;

- The Strategic Community Plan 2018 – 2028 (SCP), and,
- The ICT Strategic Plan 2020-2030.

The ICT projects identified in the ICT Strategic Plan are aligned to the outcomes of Strategic Community Plan and are key activities identified to meet the required outcomes.

The specific and aligned key priorities for the next term include;

- Initial work on the new ERP system that is intended to replace the aging and legacy SynergySoft system. The Project Manager that has been engaged will focus on providing a detailed report that will provide the business case and project plan for Councils consideration.
- An Enterprise Project Management System (EPMS) that will allow improved project monitoring and reporting from a central source of truth. (subject to approval by Council)
- Continuing the IoT trial. With the air quality monitor now in place at the Dardanup site, consultation with the business on next steps and possible expansion of the trial to include more use cases will commence.

Information Services has a key role in supporting the continuity of service delivery to the rate payers and local community as key enablers of Shire staff being able to work from home or via other remote arrangements should the COVID/Omicron pandemic escalate as expected.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

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

IPC 19 -22      MOVED -      Cr M Bennett                      SECONDED –              Cr E Lilly

**THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the 2022/23 10 year Information Technology Asset Management Plan:**

| 22-23       | 23-24 | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | Total        |
|-------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--------------|
| (x \$1,000) |       |       |       |       |       |       |       |       |       |              |
| 400         | 400   | 400   | 450   | 500   | 500   | 500   | 500   | 500   | 600   | <b>4,750</b> |

CARRIED  
3/2

| FOR THE MOTION   | AGAINST THE MOTION |
|------------------|--------------------|
| Cr. M T Bennett  | Cr J P Dow         |
| Cr. E P Lilly    | Cr M Hutchinson    |
| Cr. T G Gardiner |                    |

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

**11 NEW BUSINESS OF AN URGENT NATURE**

**12 MATTERS BEHIND CLOSED DOORS**

None.

**13 CLOSURE OF MEETING**

The Chairperson advised that the date of the next Integrated Planning Committee Meeting will be Wednesday, 13<sup>th</sup> April 2022.

There being no further business Chairperson, Cr. M T Bennett declared the meeting closed at 12.54pm.