



A G E N D A

INTEGRATED PLANNING COMMITTEE MEETING

To Be Held

**Wednesday, 10th April 2024
Commencing at 1.00pm**

At

**Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON**

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NOTICE OF AN INTEGRATED PLANNING COMMITTEE MEETING

Dear Committee Member

The next Integrated Planning Committee Meeting of the Shire of Dardanup will be held on Wednesday, 10th April 2024 to be held at the Eaton Administration Centre - commencing at 1.00pm.

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

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 4th April 2024

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

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

VISION STATEMENT

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

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Members of Integrated Planning Committee

Cr. E P Lilly [Deputy Chairperson]
Cr. M R Hutchinson
Cr. T G Gardiner [Chairperson]
Cr. L W Davies
Cr. S L Gillespie
Cr. J D Manoni
Cr. T Bell
Cr. A C Jenour
Cr. A L Webster

Terms of Reference

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

COUNCIL ROLE

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

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

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

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

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

RISK - LIKELIHOOD TABLE

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

LEVEL OF RISK GUIDE

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

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING TO BE HELD ON WEDNESDAY, 10TH APRIL 2024, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 1.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Deputy Chairperson, Cr. M R Hutchinson to declare the meeting open, welcome those in attendance and refer to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

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

2 RECORD OF ATTENDANCE/APOLOGIES

2.1 Attendance

2.2 Apologies

Cr. Ellen Lilly - Leave of Absence

3 PRESENTATIONS

None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes - Integrated Planning Committee – 13th March 2024

Officer Comment

IPC Resolution 16-24 contains a typographical error under Under Tourism and Events Grants. The figure of \$35,000 was incorrectly recorded for the years 2025/26, 2026/27 and 2027/28. This should have read \$40,000. This amendment also affected the totals in the table. Error and correction has been highlighted in red below.

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING

THAT the Minutes of the Integrated Planning Committee Meeting held on 13th March 2024, be confirmed as true and correct subject to the following corrections:

- **Page 68, Resolution number IPC 16-24, be amended to correct a typographical error for the Tourism & Events Grants for the periods 2025-2028 as follows:**

From:

“THAT Council Continue to financially support the following tourism groups, events and partnerships in the draft 2024/25 Annual Budget and Long Term Financial Plan 2024/25:

	2024/25	2025/26	2026/27	2027/28
<i>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)</i>	\$23,500	\$23,500	\$24,205	\$24,931
<i>Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, Dardanup Arts</i>	\$40,000	\$35,000	\$35,000	\$35,000

	2024/25	2025/26	2026/27	2027/28
<i>Spectacular \$11,500 and \$15,000 to Lost and Found) - CP044</i>				
<i>Bunbury Geographe Tourism Partnership</i>	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL	\$78,500	\$78,500	\$79,205	\$79,931

To read:

“THAT Council Continue to financially support the following tourism groups, events and partnerships in the draft 2024/25 Annual Budget and Long Term Financial Plan 2024/25:

	2024/25	2025/26	2026/27	2027/28
<i>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)</i>	\$23,500	\$23,500	\$24,205	\$24,931
<i>Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, Dardanup Arts Spectacular \$11,500 and \$15,000 to Lost and Found) - CP044</i>	\$40,000	\$40,000	\$40,000	\$40,000
<i>Bunbury Geographe Tourism Partnership</i>	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL	\$78,500	\$83,500	\$84,205	\$84,931

5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7 DECLARATION OF INTEREST

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

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

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

8 REPORTS OF OFFICERS

8.1 Title: Events, Festivals and Donations 2024-25

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Ms Cassandra Budge - Manager Community Development
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC: 8.1 – Risk Assessment

Overview

This report summarises the Events and Activities program proposed for the 2024/25 budget.

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

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING

THAT the Integrated Planning Committee recommends that Council endorses the following 2024/25 Community Events, Library Programs and Donations and allocate funds within the 2024/25 draft budget and Long Term Financial Plan for these activities:

GL OR JOB #	EVENT OR PROGRAM	2024/25 PROPOSED BUDGET: EXPENDITURE	2024/25 PROPOSED BUDGET: REVENUE
0817010	Personal Development Grants	\$4,000	
0817010	Seniors Christmas Dinner (Eaton \$1,500, Burekup \$1,250, Dardanup \$2,000)	\$4,750	
0817010	Crooked Brook Forrest Assoc	\$1,000	
0817010	Eaton Lions Club Christmas Hampers	\$1,000	
0817010	Dardanup & District Times	\$1,100	
0817010	Eaton Family Centre (Contribution to Eaton Child Health Clinic Operating Costs)	\$9,000	
0817010	In-town Centre support of \$2,500 - (3 year commitment - 2021/22, 2022/23, 2023/24)	\$2,500	
0817010	Glen Huon Primary School P&C - Breakfast Club	\$3,605	
J11902	Public Art Projects	\$20,000	

GL OR JOB #	EVENT OR PROGRAM	2024/25 PROPOSED BUDGET: EXPENDITURE	2024/25 PROPOSED BUDGET: REVENUE
J11903	Donation – City of Bunbury for Regional Events – Skyfest Australia Day	\$5,500	
J11905	SW Group Affiliated Agricultural Associations	\$250	
J11906	Australia Day Breakfast – Eaton	\$9,963	
J11907	Australia Day Breakfast – Burekup	\$1,339	
J11908	Australia Day Breakfast – Dardanup	\$3,214	
0812001	Annual School Awards	\$1,350	
0812003	School Chaplaincy	\$6,445	
J08712	Youth Development Programs (CR 318-20)	\$5,000	
J08714	Minor/Community Event Assistance	\$10,000	
J11925	Community and Club Capacity Building Workshops & Activities	\$3,000	
J08713	School Holiday Workshops & Activities	\$4,500	
J11921	Community Events - Seniors Workshop & Activities	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$2,500	
J11923	Creative Workshops	\$1,500	
1116012	<p>Library Programs</p> <p>Early Learning</p> <ul style="list-style-type: none"> • Jo Jingles • Better Beginnings Program <p>Children and Youth</p> <ul style="list-style-type: none"> • Storytime • School Holidays Program • STEAM Workshops <p>Adult Programming</p> <ul style="list-style-type: none"> • Skills development workshops • Technology and digital literacy • Inclusive workshops • Local and Family History • <p>Authors & Events</p> <ul style="list-style-type: none"> • Author visits • Children’s book week • Summer Reading Challenge 	\$33,000	
J11927	<p>Place-making activities & Engagement</p> <ul style="list-style-type: none"> • Summer Sounds in the Park • Outdoor wellness programs • Place activation initiatives • Night stalks • Sustainably Living Workshops 	\$25,000	\$10,000
J11928	Events & Festivals - Walk on the Wild Side	\$12,000	
J11929	Events & Festivals - Summer in Your Park Series	\$18,000	
J11930	Events & Festivals - Youth Events	\$5,000	
J11931	Events & Festivals - Children & Family Events	\$2,000	

GL OR JOB #	EVENT OR PROGRAM	2024/25 PROPOSED BUDGET: EXPENDITURE	2024/25 PROPOSED BUDGET: REVENUE
J11932	Events & Festivals - Seniors Celebration Day	\$3,000	
J11933	Events & Festivals - Spring Out Festival	\$20,000	
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	
1119504	Community Grants Scheme	\$27,429	
1113501	South West Academy of Sports	\$5,100	
	TOTAL	\$270,045	\$10,000

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, programs and donations, a report has been developed which provides an overview of all of proposed events, programs and donations that will be implemented by Council staff.

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 16th 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.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Each year as part of the budget / LTFP development process, Councillors are provided the opportunity to consider and endorse the proposed community events, programs and donations proposed for the future budget year. Many of the community events, programs and donations has been running annually for a number of years.

Budget Implications

This agenda report itemises community, arts and cultural development events and programs and donations that are proposed to be included in the Council's four-year Corporate Business Plan, and the 2024/25 Annual Budget.

GL OR JOB #	EVENT OR PROGRAM	2023/24 ACTUAL BUDGET: EXPENDITURE	2024/25 PROPOSED BUDGET: EXPENDITURE	2024/25 PROPOSED BUDGET: REVENUE
0817010	Personal Development Grants	\$4,000	\$4,000	
0817010	Seniors Christmas Dinner (Eaton \$1,500, Burekup \$1,250, Dardanup \$2,000)	\$4,750	\$4,750	
0817010	Crooked Brook Forrest Assoc	\$1,000	\$1,000	
0817010	Eaton Lions Club Christmas Hampers	\$1,000	\$1,000	
0817010	Dardanup & District Times	\$1,100	\$1,100	
0817010	Eaton Family Centre (Contribution to Eaton Child Health Clinic Operating Costs)	\$9,000	\$9,000	
0817010	In-town Centre support of \$2,500 - (3 year commitment - 2021/22, 2022/23, 2023/24)	\$2,500	\$2,500	
0817010	Glen Huon Primary School P&C - Breakfast Club	\$3,500	\$3,605	
0817010	Sundry Community Donations	\$1,500	\$0	
J11902	Public Art Projects	\$15,000	\$20,000	
J11903	Donation – City of Bunbury for Regional Events – Skyfest Australia Day	\$5,500	\$5,500	
J11905	SW Group Affiliated Agricultural Associations	\$250	\$250	
J11906	Australia Day Breakfast – Eaton	\$9,626	\$9,963	
J11907	Australia Day Breakfast – Burekup	\$1,294	\$1,339	
J11908	Australia Day Breakfast – Dardanup	\$3,105	\$3,214	
0812001	Annual School Awards	\$1,350	\$1,350	
0812003	School Chaplaincy	\$6,227	\$6,445	
J08712	Youth Development Programs (CR 318-20)	\$5,000	\$5,000	
J08714	Minor/Community Event Assistance	\$10,000	\$10,000	
J11925	Community and Club Capacity Building Workshops & Activities	\$3,000	\$3,000	
J08713	School Holiday Workshops & Activities	\$4,500	\$4,500	
J11921	Community Events - Seniors Workshop & Activities	\$3,000	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$2,500	\$2,500	
J11923	Creative Workshops	\$1,500	\$1,500	
1116012	Library Programs Early Learning <ul style="list-style-type: none"> • Jo Jingles • Better Beginnings Program Children and Youth <ul style="list-style-type: none"> • Storytime • School Holidays Program • STEAM Workshops 	\$33,000	\$33,000	

GL OR JOB #	EVENT OR PROGRAM	2023/24 ACTUAL BUDGET: EXPENDITURE	2024/25 PROPOSED BUDGET: EXPENDITURE	2024/25 PROPOSED BUDGET: REVENUE
	<p>Adult Programming</p> <ul style="list-style-type: none"> • Skills development workshops • Technology and digital literacy • Inclusive workshops • Local and Family History • <p>Authors & Events</p> <ul style="list-style-type: none"> • Author visits • Children’s book week • Summer Reading Challenge 			
J11927	<p>Place-making activities & Engagement</p> <ul style="list-style-type: none"> • Summer Sounds in the Park • Outdoor wellness programs • Place activation initiatives • Night stalks • Sustainably Living Workshops 	\$25,000	\$25,000	\$10,000
J11928	Events & Festivals - Walk on the Wild Side	\$12,000	\$12,000	
J11929	Events & Festivals - Summer in Your Park Series	\$18,000	\$18,000	
J11930	Events & Festivals - Youth Events	\$5,000	\$5,000	
J11931	Events & Festivals - Children & Family Events	\$2,000	\$2,000	
J11932	Events & Festivals - Seniors Celebration Day	\$3,000	\$3,000	
J11933	Events & Festivals - Spring Out Festival	\$20,000	\$20,000	
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	\$15,000	
1119504	Community Grants Scheme	\$26,598	\$27,429	
1113501	South West Academy of Sports	\$5,100	\$5,100	
TOTAL		\$264,900	\$270,045	\$10,000

Budget – Whole of Life Cost

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

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: 8.1) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Events, Programs and Donations - 2024/25
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial</p> <p>The proposed 2024/2025 Community Services program and the 2024/2025 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 proposed 2024/2025 Events, Programs and Donations are outlined in the table above. They have been derived from evaluation of previously conducted programs, events and donation with 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 Council Plan.

An increase in grant funding revenue/expenditure is anticipated in some areas based on the success of grant funding applications in 2023/24 financial year. The forecast revenue is reflected in the table above. Should other grant funding be obtained, the events and programs will be expanded in scale but will not exceed Council’s budget contribution.

END REPORT

8.2 Title: Draft Workforce Plan 2024-25

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr André Schönfeldt - Chief Executive Officer</i>
Reporting Officer	<i>Mr Phil Anastasakis - Deputy CEO</i> <i>Ms Cathy Lee - Manager Human Resources</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix IPC: 8.2A – Draft Workforce Plan 2024/25 – 2033/34</i> <i>Appendix IPC: 8.2B – Risk Assessment</i>

Overview

The Committee is requested to consider and endorse the Workforce Plan 2024/25 - 2033/34, 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 2024/25 Annual Budget.

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING

THAT the Integrated Planning Committee recommends that Council endorses the Shire of Dardanup Workforce Plan 2024/25 - 2033/34 as per (Appendix IPC: 8.2A).

Change to Officer Recommendation

No Change. **OR:**

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

Background

The Council's strategic, corporate and operational planning is developed, implemented and monitored through an Integrated Planning and Reporting Framework. 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 Shire of Dardanup 2022/23 to 2032/33 "Council Plan" fulfils the role of both the Strategic Community Plan and Corporate Business Plan.

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.

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.*

Council Plan

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

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 initial draft 2024/25 Workforce Plan was based on the previously adopted 2023/24 Workforce Plan.

Adopted 2023/24 Workforce Plan / Long Term Financial Plan Projections											
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
FTE's	120.18	120.88	120.88	121.08	124.78	125.98	126.68	126.88	126.88	126.88	126.88

During 2023/24 there have 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.

DRAFT WORKFORCE PLAN 2024/25								
	2023/24	2023/24	1	2	3	4	5	6-10
FULL TIME EQUIVALENT (FTE) EMPLOYEES	Current Budget FTE	Current Actual FTE	2024/25	2025/26	2026/27	2027/28	2028/29	2029 to 2033/34
								Refer to full attachment.
Executive Department	2.80	2.80	2.80	2.80	2.80	2.80	2.80	
Corporate & Governance	34.60	34.60	35.30	35.30	34.80	35.30	35.30	
Sustainable Development	39.78	39.78	40.28	40.28	40.98	41.18	41.38	
Infrastructure Services	43.00	41.09	41.09	41.09	41.09	44.09	45.09	
TOTAL FTE EMPLOYEES	120.18	118.27	119.47	119.47	119.67	123.37	124.57	

The current draft 2024/25 Workforce Plan is based on the previously adopted 2023/24 Workforce Plan (120.18 FTE), with the following changes during 23/24 (refer to Officer’s Comment for a detailed explanation of these changes):

DRAFT WORKFORCE PLAN 2024/25					
	2023/24	2023/24	2024/25	Change	Details
FULL TIME EQUIVALENT (FTE) EMPLOYEES	Current Budget FTE	Current Actual FTE	Proposed Budget FTE	FTE	
Executive Department	2.80	2.80	2.80	0	-
Corporate & Governance	34.60	34.60	35.30	0.7 Increase	0.1 Rates Officer 0.1 Accounts Receivable Officer 0.5 IT Officer
Sustainable Development	39.78	39.78	40.28	0.5 Increase	0.4 Development Compliance Officer 0.1 Building surveyor
Infrastructure Services	43.00	41.09	41.09	0	1.91 decrease in actual from budget last year (.09 Increase to Coordinator Waste & Environment -2.00 Construction Crew)
TOTAL FTE EMPLOYEES	120.18	118.27	119.47	0.7 Decrease on budgeted	1.2 Increase on Actual

- Less 0.2 FTE Construction Crew reduction [6.0 to 4.0 FTE]
- Plus 0.09 FTE to Coordinator Waste & Environment added [0.71 FTE to 0.8 FTE]

resulting in 118.27 FTE’s as at 30th June 2024.

The draft 2024/25 Workforce Plan is based on the 118.27 FTE’s, plus the following proposed changes (refer below to Officer’s Comment for a detailed explanation of these changes):

- Plus 0.1 FTE Rates Officer added [1.9 to 2.0 FTE]
- Plus 0.1 FTE Accounts Receivable Officer added [0. 4 to 0.5 FTE]
- Plus 0.5 FTE IT Officer added [0.5 to 1.0 FTE]
- Plus 0.4 FTE Development Compliance Officer added [0.6 to 1.0 FTE]
- Plus 0.1 FTE Building Surveyor added [0.9 to 1.0 FTE]

resulting in 119.47 FTE’s as at 1st July 2024.

All proposed new, amended and on-hold positions have been incorporated into the draft Long Term Financial Plan 2024/25 - 2033/34 and Corporate Business Plan 2024/25- 2027/28 (Appendix IPC 8.2A).

The LTFP includes a projected minimum wage increase of 3.0% for all staff from the 1st of July 2024 (contract, salaries, wages), with an additional 1.5% incorporated for Employee Value Proposition based increases and allowances which apply throughout the year, or from the 1st of January 2025 for specific Performance Based increases.

The Workforce Plan currently includes 119.47 Full-Time Equivalent (FTE) staff for 24/25 at a total cost (salaries plus superannuation) of \$12,219,147, 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 compares favourably with last year’s LTFP projected total salaries costs for 24/25 (plus superannuation) of \$12,432,140.

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

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: 8.2B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Workforce Plan 2024/25 – 2033/34
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial Employee costs are a significant proportion of Council’s operating expenditure.</p> <p>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.</p> <p>Reputational High employee costs and employee turnover impact the Council’s reputation.</p>

Officer Comment

During the 2023/24 financial year there have been some changes to the adopted FTE allocations to adapt to changing staffing needs and to optimise the approved resources. These changes have resulted in a decrease of 0.7 FTE below the total FTE approved by Council for 2023/24 budget of 120.18 FTE’s to 118.27 FTE’s as at 30th June 2024.

This reduction in the FTE relates primarily to:

- Construction Crew members amended from 6 to 4 staff due to 2 Construction crew members not being replaced when they left, and their costs reallocated towards the use of external contractors for road construction works (based on CEO direction in 2023).
- The Coordinator Waste & Environment position being increased by 0.09 FTE from 0.71 to 0.8 FTE. This equates to a 1.5 actual hours increased per week for the officer.
- The temporary Director Special Projects & Community position was created in response to the need to have dedicated project management oversight of a number of major building construction projects, including the new Council Administration, Library and Community building for a period of time. A specific report was provided to Council on this new position in September 2022 [OCM Res:255-22]. This position was not budgeted for past April 2024.

The draft 2024/25 Workforce Plan is based on the 118.27 FTE’s, plus the following proposed changes (refer below to Officer’s Comment for a detailed explanation of these changes):

- Plus 0.1 FTE Rates Officer added [1.9 to 2.0 FTE]
- Plus 0.1 FTE Accounts Receivable Officer added [0.4 to 0.5 FTE]
- Plus 0.5 FTE IT Officer added [0.5 to 1.0 FTE]
- Plus 0.4 FTE Development Compliance Officer added [0.6 to 1.0 FTE]
- Plus 0.1 FTE Building Surveyor added [0.9 to 1.0 FTE]

resulting in 119.47 FTE’s as at 1st July 2024.

- *Rates Officer and Accounts Receivable Officer [0.2 FTE Overall Increase]*

The increase for Rates and Receivables function is based on strategic forward planning for projected rates growth and property / change of ownership enquiries, plus an overall increase in debtor invoices and debt recovery processes produced each month. This increase will also assist the Financial Services department to multi-skill and learn each other’s by provided an increase in resources which will be utilised during periods of leave and ensure business continuity.

- *IT Officer [0.5 FTE Increase]*

The increase for an IT Officer from 1.0 to 1.5 FTE is based on the several factors including the reassignment of some IT related tasks as staff work through the new ERP implementation program, an increase in IT services provided internally to staff, and increased demand for IT services within the new Administration/Library building.

- *Development Compliance Officer [0.4 FTE Increase]*

The increase is proposed to address the increase in compliance investigations and also proactive compliance matter associated with the Dardanup waste facility as Council seek more regulation around their operations.

- *Building Surveyor [0.1 FTE Increase]*

To address the increase in building applications received and also the number of pool inspections required to be undertaken.

Summary

The Workforce Plan changes that occurred during 2023/24 have resulted in the FTE numbers for the entire Council workforce decreasing from 120.18 FTE’s to 118.27 FTE’s. The 2024/25 draft Workforce Plan has been adjusted to include changes that have occurred during 2023/24.

The draft 2024/25 Workforce Plan identifies the following additional or amended positions for 2024/25:

	2023/24	2023/24	2024/25	Change	Details
FULL TIME EQUIVALENT (FTE) EMPLOYEES	Current Budget FTE	Current Actual FTE	Proposed Budget FTE	FTE	
TOTAL FTE EMPLOYEES	120.18	118.27	119.47	0.7 Decrease on budgeted	1.2 Increase on Actual

with some positions requiring additional funding within the draft 2024/25 Long Term Financial Plan. Through employee cost savings identified as a result of reduced FTE numbers in specific areas, the net effect is that all of the recommended changes and additions within the Workforce Plan are funded:

- Less 0.2 FTE Construction Crew reduction [6.0 to 4.0 FTE]
- Plus 0.09 FTE to Coordinator Waste & Environment added [0.71 FTE to 0.8 FTE]

POSITION – 2024/25	COMMENT	Funded or Unfunded in the LTFP	FTE
Total Full-Time Equivalent staffing numbers 1 July 2023			120.18
Construction Crew	0.6 FTE Construction Crew within the Infrastructure Directorate reduced by 2 staff to 4 FTE.	Funded	-2.0
Coordinator Waste & Environment	Plus 0.09 FTE to added [0.71 FTE to 0.8 FTE]	Funded	+0.09
Total Full-Time Equivalent staffing numbers 1 July 2024			118.27
Rates Officer	Rates Officer hours increased by added [1.9 to 2.0 FTE]	Funded	+0.1
Accounts Receivable Officer	Plus 0.1 FTE Accounts Receivable Officer added [0.4 to 0.5 FTE]	Funded	+0.1
IT Officer	Plus 0.5 FTE IT Officer added [0.5 to 1.0 FTE]	Funded	+0.5
Development Compliance Officer	Plus 0.4 FTE Development Compliance Officer added [0.6 to 1.0 FTE]	Funded	+0.4
Building Surveyor	Plus 0.1 FTE Building Surveyor added [0.9 to 1.0 FTE]	Funded	+0.1
Total 2024/25 Full-Time Equivalent staffing numbers			119.47

The updated draft Workforce Plan for the period 2024/25 to 2033/34 is included in (Appendix IPC: 8.2A).

END REPORT

8.3 Title: Road Program of Works

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mr Theo Naudé - Director Infrastructure Mr Kristin McKeachie - Manager Assets
Legislation	Local Government Act 1995 Local Government (Function & General) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC: 8.3A – Road Program of Works 2024/25 - 2033/34 Appendix IPC: 8.3B- Summary of Transfers 2024/25 - 2033/34 Appendix IPC: 8.3C – Risk Assessment

Overview

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

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING

THAT the Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to the Road Construction & Major Maintenance Reserve for the delivery of the 10 Year Road Works Program:**

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

- Endorses the 10 year Road Program of Works 2024/25-2033/34 (Appendix IPC: 8.3A).**

Background

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

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

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

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

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

Legal Implications

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

Local Government (Administration) Regulations 2011

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

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

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

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment

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

Precedents

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

THAT Council:

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

At its 22 November 2023 Ordinary Council Meeting, Council resolved (Res: 278-23)

THAT Council:

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

At its 28 February Ordinary Council Meeting, Council resolved (Res: 28-24)

THAT Council:

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

By Absolute Majority

and, (29-24)

THAT Council revokes “Item 4(b) allocation of \$14,650 from LRCI Phase 4 Grant to Moore and Busher Roads from Council Resolution 270-23” from Ordinary Council Meeting held on the 22nd of November 2023 that reads:

- 4.b) *Approves allocation of funds from the Local Roads and Community Infrastructure (LRCI) Phase 4 Grant to meet the Shire’s co-contribution obligations in respect of the Intersection Improvements at Moore and Busher Roads project being \$14,650 for Moore/Busher Roads intersection in the 2023/24 financial year;*

and, (30-24)

THAT Council:

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

3. Approves establishment of a new project in the 2024-2025 Annual Budget for Internal and External Repainting at the Eaton Recreation Centre at an estimated cost of \$218,842; and
 - a) Approves allocation of funds from the Local Roads and Community Infrastructure (LRCI) Phase 4 Grant in the amount of \$203,522.
 - b) Approves allocation of \$15,320 from the Building Reserve to support completion of these works.
4. Authorises a reduced transfer of \$121,787 from the Roads Construction & Major Maintenance Reserve in 2023-2024 to reflect increased external funding from the Roads To Recovery (RTR) grant program.

At its 27 March 2024 Ordinary Council Meeting, Council resolved (Res: 78-24)

THAT Council:

1. Adopts the following Annual Transfers to the Road Construction & Major Maintenance Reserve for the delivery of the 10 Year Road Works Program:

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

2. Endorses the 10 year Road Program of Works 2024/25-2033/34 (Appendix ORD: 12.5.1J) with the following amendment to include Council Drive improvements of \$170,000 in the 2024/25 Works Program and the necessary adjustments undertaken to the long term road Works Program to ensure the Road Construction and Major Maintenance Reserve retains a positive balance.

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

Budget Implications

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

The proposed annual reserve transfer for roads has changed from that adopted in the Long Term Financial Plan (LTFP) of 2023-2024. A summary of the transfers is provided for in (Appendix IPC: 8.3B). The reasons for the changes are discussed in the Officer Comments section of this report.

The following summary tables from the Draft 2024/25 Road Program of Works are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.3B):

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

Annual Transfer (x \$1,000)	Current Year 23/24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34
Expenditure	2,220	3028	1213	1928	1817	1547	1676	1299	1809	1694	1803
Reserve Fund Balance	1,282	557	148	205	70	94	45	263	349	309	29

A complete copy of the updated Road 10 Year Program of Works is attached (Appendix IPC: 8.3A).

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

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

Budget – Whole of Life Cost

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

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Roads Program of Works 2024/25 - 2033/34
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<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 a holistic and team approach as it considers not only strategic, asset management and financial decisions but also infrastructure planning and delivery while considering contractual, funding providers and community expectations.

Review of the Roads Asset Management Plan

The proposed 10 Year Road Program of Works 2024/25-2033/34 represents a significant change over previous years.

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

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

The 10 Year Road Program of Works 2024/25-2033/34 allows for completion of already commenced, Grant funded, projects and delivery of recent Council Decisions related to necessary Upgrades. All subsequent Years of the Program of Works have been amended to allow for a greater volume of Renewals works as recommended by the revised Asset Management Plan (Roads) 2024 – 2028.

Review of Proposed Projects Based on External Inspection and Prioritisation

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

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

Review of Cost Estimates for Proposed Projects

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

In order to reduce the potential for budget overruns or contract shortfalls, it is considered imperative that estimated budgets for future Works are as accurate as possible and are based upon the best information available. The estimated costs of all proposed Works in the proposed 2024/25 Program of Works have therefore been re-calculated based upon the 2022 audited Unit Rates, updated with reported CPI adjustments.

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

5 Year Roads Funding Program

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

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

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

PROJECT	2024/25	2025/26	2026/27	2027/28	2028/29
BUSHER ROAD (SLK 0.0 to SLK 0.3)	\$441,350.00				
EATON DRIVE (SLK 0.99 to SLK 1.04)	\$1,082,126.00				
EATON DRIVE (SLK 0.4 to SLK 1.7)	\$1,200,000.00				
DOWDELLS LINE (SLK 6.16 to SLK 6.21)		\$3,985.00	\$39,500.00		
DOWDELLS LINE (SLK 5.8 to SLK 6.16)		\$15,234.00	\$151,000.00		
DOWDELLS LINE (SLK 8.252 to SLK 9.21)		\$40,558.00	\$402,000.00		
HAMILTON ROAD (SLK 0.19 to SLK 0.28)		\$18,000.00			
HAMILTON ROAD (SLK 0.42 to SLK 0.52)		\$20,000.00			
HENTY ROAD (Various Locations)		\$70,000.00			
HAMILTON ROAD (SLK 1.52 to SLK 1.56)		\$100,000.00			
DARDANUP WEST ROAD (SLK 0.96 to SLK 1.96)		\$104,500.00			
DARDANUP WEST ROAD (SLK 1.96 to SLK 2.96)		\$104,500.00			
GARVEY ROAD (SLK 0.0 to SLK 1.0)		\$113,000.00			
MARTIN PELUSEY ROAD (SLK 2.4 to SLK 3.23)		\$160,500.00			
GLENHUON BOULEVARD (SLK 0.28 to SLK 1.55)		\$289,487.00			
DOWDELLS LINE (SLK 6.2 to SLK 7.3)			\$44,363.00		\$429,000.00
EATON DRIVE LEFT (SLK 2.0 to SLK 2.71)			\$132,000.00		
EATON DRIVE RIGHT (SLK 0.0 to SLK 0.49)			\$336,000.00		
GARVEY ROAD (SLK1,0 to SLK 2.0)			\$113,000.00		

PROJECT	2024/25	2025/26	2026/27	2027/28	2028/29
HAMILTON ROAD (SLK 0.7 to SLK 0.86)			\$99,000.00		
HAMILTON ROAD (SLK 1.17 to SLK 1.923)			\$152,000.00		
HYNES ROAD (SLK 2.15 to SLK 2.6)			\$80,500.00		
MOORE ROAD (SLK 0.65 to SLK 1.16)			\$179,662.00		
DARDANUP WEST ROAD (SLK 0.693 to SLK 0.96)				\$81,500.00	
DOWDELLS LINE (SLK 0.03 to SLK 0.3)				\$19,500.00	
DOWDELLS LINE (SLK 7.252 to SLK 8.252)				\$473,363.00	
EATON DRIVE RIGHT (SLK 2.0 to SLK 2.71)				\$486,500.00	
FERGUSON ROAD (SLK 10.53 to SLK 11.85)				\$163,500.00	
BANKSIA ROAD (SLK 0.0 to SLK 0.3)					\$42,500.00
EATON DRIVE LEFT (SLK 0.5 to SLK 0.59)					\$18,000.00
FERGUSON ROAD (SLK 3.56 to SLK 3.67)					\$163,000.00
FERGUSON ROAD (SLK 5.05 to SLK 5.11)					\$11,000.00
MARTIN PELUSEY ROAD (SLK 3.23 to SLK 3.36)					\$27,000.00
PRATT ROAD (SLK 1.38 to SLK 2.341)					\$234,177.31

Bunbury Outer Ring Road

It is anticipated that the Bunbury Outer Ring Road project will continue to see works being done to Shire roads until the end of calendar year 2024:

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

Traffic redirection around the BORR during financial year 2023/24 caused significant damage to Dowdells Line, which increased the usual numbers, and types of vehicles on that road. The Shire was able to secure assistance from both the South West Gateway Alliance (SWGGA) and the RRG to carry out emergency repairs to Dowdells Line during 2023/24.

However, while the BORR construction is ongoing, there can be no guarantee that further damage may not occur to this or other Shire roads. Officers therefore recommend allocating \$50,000 in 2024/2025 for works that might result from the BORR activities or from urgent works required due to SLK the BORR detour roads that will be taking more traffic than they were intended for.

Council Drive Adjustment

Adjustments have been made to the Program presented at the March 2024 IPC meeting, held on Wednesday, 13 March 2024, arising from Council resolution (Res: 78-24):

THAT Council:

1. *Adopts the following Annual Transfers to the Road Construction & Major Maintenance Reserve for the delivery of the 10 Year Road Works Program:*

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

2. *Endorses the 10 year Road Program of Works 2024/25-2033/34 (Appendix ORD: 12.5.1J) with the following amendment to include Council Drive improvements of \$170, 000 in the 2024/25 Works Program and the necessary adjustments undertaken to the long term road Works Program to ensure the Road Construction and Major Maintenance Reserve retains a positive balance.*

The following adjustments have been made to the Draft Program of Works – Roads presented to the Integrated Planning Committee in March 2024 while ensuring that the Reserve Balance does not go into deficit:

ROAD NAME	BUDGET REPORTING CLASSIFICATION	DESIGN DESCRIPTION	BUDGET YEAR	REVISION
LENNARD ROAD	Gravel Resheets	Gravel Re-sheeting	2025/26	Combined and Deferred to 2031/32
LENNARD ROAD	Gravel Resheets	Gravel Re-sheeting	2027/28	
MOUNTFORD ACCESS	Gravel Resheets	Gravel Re-sheeting	2025/26	Deferred
MONASH BOULEVARD	Asphalt Reseals	Reseal (Asphalt)	2025/26	Deferred
ST HELENA ROAD	Gravel Resheets	Gravel Re-sheeting	2025/26	Deferred

First four years of the 10 Year Road Asset Program of Works 2024/25-2033/34

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

ROAD NAME	BUDGET REPORTING CLASSIFICATION	DESIGN DESCRIPTION	BUDGET YEAR
BORR - impacted Local Roads	Bitumen Reseals	SPECIFIC DESIGN: Various Repairs as Required	2024/25
BUSHER ROAD	Road Reconstruction	SPECIFIC DESIGN: Intersection Upgrade in Accordance with Road Safety Audit	2024/25
EATON DRIVE (2880)	Road Reconstruction	SPECIFIC DESIGN: Intersection improvements to Hands Avenue/Eaton Drive Intersection.	2024/25
EATON DRIVE (2880)	Road Reconstruction	SPECIFIC DESIGN: Signalised intersection at Glen Huon Boulevard	2024/25
GOLDING CRESCENT	Road Reconstruction	SPECIFIC DESIGN: Golding Crescent and Delmarco Drive Intersection upgrade.	2024/25
HENTY ROAD	Rural Improvement	SPECIFIC DESIGN: Guidepost Installation	2024/25

ROAD NAME	BUDGET REPORTING CLASSIFICATION	DESIGN DESCRIPTION	BUDGET YEAR
BUREKUP ENTRANCE	Bitumen Reseals	Reseal (Bitumen) Replace Kerb: Left = 7m; Right = 7m	2025/26
COUNCIL DRIVE	Road Reconstruction	SPECIFIC DESIGN: Council Drive Kerb rectification	2025/26
DARDANUP WEST ROAD	Bitumen Reseals	Reseal (Bitumen)	2025/26
DARDANUP WEST ROAD	Bitumen Reseals	Reseal (Bitumen)	2025/26
DOWDELLES LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2025/26
DOWDELLES LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Asphalt)	2025/26
DOWDELLES LINE	Bitumen Reseals	DESIGN FOR: Rehabilitation (Bitumen)	2025/26
EATON DRIVE RIGHT	Asphalt Reseals	DESIGN FOR: Rehabilitation (Asphalt)	2025/26
EATON DRIVE RIGHT	Bitumen Reseals	DESIGN FOR: Rehabilitation (Asphalt)	2025/26
GARVEY ROAD	Bitumen Reseals	Reseal (Bitumen)	2025/26
GLENHUON BOULEVARD	Asphalt Reseals	Reseal (Asphalt)	2025/26
HAMILTON ROAD	Asphalt Reseals	Reseal (Asphalt)	2025/26
HAMILTON ROAD	Asphalt Reseals	Reseal (Asphalt)	2025/26
HAMILTON ROAD	Road Reconstruction	SPECIFIC DESIGN: Anne Street Left Out (Construction)	2025/26
HAMILTON ROAD	Road Reconstruction	DESIGN FOR: Reconstruction (Bitumen)	2025/26
HENTY ROAD	Road Reconstruction	SPECIFIC DESIGN: Pavement Widening (Various Locations)	2025/26
MARTIN PELUSEY ROAD	Asphalt Reseals	Reseal (Asphalt)	2025/26
MILLARD STREET	Asphalt Reseals	Reseal (Asphalt)	2025/26
SCOTT STREET	Asphalt Reseals	Reseal (Asphalt)	2025/26
ABE COURT	Asphalt Reseals	Reseal (Asphalt)	2026/27
DARDANUP WEST ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
DOWDELLES LINE	Road Reconstruction	Rehabilitation (Bitumen)	2026/27
DOWDELLES LINE	Road Reconstruction	Rehabilitation (Bitumen)	2026/27
DOWDELLES LINE	Road Reconstruction	Rehabilitation (Asphalt)	2026/27
DOWDELLES LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
EATON DRIVE LEFT	Asphalt Reseals	Reseal (Asphalt)	2026/27
EATON DRIVE RIGHT	Road Reconstruction	Rehabilitation (Asphalt)	2026/27
GARVEY ROAD	Bitumen Reseals	Reseal (Bitumen)	2026/27
HAMILTON ROAD	Road Reconstruction	Reconstruction (Bitumen)	2026/27
HAMILTON ROAD	Asphalt Reseals	Reseal (Asphalt)	2026/27
HYNES ROAD	Asphalt Reseals	Reseal (Asphalt)	2026/27
LUSITANO AVENUE	Asphalt Reseals	Reseal (Asphalt)	2026/27
MILLARD STREET	Asphalt Reseals	Reseal (Asphalt)	2026/27
MILLARD STREET	Asphalt Reseals	Reseal (Asphalt)	2026/27
MILLBRIDGE BOULEVARD	Asphalt Reseals	Reseal (Asphalt)	2026/27
MOORE ROAD	Asphalt Reseals	Reseal (Asphalt) Replace Kerb: Left = 0m; Right = 51m	

ROAD NAME	BUDGET REPORTING CLASSIFICATION	DESIGN DESCRIPTION	BUDGET YEAR
OFFER ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
OFFER ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
OFFER ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
TANK STREET	Gravel Resheets	Gravel Re-sheeting	2026/27
VELVET GROVE	Asphalt Reseals	Reseal (Asphalt)	2026/27
CATALANO ROAD	Gravel Resheets	Gravel Re-sheeting	2027/28
DARDANUP WEST ROAD	Road Reconstruction	Rehabilitation (Bitumen)	2027/28
DIADEM STREET	Asphalt Reseals	Reseal (Asphalt)	2027/28
DOWDELLS LINE	Bitumen Reseals	Reseal (Bitumen)	2027/28
DOWDELLS LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2027/28
DOWDELLS LINE	Road Reconstruction	Rehabilitation (Bitumen)	2027/28
EATON DRIVE RIGHT	Road Reconstruction	Rehabilitation (Asphalt)	2027/28
FERGUSON ROAD	Bitumen Reseals	Reseal (Bitumen)	2027/28
FERGUSON ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Asphalt)	2027/28
JOSHUA BROOK ROAD	Gravel Resheets	Gravel Re-sheeting	2027/28
LENNARD ROAD	Gravel Resheets	Gravel Re-sheeting	2027/28
MURDOCH CRESCENT	Asphalt Reseals	Reseal (Asphalt)	2027/28
PANIZZA ROAD	Gravel Resheets	Gravel Re-sheeting	2027/28
TEMPLE ROAD	Gravel Resheets	Gravel Re-sheeting	2027/28
WELLINGTON MILL ROAD	Bitumen Reseals	Reseal (Bitumen)	2027/28
WELLINGTON MILL ROAD	Bitumen Reseals	Reseal (Bitumen)	2027/28
BANKSIA ROAD	Gravel Resheets	Gravel Re-sheeting	2028/29
CHARTERHOUSE STREET	Asphalt Reseals	Reseal (Asphalt)	2028/29
CORAL PLACE	Asphalt Reseals	Reseal (Asphalt)	2028/29
CRONSHAW ROAD	Gravel Resheets	Gravel Re-sheeting	2028/29
DOWDELLS LINE	Road Reconstruction	Rehabilitation (Bitumen)	2028/29
EATON DRIVE LEFT	Bitumen Reseals	Reseal (Bitumen)	2028/29
EDITH COWAN AVENUE	Asphalt Reseals	Reseal (Asphalt)	2028/29
FERGUSON ROAD	Asphalt Reseals	Reseal (Asphalt)	2028/29
FERGUSON ROAD	Road Reconstruction	Rehabilitation (Asphalt)	2028/29
HAMILTON ROAD	Bitumen Reseals	2nd Coat Seal (10mm)	2028/29
HAROLD DOUGLAS DRIVE	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2028/29
HAYWARD STREET	Asphalt Reseals	Reseal (Asphalt)	2028/29
INDIGO LOOP	Asphalt Reseals	Reseal (Asphalt)	2028/29
LUSITANO AVENUE	Asphalt Reseals	Reseal (Asphalt)	2028/29
MALABOR RETREAT	Asphalt Reseals	Reseal (Asphalt)	2028/29
MARTIN PELUSEY ROAD	Asphalt Reseals	Reseal (Asphalt)	2028/29
MILLARD STREET	Asphalt Reseals	Reseal (Asphalt)	2028/29
MILLARD STREET	Asphalt Reseals	Reseal (Asphalt)	2028/29
OAK COURT	Asphalt Reseals	Reseal (Asphalt)	2028/29
PRATT ROAD	Asphalt Reseals	Reseal (Asphalt)	2028/29

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

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

END REPORT

9 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10 NEW BUSINESS OF AN URGENT NATURE

11 MATTERS BEHIND CLOSED DOORS

None.

12 CLOSURE OF MEETING

The Chairperson advises that the date of the next Integrated Planning Committee Meeting will be advised.

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