



A G E N D A

INTEGRATED PLANNING COMMITTEE MEETING

To Be Held

Wednesday, 11th March 2026
Commencing at 10.00am

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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Upon request.



NOTICE OF AN INTEGRATED PLANNING COMMITTEE MEETING

Dear Committee Member

The next Integrated Planning Committee Meeting of the Shire of Dardanup will be held on Wednesday, 11th March 2026 to be held at the Eaton Administration Centre - commencing at 10.00am

A handwritten signature in black ink, appearing to read "Theo Naudé", is positioned above the typed name.

MR THEO NAUDÉ

Acting Chief Executive Officer

Date: 6th March 2026

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

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

VISION STATEMENT

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

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Members of Integrated Planning Committee

- Cr T Gardiner (Presiding Member)
- Cr S Gillespie (Deputy Presiding Member)
- Cr M Hutchinson
- Cr T Jenour
- Cr A Webster
- Cr L Davies
- Cr R Trevathan
- Cr K Laurentsch
- Cr B Farrant

Terms of Reference

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2025 - 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, 11TH MARCH 2026, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

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

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

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

2 RECORD OF ATTENDANCE/APOLOGIES2.1 Attendance2.2 Apologies**3 PRESENTATIONS**

None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING4.1 Minutes - Integrated Planning Committee - April 2025**OFFICER RECOMMENDED RESOLUTION**

THAT the Minutes of the Integrated Planning Committee Meeting held on 9th April 2025, be confirmed as true and correct subject to the following corrections:

5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7 DECLARATION OF INTEREST

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

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

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

8 REPORTS OF OFFICERS

8.1 Program of Works – Roads 2026/27 – 2035/36

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Ms Rachel Sweeney - Manager Assets</i>
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>IPC: 8.1A –Program of Works – Roads 2026/27 - 2036/37</i> <i>IPC: 8.1B – Risk Assessment Tool - Program of Works – Roads 2026/27 - 2035/36</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Road Program of Works 2026/27 - 2035/36, together with the Draft Program of Works - Roads 2026/27 - 2035/36, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

OFFICER RECOMMENDATION

THAT the Integrated Planning Committee recommends 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:**

	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)									
2026/27 Draft LTFP	425	675	925	975	1,075	1,175	1,225	1,175	1,175	1,175

- 2. Endorses the 10 year Program of Works - Roads 2026/27 - 2035/36 (Appendix IPC: 8.1A).**

Change to Officer Recommendation

No Change. **OR:**

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

Background

Asset management of roads at the Shire of Dardanup is undertaken in accordance with the requirements of the Western Australian Integrated Planning and Reporting Framework (IPRF) and its associated guidelines published by the Department of Local Government, Industry Regulation and Safety (LGIRS). The IPRF defines asset management documentation as “Informing Strategies” that contribute to the development of the Strategic Community Plan and Corporate Business Plan.

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

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

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

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

Legal Implications

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

Local Government (Administration) Regulations 1996

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

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire’s resources responsibly.

Environment

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

Precedents

Council reviews and adopts the 10 Year Program annually, and considers the Roads Program of Works as amendments arise.

Budget Implications

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

The following summary tables from the Draft Program of Works - Roads 2026/27 - 2035/36 are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.9B):

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

Annual Transfer (x \$1,000)	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Expenditure	4,911	1,403	1,964	2,838	2,201	2,853	2,261	3,621	2,898	3,344	2,858
Reserve Fund Balance	476	593	730	836	1,006	930	1,294	1,124	1,210	1,036	1,107

A complete copy of the Road 10 Year Program of Works - Roads is attached (Appendix IPC: 8.1A).

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

	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)										
2025/2026 LTFP	0	425	675	925	975	1,075	1,175	1,225	1,175	1,175	
Draft 2026/2027 LTFP		425	675	925	975	1,075	1,175	1,225	1,175	1,175	1,175

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:8.1B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Report Title	Program of Works - Roads 2026/27-2035/36
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Risk that assets are not renewed at the end of their useful lives.
	Financial Risk that assets are not upgraded or created to meet demand.
	Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

The planning and delivery of a Works Program requires a coordinated and integrated approach across multiple areas of the organisation. It involves balancing long-term strategic objectives, asset management priorities and available financial resources, while also ensuring that infrastructure projects can be practically designed, procured and delivered. Effective program development therefore requires collaboration between planning, asset management, finance and operational teams, while also considering contractual obligations, external funding requirements and the expectations of the community the infrastructure is intended to serve

Review of the Roads Asset Management Plan

The proposed 10-Year Road Program of Works (2026/27–2035/36) represents a significant change from previous road programs undertaken by the Shire.

The Draft Program of Works – Roads (2026/27–2035/36) has been developed in accordance with the Road Asset Management Plan adopted by Council at the Ordinary Council Meeting of 3rd March 2024 (CR 60-24), while also incorporating a revised project prioritisation methodology.

This methodology separates the roads program into several distinct funding and work categories, ensuring that different road types across the Shire are addressed each financial year and that renewal investment is distributed across the network. By prioritising roads by type and function, rather than adopting a whole of network approach, it prevents comparisons between roads of different roles and service demands within the same funding pool. For example, an unsealed road with low traffic volumes, such as Panizza Road, is not ranked against a higher-order urban distributor such as Eaton Drive.

These categories include the following:

- Asphalt Reseals and Reconstructions
- Chip Seal Reseals and Reconstructions
- RRG Reseals and Reconstructions
- Upgrade and Expansion Projects
- Design Projects

- Road Safety Projects
- Gravel Re-sheeting

This revised program also adopts a new periodisation method as follows:

Factor	Variation	Score					
		0	1	2	3	4	5
Average Daily Traffic (Asphalt and Chip Seal Roads)	ADT > 4000						
	ADT 2000-4000						
	ADT 500-2000						
	ADT 100-500						
	ADT < 100						
Average Daily Traffic (RRG Roads)	ADT > 4000						
	ADT 2000-4000						
	ADT 500-2000						
	ADT 100-500						
	ADT < 100						
Surface Age	26 or more						
	21 - 25						
	16 - 20						
	11-15						
	5-10						
	Less than 10						
Crash Data (only for Chip Seal and RRG Roads)	Crashes on treatment length						
	No crashes on treatment length						
Crack Sealing	Crack sealed						
	Not crack sealed						
Customer Requests/Internal Feedback	Received						
	None received						
Condition	Condition = Score						

Transitioning to this approach shifts the priority emphasis away from traffic volumes, which have historically resulted in roads of a high traffic volume, but not poor condition, being prioritised over roads of lower traffic volume and poorer condition. This allows the renewal program to better focus on roads that are in poor condition, allowing timely renewals of all roads to prevent water ingress into pavements, protecting road assets from needing costly reconstruction and maintenance works.

Review of Cost Estimates for Proposed Projects

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

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

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

5 Year Roads Funding Program

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

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

END REPORT

8.2 Program of Works - Buildings 2026/27 – 2035/36

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i>
	<i>Ms Rachel Sweeney - Manager Assets</i>
Legislation	<i>Local Government Act 1995</i>
	<i>Local Government (Administration) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>IPC: 8.2A – Program of Works – Buildings 2026/27 – 2035/36</i> <i>IPC: 8.2B – Risk Assessment Tool – Program of Works – Buildings 2026/27 – 2035/36</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Program of Works – Buildings 2026/27 - 2035/36, together with the Program of Works – Buildings 2026/27 - 2035/36, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

OFFICER RECOMMENDATION

THAT the Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to the Building Maintenance Reserve for the delivery of the 10 Year Program of Works – Buildings 2026/27 – 2035/36, to be incorporated into the draft 2026/27-2035/36 Long Term Financial Plan:**

	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)									
2026/2027 Draft LTFP	575	575	575	575	625	625	625	625	625	625

- Endorses the 10 year the 10 Year Program of Works – Buildings 2026/27 – 2035/36 (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

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

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

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

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

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

Legal Implications

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

Local Government (Administration) Regulations 1996

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

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire’s resources responsibly.

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually, and considers the Buildings Program of Works as amendments arise.

Budget Implications

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

The following summary tables from the Draft Program of Works – Buildings 2026/27 - 2035/36 are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.2A):

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

Annual Transfer (x \$1,000)	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Expenditure	1,895	297	479	584	64	913	245	239	691	661	610
Reserve Fund Balance	590	889	1,016	1,223	1,769	1,524	1,936	2,363	2,346	2,360	2,425

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

	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Annual Transfer (x \$1,000)											
2025/2026 LTFP	630	575	575	575	575	575	625	625	625	625	
Draft 2026/2027 LTFP		575	575	575	575	625	625	625	625	625	625

Budget – Whole of Life Cost

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

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Report Title	Building Program of Works 2026/27 – 2035/36

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<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> <p>Service Interruption</p> <p>Risk to service for public buildings if assets are not renewed or maintained to an operational standard.</p> <p>Legal & Compliance</p> <p>Possible damages claims against the Council if there is injury due to buildings not being maintained.</p>

Officer Comment

The planning and delivery of a Works Program requires a coordinated and integrated approach across multiple areas of the organisation. It involves balancing long-term strategic objectives, asset management priorities and available financial resources, while also ensuring that infrastructure projects can be practically designed, procured and delivered. Effective program development therefore requires collaboration between planning, asset management, finance and operational teams, while also considering contractual obligations, external funding requirements and the expectations of the community the infrastructure is intended to serve

Review of the Buildings Asset Management Plan

The proposed 10 Year Program of Works – Buildings 2026/27 - 2035/36 represents a significant change over previous years.

In accordance with Accounting Standards, and supported by the Shire’s auditors, it has been advised that certain works (primarily periodic treatments such as painting and the replacement of fixtures and fittings) are to be reported as operational expenditure. As such, the Major Maintenance section in the Program of Works details maintenance expenditure that cannot be capitalised. All such costs will now be reported and tracked as ‘Major Maintenance’. The Shire’s budget proforma has previously made provision for this category of works in Appendix D within the Program of Works – Buildings (Appendix 8.2A).

Significant work has also been undertaken to establish a prioritisation framework for building assets. Buildings have been assigned priority scores through a multi-criteria assessment considering the following factors:

- Service criticality
- Operational impact

- Community use and visitation
- Alignment with the Shire's 2050 Vision Statement aspiration – Healthy
- Alignment with the Shire's 2050 Vision Statement aspiration – Connected
- Heritage value
- Economic or financial significance

The resulting building priority score reflects the overall strategic importance of each facility and informs the relative priority of renewal works within that building. Individual building components are then assigned a component score, which assesses the consequence and risk associated with the failure of that component.

An overall renewal priority score for each building component is calculated using the following formula:

Priority Score = Condition × (Building Score + Component Score)

This approach ensures that renewal funding is directed toward components that are in poor condition, located within strategically important buildings, and where failure would present the greatest operational, community, or safety risk.

Bush Fire Buildings

Investigations to identify works to be reported as Major Maintenance revealed a backlog of maintenance works at the Shire's Bush Fire Brigade Buildings. These works were previously assumed to be funded by the Department of Fire and Emergency Services (DFES) through the Local Government Grant Scheme (LGGS); however, this is only possible through specific application and approval.

While the LGGS framework allows for building maintenance under Class 1 – Brigade/Unit Operating Costs, the scope of eligible maintenance is unclear. The Shire is currently seeking additional DFES support under this classification. Without additional funding, the Shire will be unable to address the backlog systematically and will need to continue relying on reactive maintenance.

In summary, the proposed draft 2026/27 Buildings Program of Works is considered a rational and reasonable programme, balancing Council's building project priorities and funding resources. The program delivers maintenance, upgrades and renewals of existing assets as priorities, and addresses shortfalls in maintenance delivery where possible.

END REPORT

8.3 Program of Works – Paths & Trails – 2026/27 – 2035/36

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Mr Theo Naudé - Director Infrastructure Ms Rachel Sweeney - Manager Assets
Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	8.3A – Program of Works – Paths & Trails 2026/27 – 2035/36 8.3B – Risk Assessment Tool – Program of Works – Paths & Trails 2026/27 – 2035/36

Overview

The Committee is requested to consider and endorse the Annual Transfer to the Pathways Reserve for the Program of Works – Paths & Trails 2026/27 – 2035/36, together with the Program of Works – Paths & Trails 2026/27 – 2035/36.

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

OFFICER RECOMMENDATION

THAT the Integrated Planning Committee recommends that Council:

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

	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)									
2026/2027 Draft LTFP	200	250	225	250	225	225	250	250	250	250

- Endorses the 10 year Program of Works – Paths and Trails 2026/27 – 2035/36 (Appendix IPC: 8.3A).**

Change to Officer Recommendation

No Change. **OR:**

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

Background

Asset management of paths and trails within the Shire of Dardanup is undertaken in accordance with the requirements of the Western Australian Integrated Planning and Reporting Framework (IPRF) and its associated guidelines published by the Department of Local Government, Industry Regulation and Safety (LGIRS). The IPRF defines asset management documentation as “Informing Strategies” that contribute to the development of the Strategic Community Plan and Corporate Business Plan.

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

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

This report deals with the financial implications of the Program of Works for Paths & Trails.

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

Legal Implications

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

Local Government (Administration) Regulations 1996

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

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire’s resources responsibly.

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually, and considers the Paths and Trails Program of Works as amendments arise.

Council adopted an updated Asset Management Plan (Paths and Trails) at the Ordinary Council Meeting of 18 December 2024 (CR 311-24).

Budget Implications

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

The detail of the proposed works to be carried out in the Draft Program of Works – Paths 2026/27 – 2035/36 has altered in line with the recommendations of the revised Asset Management Plan (Paths and Trails) adopted by Council at the Ordinary Council Meeting of 18 December 2024 (CR 311-24). However, the proposed annual reserve transfer for pathways has not changed from that adopted in the Long Term Financial Plan (LTFP) of 2025/2026. A summary of the transfers is provided for in (Appendix IPC: 8.3A).

The following summary tables from the 2026/27 Draft 10 Year Program of Works - Paths are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.3A):

- Paths & Trails Expenditure Summary; and
- Paths & Trails Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Expenditure	148	206	289	257	235	179	255	249	150	250	258
Reserve Fund Balance	102	115	81	57	84	131	105	108	211	215	212

A complete copy of the Draft 10 Year Program of Works - Paths & Trails is attached (Appendix IPC: 8.3A).

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

	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Annual Transfer (x \$1,000)											
2025/2026 LTFP	150	200	200	225	250	250	250	250	250	250	
Draft 2026/2027 LTFP		200	250	225	250	225	225	250	250	250	250

Budget – Whole of Life Cost

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Report Title	Program of Works – Paths & Trails 2026/27 – 2035/36
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

The planning and delivery of a Works Program requires a coordinated and integrated approach across multiple areas of the organisation. It involves balancing long-term strategic objectives, asset management priorities and available financial resources, while also ensuring that infrastructure projects can be practically designed, procured and delivered. Effective program development therefore requires collaboration between planning, asset management, finance and operational teams, while also considering contractual obligations, external funding requirements and the expectations of the community the infrastructure is intended to serve

The Draft Program of Works – Paths & Trails (2026/27–2035/36) has been prepared largely in accordance with the Asset Management Plan (Paths and Trails) adopted by Council at the Ordinary Council Meeting of 18 December 2024 (Decision 311-24). One amendment has been made to the methodology used to prioritise projects within the program.

The prioritisation of paths for renewal has previously included consideration of traffic volumes on adjacent roads, with higher traffic volumes resulting in higher priority scores. However, this approach

has had the unintended consequence of directing funding away from the significant number of paths located within Open Space reserves, where no associated road traffic volumes exist.

Traffic-related activity is already captured within the prioritisation methodology through the inclusion of a score assessing whether a path is located along a bus route. As bus routes typically align with higher vehicle usage and pedestrian demand and activity, this factor adequately accounts for locations with higher usage associated with transport corridors.

Accordingly, the consideration of adjacent road traffic volumes has been removed from the prioritisation process to ensure that paths located within Open Spaces are not disadvantaged, while still maintaining recognition of paths that experience higher levels of use.

END REPORT

8.4 Program of Works – Open Spaces 2026/27 – 2035/36

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Mr Theo Naudé - Director Infrastructure Ms Rachel Sweeney - Manager Assets
Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	IPC: 8.4A – Program of Works – Open Spaces 2026/27 – 2035/36 IPC: 8.4B - Risk Assessment Tool – Program of Works – Open Spaces 2026/27 – 2035/36

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Open Spaces Program of Works 2026/27 - 2035/36, together with the Program of Works – Open Spaces 2026/27 - 2035/36, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

OFFICER RECOMMENDATION

THAT the Integrated Planning Committee recommends that Council:

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

	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)									
2026/2027 Draft LTFP	400	425	425	425	425	425	425	425	425	425

- Endorses the 10 year Program of Works – Open Spaces 2026/27 - 2035/36 (Appendix IPC: 8.4A).**

Change to Officer Recommendation

No Change. **OR:**

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

Background

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

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

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

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

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

Legal Implications

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

Local Government (Administration) Regulations 1996

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

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire’s resources responsibly.

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually, and considers the Open Spaces Program of Works as amendments arise.

Budget Implications

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

The following summary tables from the 2026/27 Open Spaces Program of Works are provided within the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.4A):

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

Annual Transfer (x \$1,000)	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Expenditure	249	1,675	1,188	1,049	506	465	448	459	470	482	503
Reserve Fund Balance	574	519	475	416	346	315	299	271	232	180	105

A complete copy of the Open Spaces Upgrades 10 Year Asset Management Plan is attached (Appendix IPC: 8.4A).

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

	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)										
2025/2026 LTFP	350	400	425	425	425	425	425	425	425	425	
Draft 2026/2027 LTFP		400	425	425	425	425	425	425	425	425	425

Budget – Whole of Life Cost

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Report Title	Program of Works – Open Spaces 2026/27 – 2035/36
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	Financial	Risk that assets are not renewed at the end of their useful lives.
	Financial	Risk that assets are not upgraded or created to meet demand.
	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

The planning and delivery of a Works Program requires a coordinated and integrated approach across multiple areas of the organisation. It involves balancing long-term strategic objectives, asset management priorities and available financial resources, while also ensuring that infrastructure projects can be practically designed, procured and delivered. Effective program development therefore requires collaboration between planning, asset management, finance and operational teams, while also considering contractual obligations, external funding requirements and the expectations of the community the infrastructure is intended to serve.

Review of the Open Spaces Asset Management Plan

The proposed 10 Year Program of Works – Open Spaces 2026/27 – 2035/36 represents a significant change over previous years.

The updated Plan provides a comprehensive framework for the long-term management of the Shire’s Open Space assets. It includes a significantly expanded asset register and condition assessment of Open Space infrastructure, increasing the number of recorded assets from approximately 550 to over 1,550 items. The Plan also establishes park hierarchy classifications and associated levels of service and evaluates the current condition and remaining useful life of the asset portfolio. The analysis identifies that a significant proportion of assets are approaching the end of their useful lives and that renewal investment will need to increase to maintain service standards.

The Plan further recommends the implementation of a structured renewal prioritisation framework based on asset condition, park hierarchy and risk, ensuring that limited renewal funding is directed toward assets presenting the greatest operational, community and safety risks. Together, these measures provide a more evidence-based approach to planning and delivering Open Space renewals over the planning period.

The resulting 10-Year Open Space Program of Works has therefore been developed to reflect the priorities identified in the Plan, directing available funding toward the renewal of assets in the poorest condition, located within higher hierarchy reserves, and presenting the greatest risk to service delivery.

END REPORT

8.5 Program of Works – Storm Water 2026/27 – 2035/36

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Mr Theo Naudé - Director Infrastructure Ms Rachel Sweeney - Manager Assets
Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	IPC: 8.5A – Program of Works – Storm Water 2026/27 - 2035/36 IPC: 8.5B – Risk Assessment Tool – Program of Works – Storm Water 2026/27 – 2035/36

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Program of Works – Storm Water 2026/27 - 2035/36, together with the Program of Works – Storm Water 2026/27 - 2035/36, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

OFFICER RECOMMENDATION

THAT the Integrated Planning Committee recommends that Council:

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

	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)									
2026/2027 Draft LTFP	150	350	350	350	350	350	350	350	350	350

- Endorses the 10 year Storm Water Drainage Asset Management Plan 2026/27 - 2035/36 Works Program (Appendix IPC: 8.5A).**

Change to Officer Recommendation

No Change. **OR:**

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

Background

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

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

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

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

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

Legal Implications

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

Local Government (Administration) Regulations 1996

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

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Council reviews and adopts the 10 Year Works Program annually, and considers the Storm Water Program of Works as amendments arise.

Budget Implications

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

The proposed annual reserve transfer for storm water has not changed from that adopted in the Long Term Financial Plan (LTFP) of 2025/2026. A summary of the transfers is provided for in (Appendix IPC:8.5A).

The following summary tables from the Storm Water Drainage Program of Works 2026/27-2035/36 are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.5A):

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

Annual Transfer (x \$1,000)	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Expenditure	93	230	332	332	355	356	258	259	261	262	264
Reserve Fund Balance	137	62	82	102	100	96	190	284	379	475	571

A complete copy of the Draft Storm Water Drainage Program of Works 2026/27-2035/36 is attached (Appendix IPC: 8.5A).

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

	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)										
2025/2026 LTFP	30	50	50	75	75	75	75	75	75	75	
Draft 2026/2027 LTFP		150	350	350	350	350	350	350	350	350	350

Budget – Whole of Life Cost

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

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Report Title	Stormwater Asset Management Plan 2026/27 - 2035/36	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the end of their useful lives.
	Financial	Risk that assets are not upgraded or created to meet demand.
	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

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

In line with the review of the Open Spaces, Roads, Buildings and Paths & Trails Asset Management Plans, it is proposed to commence a full review of the Storm Water Drainage Asset Management Plan in 2026/27. In order to facilitate this review, it is proposed to undertake an external Condition Assessment and Treatment Priority survey at all Shire of Dardanup storm water drainage systems, similar to the corresponding exercises previously conducted for Roads, Buildings and Paths & Trails.

It is expected that (once complete) the updated Asset Management Plan will require a full review of the Storm Water Drainage Program of Works. It is highly likely that this asset management plan will highlight that the stormwater drainage asset class is significantly underfunded. The current replacement values for all known pit and pipe stormwater drainage in Eaton, Parkridge, Millbridge, Dardanup and Burekup is approximately \$78,000,000. This estimate excludes rural road culverts, drainage basins and open swales, meaning the total replacement value of the stormwater network is likely to be considerably higher

With a useful life of 65 years, this asset class generates an estimated annual depreciation of approximately \$1,200,000. However, the historic Program of Works has allocated only \$50,000 per annum transfer into the reserve to fund stormwater drainage renewal and upgrade works. This equates to an Asset Sustainability Ratio of approximately 4%, indicating that investment is substantially below the level required to maintain the asset base over the long term.

The recommended program identifies approximate funding required over the next three years to address known flooding issues within Eaton, as identified through drainage modelling undertaken by an external consultant. The modelling highlighted several locations where the existing drainage network does not provide adequate capacity during significant rainfall events. To reduce the risk of property flooding and associated liability, it is necessary for the Shire to implement the recommended drainage upgrades outlined in the report.

The remaining years of the program allocate funding toward renewal works intended to begin to progressively address the depreciation and ageing of the stormwater drainage asset class.

The current Storm Water Drainage Program of Works 2026/27 is therefore considered an interim Program intended to ensure continuity of delivery in the meantime.

END REPORT

8.6 Infrastructure Plant & Vehicle Asset Management Plan 2026/27 – 2035/36

Reporting Department	<i>Infrastructure Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr André van der Merwe - Manager Operations</i>
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i>
Council Role	<i>Executive/Strategic</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>IPC: 8.6A – Infrastructure Plant & Vehicle Asset Management Plan 2026/27 – 2035/36</i> <i>IPC: 8.6B - Risk Assessment Tool - Infrastructure Plant & Vehicle Asset Management Plan 2026/27 – 2035/36</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Infrastructure Plant and Vehicle Asset Management Plan 2026/27 - 2035/36 (PVAMP), together with the Infrastructure Plant & Vehicle Asset Management Plan and Vehicle Replacement Program 2026/27 - 2035/36, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

OFFICER RECOMMENDATION

THAT the Integrated Planning Committee recommends that Council:

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

	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)									
2026/2027 Draft LTFP	315	355	355	355	385	410	415	554	673	747

- Endorses the 10 year Infrastructure Plant and Vehicle Asset Management Plan 2026/27 - 2035/36 acquisition and replacement program (Appendix IPC: 8.6A).**

Change to Officer Recommendation

No Change. **OR:**

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

Background

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

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

Legal Implications

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

Local Government (Administration) Regulations 1996

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

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

Council Plan

13.1 - Adopt best practice governance.

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

Environment = None.

Precedents

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

Budget Implications

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

The following tables from the Infrastructure Plant & Vehicle 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.6A):

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

Annual Transfer (x \$1,000)	Current Year 25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36
Expenditure	852	1279	456	417	280	647	437	350	365	794	1007
Sales Revenue	224	449	123	157	56	186	158	109	153	216	357
Reserve Fund Balance	585	80	94	182	310	234	364	540	891	1008	1130

A complete copy of the Infrastructure Plant & Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 8.6A);

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

	Current Year 25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36
Annual Transfer (x \$1,000)											
2025/2026 LTFP	276	315	355	355	355	385	410	415	553	673	
Draft 2026/2027 LTFP		315	355	355	355	385	410	415	554	673	747

Budget – Whole of Life Cost

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

Council Policy Compliance

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

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Report Title	Infrastructure Plant & Vehicle Asset Management Plan 2026/27 – 2035/36
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 right point in the asset life cycle – increased repairs costs, downtime.</p> <p>Financial Risk that assets are not acquired to meet demand or needs of the Shire.</p> <p>Service Interruption Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.</p> <p>Reputational Risk that customer levels of service are reduced or are not maintained to meet public expectation.</p>

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.

An internal review was conducted on the plant, equipment and resourcing needs of the Operations team. One of the key findings concluded that since the focus has shifted from construction to maintenance, having 2 graders is surplus to the needs of the Shire. The decision was made to sell both graders in FY 2026/27 and only replace 1 grader. This is reflected in Infrastructure Plant and Vehicle Asset Management Plan 2026/27. The sale of the grader allows for \$106,408 to be transferred back into the Plant & Engineering Equipment Reserve (this will reduce the transfer from the Reserve for 26/27).

Plant and Equipment requirements will be further rationalised in the next financial year dependant on operational needs.

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

END REPORT

8.7 Executive and Compliance Vehicle Asset Management Plan - 2026/27 – 2035/36

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Mr Rehan Shahid - Manager Financial Services Mrs Natalie Reid - Procurement Officer
Legislation	Local Government (Administration) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	IPC: 8.7A - Executive and Compliance Vehicle Asset Management Plan 2026/27 – 2035/36 IPC: 8.7B – Risk Assessment Tool - Executive and Compliance Vehicle Asset Management Plan 2026/27 – 2035/36

Overview

The Integrated Planning Committee is requested to consider and endorse the Annual Transfer to Reserve for the Executive & Compliance Vehicle Asset Management Plan 2026/27 - 2035/36, together with the Executive & Compliance Vehicle Asset Management Plan and Vehicle Replacement Program 2026/27 - 2035/36, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

OFFICER RECOMMENDATION

THAT the Integrated Planning Committee recommends that Council:

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

	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)									
2026/2027 Draft LTFP	165	175	150	155	165	195	215	215	215	220

- Endorses the 10 year Executive & Compliance Vehicle Asset Management Plan 2026/27 - 2035/36 inclusive of the vehicle acquisition and replacement program (Appendix IPC: 8.7A).**

Change to Officer Recommendation

No Change. **OR:**

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

Background

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

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

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

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

The Program contains estimates of purchase and sales prices, together with recommended reserve transfers to fund changeovers and new purchases. The Program closely aligns with the Shire of Dardanup Workforce Plan. The Program has been reviewed in preparation for the 2026/27 Long Term Financial Plan and Corporate Business Plan process and is provided to Council for consideration and adoption. Year one of the Asset Management Plan will be incorporated into the 2026/27 Annual Budget.

Legal Implications

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

Local Government (Administration) Regulations 1996, Part 5, Division 3, Regulation 19DA

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

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

Council Plan

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

Environment - None.

Precedents

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

Budget Implications

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

The following summary tables from the Draft 2026/27 Executive & Compliance Vehicle 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.7A):

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

Consolidated Summary	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Expenditure	88	99	111	744	240	169	246	677	465	97	147
Sales Revenue	24	40	56	348	78	0	111	329	211	48	73
Reserve Fund <u>Balance</u>	254	340	462	259	257	253	294	152	118	290	448

A complete copy of the Executive & Compliance Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 8.7A).

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

Annual Transfer (x \$1,000)	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)										
2025/2026 LTFP	135	135	165	175	150	155	165	195	215	215	
Draft 2026/2027 LTFP		135	165	175	150	155	165	195	215	215	220

Budget – Whole of Life Cost

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

Council Policy Compliance

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

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

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Report Title	Executive & Compliance Vehicle Asset Management Plan 2026/27 - 2035/36
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Health: Keeping the Council fleet updated ensures that vehicles have the latest emissions and safety controls fitted.</p> <p>Financial: Increased costs associated with maintenance and changeover prices if vehicles are not changed over in the changeover period.</p> <p>Service Interruption: Older vehicles breaking down, which leads to vehicles not being available to provide the required services to the community.</p> <p>Legal and Compliance: Council not being compliant with its own policies and associated Acts and Regulations.</p> <p>Reputational: Council staff not driving up to date quality vehicles may lead to reputational risk.</p> <p>Environmental: Keeping our fleet updated ensures that vehicles have the latest emission and an environmental control fitted.</p>

Officer Comment

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

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

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

The 2026/27 Executive and Compliance Vehicle Asset Management Plan incorporates the replacement cycles identified in the Council-endorsed Light Vehicle Fleet Review (2023). While a new Light Vehicle Fleet Review is currently underway and will be presented to Council in May 2026, it is not expected to impact the proposed 2026/27 replacement vehicles in the short term.

Employees who have been allocated a Motor Vehicle Allowance (i.e. an approved Employee Benefit Vehicle) are budgeted within the Salaries and Wages section of the budget and will be reflected in the 2026/27 Long Term Financial Plan. Should an employee negotiate a Motor Vehicle Allowance during the budget cycle, an amendment to the Salaries and Wages budget would be required.

It should be noted that sourcing new vehicles remains a moderate supply issue. While the procurement process may begin in July each year, the timing of the Request for Tender and/or Request for Quotation process may delay delivery and extend the vehicle changeover period.

A budget provision has also been included in future years where a vehicle benefit is provided instead of a motor vehicle allowance or novated lease.

The plan also includes provision for a Community Emergency Services Manager (CESM) vehicle, which will likely be leased and partly funded (50%) by DFES. Bushfire brigade vehicles are also included in the plan based on estimated replacement timeframes provided by DFES. These vehicle appliances are fully funded (100%) by DFES.

Overall, the Executive and Compliance Reserve balance remains positive throughout the 10-year plan.

END REPORT

8.8 Eaton Recreation Centre Equipment Asset Management Plan 2026/27 – 2035/36

Reporting Department	<i>Community & Economic Development Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mr Michael Gibbings - Manager Recreation Centre</i>
Legislation	<i>Local Government Act 1995 Local Government (Administration) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>IPC: 8.8A – Eaton Recreation Centre Equipment Asset Management Plan 2026/27 – 2035/36 IPC: 8.8B – Risk Assessment Tool - Eaton Recreation Centre Equipment Asset Management Plan 2026/27 – 2035/36</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Eaton Recreation Centre Equipment Asset Management Plan 2026/27 - 2035/36, together with the Eaton Recreation Centre Equipment Asset Management Plan and Equipment Replacement Program 2026/27 - 2035/36, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

OFFICER RECOMMENDATION

THAT the Integrated Planning Committee recommends that Council:

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

	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)									
2026/2027 Draft LTFP	100	100	130	130	130	130	130	200	200	295

- Endorses the 10 year Eaton Recreation Centre Equipment Asset Management Plan 2026/27 - 2035/36 inclusive of the acquisition and replacement program (Appendix 8.8A).**

Change to Officer Recommendation

No Change. **OR:**

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

Background

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 2026/27 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

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

Council Plan

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

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None

Precedents

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

Budget Implications

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

The following summary table from the Eaton Recreation Centre Equipment 10 Year Asset Management Plan is provided with the agenda and indicates the projected expenditure and income for the next ten years. (Appendix IPC: 8.8A):

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

Annual Transfer (x \$1,000)	Current Year 25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36
Expenditure	113	152	158	72	82	123	105	100	590	120	488
Reserve Fund Balance	360	321	275	342	402	423	463	509	137	222	37

A complete copy of the Eaton Recreation Centre Equipment 10 Year Asset Management Plan is attached (Appendix IPC: 8.8A).

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

	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36
	Annual Transfer (x \$1,000)										
2025/2026 LTFP	100	100	100	130	130	130	130	130	200	200	
Draft 2026/2027 LTFP		100	100	130	130	130	130	130	200	200	295

Budget – Whole of Life Cost

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Report Title	Eaton Recreation Centre Equipment Asset Management Plan 2026/27 - 2035/36
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 at current CPI.

END REPORT

8.9 IT Asset Management Plan 2026/27 – 2035/36

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Mr Shaun Hill - Manager Information Services
Legislation	Local Government Act 1995 Local Government (Administration) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	IPC: 8.9A – IT Asset Management Plan 2026/27 – 2035/36 IPC: 8.9B – Risk Assessment Tool - IT Asset Management Plan 2026/27 – 2035/36

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for Information Technology expenditure, together with the Information Technology Asset Management Plan 2026/27 - 2035/36 together with the IT Equipment Replacement Program 2026/27 - 2035/36, which has been updated as part of the annual review of the Long-Term Financial Plan and Corporate Business Plan.

OFFICER RECOMMENDATION

THAT the Integrated Planning Committee recommends that Council:

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

	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)									
2026/2027 Draft LTFP	350	375	375	375	400	425	425	500	500	500

- Endorses the 10-year Information Technology Asset Management Plan 2026/27-2035/36 inclusive of the acquisition and replacement program (Appendix IPC 8.9A).**

Change to Officer Recommendation

No Change. **OR:**

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

Background

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

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

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

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

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

Year one of the Asset Management Plan will be incorporated into the 2026/27 Annual Budget.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

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

Budget Implications

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

The following summary table from the IT 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.9A):

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

Annual Transfer (x \$1,000)	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
Operating & Capital Expenditure	1,738	1,322	1,412	1,406	1,483	1,457	1,440	1,522	1,600	1,695	1,638
Reserve Fund Balance	780	603	583	621	578	607	702	742	805	802	879

A copy of the IT 10 Year Asset Management Plan Works Program is attached (Appendix IPC: 8.9A).

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

	Current Year 25/26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35	35-36
	Annual Transfer (x \$1,000)										
2025/2026 LTFFP	350	350	375	375	375	400	425	425	500	500	
Draft 2026/2027 LTFFP		350	375	375	375	400	425	425	500	500	500

Budget – Whole of Life Cost

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.							
Report Title	IT Asset Management Plan 2026/27 - 2035/36						
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)						
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.						
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.						
Risk Category Assessed Against	<table border="0"> <tr> <td>Financial</td> <td>Adoption of this Item is required for funding of IS and IT services</td> </tr> <tr> <td>Service Interruption</td> <td>Services of IT and IS dependent on adoption of IT Asset Management Plan</td> </tr> <tr> <td>Reputational</td> <td>Compromised Quality of IT and IS might affect the reputation of council in providing services.</td> </tr> </table>	Financial	Adoption of this Item is required for funding of IS and IT services	Service Interruption	Services of IT and IS dependent on adoption of IT Asset Management Plan	Reputational	Compromised Quality of IT and IS might affect the reputation of council in providing services.
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Service Interruption	Services of IT and IS dependent on adoption of IT Asset Management Plan						
Reputational	Compromised Quality of IT and IS might affect the reputation of council in providing services.						

Officer Comment

The IT Asset Management Plan excludes the upfront implementation costs and Year 1 licensing costs associated with the ERP project, as these will be funded through the ERP loan and are budgeted as a separate project. The ERP project will continue to be the primary focus of IT and Information Services development and resources over the coming term. The remaining hardware and software replacement and maintenance activities outlined in this plan reflect the longer-term IT and Information Services requirements needed to support the operational needs of the Council.

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

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

- The Council Plan 2025 – 2035 (CP);
- The ICT Strategic Plan 2020-2030; and
- Information Services Operational requirements to service business need.

The specific and aligned key priorities for the next term include continuing the work on the ERP project that is replacing the aging and legacy SynergySoft system.

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

9 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

10 NEW BUSINESS OF AN URGENT NATURE

11 MATTERS BEHIND CLOSED DOORS

None.

12 CLOSURE OF MEETING

The Chairperson advises that the date of the next Integrated Planning Committee Meeting will be Wednesday, 15th April 2026.

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