



# A G E N D A

## INTEGRATED PLANNING COMMITTEE MEETING

To Be Held

Wednesday, 13<sup>th</sup> April 2022  
Commencing at 1.00pm

As an

E-Meeting  
Via Zoom

This document is available in alternative formats such as:  
~ Large Print  
~ Electronic Format [disk or emailed]  
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, 13<sup>th</sup> of April 2022 as an E-Meeting via Zoom - commencing at 1.00pm.

A handwritten signature in black ink, appearing to read "André Schönfeldt".

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 8<sup>th</sup> of April 2022

**Note:** If interested persons would like to make comment on any items in this agenda, please email [records@dardanup.wa.gov.au](mailto: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.

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## VISION STATEMENT

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

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**Members of Integrated Planning Committee**

- Cr MT Bennett
- Cr PS Robinson
- Cr LW Davies
- Cr TG Gardiner
- Cr EP Lilly
- Cr PR Perks
- Cr SL Gillespie
- Cr MR Hutchinson
- Cr JP Dow

**Terms of Reference**

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:  
[2021 - ToR Integrated Planning Committee](#)

## COUNCIL ROLE

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
<b>Executive/Strategic</b>	The substantial direction setting and oversight role of the Council e.g. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<b>Legislative</b>	Includes adopting local laws, town planning schemes and policies.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-Judicial</b>	When Council determines an application/matter that directly affects a person’s rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.  Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environment
<b>Insignificant (1)</b>	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	<b>Compliance</b> - No noticeable regulatory or statutory impact. <b>Legal</b> - Threat of litigation requiring small compensation. <b>Contract</b> - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	<b>Compliance</b> - Some temporary non compliances. <b>Legal</b> - Single minor litigation. <b>Contract</b> - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
<b>Moderate (3)</b>	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	<b>Compliance</b> - Short term non-compliance but with significant regulatory requirements imposed. <b>Legal</b> - Single moderate litigation or numerous minor litigations. <b>Contract</b> - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
<b>Major (4)</b>	Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	<b>Compliance</b> - Non-compliance results in termination of services or imposed penalties. <b>Legal</b> - Single major litigation or numerous moderate litigations. <b>Contract</b> - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	<b>Compliance</b> - Non-compliance results in litigation, criminal charges or significant damages or penalties. <b>Legal</b> - Numerous major litigations. <b>Contract</b> - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

**RISK - LIKELIHOOD TABLE**

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	<b>Almost Certain</b>	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	<b>Likely</b>	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	<b>Possible</b>	The event should occur at some time	The event should occur at least once in 3 years
2	<b>Unlikely</b>	The event could occur at some time	The event could occur at least once in 10 years
1	<b>Rare</b>	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, 13<sup>TH</sup> OF APRIL 2022, AS AN E-MEETING VIA ZOOM, COMMENCING AT 1.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

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

*Acknowledgement of Country*

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

*Affirmation of Civic Duty and Responsibility*

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

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

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

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

*Emergency Procedure*

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

**2 RECORD OF ATTENDANCE/APOLOGIES**

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

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

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

2.1 Attendance

2.2 Apologies

**3 PRESENTATIONS**

None.

**4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

4.1 Integrated Planning Committee Meeting Held 9<sup>th</sup> of March 2022

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Integrated Planning Committee Meeting held on the 9<sup>th</sup> of March 2022, be confirmed as true and correct subject to no/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.

### e-MEETING PROCESS – ADVICE TO PUBLIC & ELECTED MEMBERS

*The Chairperson will:*

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

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

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

## 8      REPORTS OF OFFICERS

### 8.1      Title: Councillor / Staff Budget Requests

<i>Reporting Department:</i>	<i>Corporate &amp; Governance</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995 and Local Government (Audit) Regulations</i>
<i>Attachments:</i>	<i>Appendix IPC: 8.1 – Risk Assessment</i>

#### Overview

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

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

#### Background

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

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

An initial Agenda report was presented to the 9<sup>th</sup> of March 2022 Integrated Planning Committee meeting where the following was resolved:

*“THAT Integrated Planning Committee*

1.      *Defer making a decision on Item 9.7 Councillor / Staff Budget Requests; and*
2.      *Requests that further details or a business case is provided to the Committee at the April Integrated Planning Committee meeting to support the Staff Budget Requests.*

*CARRIED  
6/0”*

The Executive Management Team have met and discussed these requests, removing some requests and referring other staffing requests to the Workforce Plan agenda item for Council’s consideration.

#### Legal Implications

*Local Government Act 1995*

*Local Government (Financial Management) 1996*

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

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

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

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

Strategic Community Plan

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

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

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

Environment - None.

Precedents

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

Budget Implications

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

**COUNCIL BUDGET ADOPTION AND CONSIDERATION ITEMS**

PROJECTS		ESTIMATED COST
1.		\$0

**COUNCILLOR BUDGET REQUESTS**

<b>Cr Mick Bennett – NO ITEMS REQUESTED</b>
<b>Cr Luke Davies – NO ITEMS REQUESTED</b>
<b>Cr Janice Dow – NO ITEMS REQUESTED</b>
<b>Cr Mark Hutchinson – One Item Requested</b>  Allow \$20,000 towards the milling of timber where we are clearing trees in the 2022/23 budget and LTFP for 4 years. There is a hope that some of this could make it into our buildings.
<b>Cr Patricia Perks – NO ITEMS REQUESTED</b>
<b>Cr Tyrrell Gardiner – NO ITEMS REQUESTED</b>
<b>Cr Peter Robinson – NO ITEMS REQUESTED</b>
<b>Cr Stacey Gillespie – NO ITEMS REQUESTED</b>
<b>Cr Ellen Lilley – NO ITEMS REQUESTED</b>

**STAFF BUDGET REQUESTS**

<b>EXECUTIVE SERVICES DIRECTORATE</b>		
<b>PROJECT</b>	<b>AMOUNT</b>	<b>NET BUDGET IMPACT</b>
Nil	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>

<b>CORPORATE &amp; GOVERNANCE DIRECTORATE</b>		
<b>PROJECT</b>	<b>AMOUNT</b>	<b>NET BUDGET IMPACT</b>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>

<b>SUSTAINABLE DEVELOPMENT DIRECTORATE</b>		
<b>PROJECT</b>	<b>AMOUNT</b>	<b>A NET BUDGET IMPACT</b>
<p><b><u>DEVELOPMENT CONTRIBUTION PLANS (DCP) - BUREKUP AND DARDANUP (\$50,000)</u></b></p> <p>Council is requested to provide a budget of \$50,000 (incl. GST) for consultancy costs to prepare a new Development Contribution Plan (DCP) for Burekup, and to update the existing DCP for Dardanup to align and incorporate it within the new LPS 9. The DCP's will identify Community Infrastructure that needs to be funded as the towns grow, and the fair apportionment of costs to landowners/developers to fund the infrastructure. Once the DCP's are completed they will be incorporated into and charged through the Shire's Town Planning Scheme. The new Local Planning Scheme No. 9 is envisaged to be adopted and finalised towards the end of 2022 or early 2023.</p> <p>The following documents provide strategic support for this budget request:</p> <ul style="list-style-type: none"> <li>• <u>Shire's Corporate Business Plan 2021/22 - 24/25</u> (action ref 4.1.3.4) identifies preparation of these two DCPs as a 'high' priority under the 'Prosperity' objective.</li> </ul>	\$50,000	\$0,000

SUSTAINABLE DEVELOPMENT DIRECTORATE																				
PROJECT	AMOUNT	A NET BUDGET IMPACT																		
<ul style="list-style-type: none"> <li>• <u>Shire of Dardanup Place and Community Plan 2020-2030</u> <u>Shire of Dardanup 2050 Vision</u> identifies the provision and maintenance of facilities, infrastructure and services as one of the Shire's five values.</li> <li>• <u>Strategic Community Plan 2018-2028</u> and <u>Strategic Community Plan 2020-2030 (Internal Review)</u> - identifies the provision of services and recreational facilities, high level library facility and community services as a 'very high' or 'flagship' priority under Outcome 5.2.</li> </ul> <p>It is requested that this \$50,000 expenditure be re-allocated from the unspent portion of the Wanju DCP loan of \$750,000, as the total project is anticipated to only cost \$518,000. The remaining \$182,000 is recommended to be re-allocated for building projects, and transferred to the Building Maintenance Reserve, enabling a reduced transfer of \$182,000 from the Municipal funds.</p>																				
<p><b><u>Increase Emergency Management Officer FTE</u></b></p> <p>The Emergency Management Officer (EMO) is currently employed on a 0.6 FTE basis. The purpose of the position is to provide assistance with Emergency Management practices, Bushfire Risk Management and administrative assistance and support to the Shires 8 Volunteer Bush Fire Brigades (VBFB). Council has 2 options available to increase the service level. Option 1 is to increase the existing Shire of Dardanup EMO FTE; Option 2 is to contribute towards a DFES funded external staff member.</p> <p><b>Option1:</b> This Option is for the EMO position to become full-time (1.0 FTE) Council employee, an increase of 0.4 FTE. The impact of this on the budget is estimated to be \$41,000 (0.4 FTE increase at current Level 4/6 plus overheads).</p> <p><b>Option 2:</b> This Option involves Council paying a contribution towards a DFES funded external staff member of which we will get 1/3 (Dardanup/Collie/Capel), with Shire of Capel proposed to host the position. Please note the attached proposal is for DFES to fund 50% in year one and only 30% in years 2 &amp; 3. This does not give us longevity in the role and also may end up costing us a similar amount to increasing our internal resource.</p> <table border="0"> <tr> <td><u>2022-23</u></td> <td>\$153,083</td> </tr> <tr> <td>DFES 50% funding</td> <td>\$76,541</td> </tr> <tr> <td>LG(s) 50% funding</td> <td>\$76,542</td> </tr> <tr> <td><u>2023-24</u></td> <td>\$155,025</td> </tr> <tr> <td>DFES 30% funding</td> <td>\$46,508</td> </tr> <tr> <td>LG(s) 70% funding</td> <td>\$108,517</td> </tr> <tr> <td><u>2024-25</u></td> <td>\$160,385</td> </tr> <tr> <td>DFES 30% funding</td> <td>\$48,116</td> </tr> <tr> <td>LG(s) 70% funding</td> <td>\$112,269</td> </tr> </table> <p>Option 2 is the recommended Option.</p>	<u>2022-23</u>	\$153,083	DFES 50% funding	\$76,541	LG(s) 50% funding	\$76,542	<u>2023-24</u>	\$155,025	DFES 30% funding	\$46,508	LG(s) 70% funding	\$108,517	<u>2024-25</u>	\$160,385	DFES 30% funding	\$48,116	LG(s) 70% funding	\$112,269	\$25,514	\$25,514
<u>2022-23</u>	\$153,083																			
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SUSTAINABLE DEVELOPMENT DIRECTORATE		
PROJECT	AMOUNT	A NET BUDGET IMPACT
<p>The following information provides details on the additional responsibilities that substantiates the increase to the position so that the Shire can continue to fulfil its statutory obligations.</p> <p><b>Volunteer Bush Fire Brigades</b> Currently, the majority of the EMOs hours are dedicated to supporting the Shire's VBFB (412 volunteers) with training, PPE and equipment ordering, brigade membership, fleet maintenance, brigade leadership meetings and Local Government Grant Scheme management. With an average 20% increase to volunteer membership, demand on administrative responsibilities has increased. In addition, the COVID-19 pandemic including management of the mandated vaccination requirements, have seen a significant increase to the previous workload limiting time spent on other legislative responsibilities outlined in the EMO position description.</p> <p><b>Emergency Management</b> Emergency Management is a legislated responsibility that requires the Shire to prepare, manage and review their Local Emergency Management Arrangements (a suite of documents that includes relevant support plans) to ensure the Shire is prepared for minor and major emergencies. The Shire also has statutory obligations for recovery following an emergency that affects the community. Emergencies bring a significant work load that can only be lessened through good planning and preparedness prior to occurring. This can be achieved through a wide-range of training and promotional activities that can be funded via annual DFES grants including AWARE and National Disaster Risk Reduction (e.g. Emergency Management Conference 2021) however, such endeavours increase the workload substantially.</p> <p><b>Bush Fire Risk Management</b> Due to the increased fire risk across the State it is imperative that mitigation work is completed. Previous years have seen bushfire risk assessed and required mitigation identified by the Bushfire Risk Planning Coordinator (BRPC) that enabled Mitigation Activity Funding to be secured. With the BRPC position now redundant, future bush fire risk reduction applications, management of treatments and the acquittal process now falls with the EMO position. In addition, all treatments are recorded in the State Bushfire Risk Management System including before/ after photos, works completed and invoice costs. As the Shire no longer has a BRPC such tasks will now fall with the EMO position.</p> <p><b>Business Continuity</b> Business Continuity ensures the Shire's critical business operations proceed during a disruption. The Shire has a comprehensive plan that includes contact information, steps for what to do when faced with a variety of incidents and a guide for when to use the document. In the current Pandemic the Incident Management Team has been meeting regularly and established a working group that includes the EMO to assist in keeping up up-to-date with the latest health advice and making recommendation to the IMT for implementation. This is an extra task that was not required prior to 2020.</p> <p>Local government emergency management responsibilities have significantly increased in recent times and it is considered essential that appropriate staff resources be allocated for this function.</p>		



SUSTAINABLE DEVELOPMENT DIRECTORATE		
PROJECT	AMOUNT	A NET BUDGET IMPACT
TOTAL	<b>\$75,514</b>	<b>\$25,514</b>

The Net impact of Staff Budget Requests for 2022/23 total \$25,514 and the Councillor request would be an additional \$20,000.

Budget – Whole of Life Cost

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

Council Policy Compliance

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

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

Risk Assessment

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

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

Officer Comment

Refer to the Executive Management Team comments provided above.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE**

**THAT the Integrated Planning Committee recommend to Council**

**1. That the following projects be included for consideration in the Draft LTFP, Draft Corporate Business Plan and Draft 2022/23 Budget:**

**i). Councillor Budget Request:**

**a. ....**

**ii) Staff Budget Requests:**

**a. ....**

**b. .... ; and**

**2. That the unspent portion of the Wanju Developer Contribution Plan loan of \$750,000 estimated to be \$232,000, be re-allocated in the Draft LTFP, Draft Corporate Business Plan and Draft 2022/23 Budget as follows:**

- \$50,000 towards the development of Development Contribution Plans for Burekup and Dardanup; and**
- the balance estimated to be \$182,000 towards building projects, and transferred to the Building Maintenance Reserve, enabling an equivalent reduced transfer from the Municipal funds.**

## 8.2 Title: Draft Workforce Plan 2022/23 – 2031/32

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Deputy CEO</i> <i>Ms Cathy Lee - Manager Governance &amp; HR</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix IPC: 8.2A – Risk Assessment</i> <i>Appendix IPC: 8.2B – Draft 2022/23 Workforce Plan</i>

### Overview

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

### Background

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

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

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

Any additional staff approved by Council will need to be added to the Workforce Plan and will be presented to Council as part of the final adopted 2022/23 Workforce Plan.

An initial Agenda report was presented to the 9<sup>th</sup> of March 2022 Integrated Planning Committee meeting where the following was resolved:

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

*CARRIED  
6/0”*

The Executive Management Team have met and discussed the Workforce Plan, removing some budget requests and referring other staffing requests to the Workforce Plan agenda item for Council's consideration.

Legal Implications

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

*Local Government (Administration) Regulations 2011**19DA. Corporate business plans, requirements for (Act s. 5.56)*

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

*\*Absolute majority required.*

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

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

The revised draft Workforce Plan and staffing changes that occurred during 2021/22 are accounted for in the Long Term Financial Plan 2022/23 - 2031/32 and Corporate Business Plan 2022/23 - 2025/26.

The Plan currently includes 119.37 Full-Time Equivalent (FTE) staff at a total cost (salaries plus superannuation) of \$11,197,490, including new employees and changes to duties and hours for some positions that occurred during 2021/22 to cater for the changing demands on staff through growth of the Shire and new services.

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

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

During 2021/22 there has been a number of reviews undertaken by management of the FTE numbers to improve efficiency in a number of areas, and to ensure staffing resources are optimised across the organisation. These major changes have been presented and endorsed by Council during the year and have included a number of changes as outlined below (refer Officer Comment).

The current draft 2022/23 Long Term Financial Plan is based on the following:

<b>Draft 2022/23 Long Term Financial Plan Projections</b>										
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Growth	1.52%	1.07%	1.30%	1.73%	1.72%	2.0%	2.15%	2.29%	2.73%	2.72%
FTE's	119.17	118.37	121.07	121.67	121.87	124.57	125.77	126.47	126.67	126.67

Budget – Whole of Life Cost

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

Council Policy Compliance

Council Policy 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.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Draft Workforce Plan 2022/23 – 2031/32
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial Employee costs are a significant proportion of Council’s operating expenditure.</p> <p>Service Interruption If employee vacancies or new positions are not filled, it can impact on the level of service provided by Council to the community.</p> <p>Reputational High employee costs and employee turnover impact the Council’s reputation.</p>

#### Officer Comment

The Workforce Plan adopted by Council for the 2021/22 financial year had a total of 115.27FTE. The actual number of positions in the current Workforce Plan is 118.47FTE, an increase of 3.4FTE.

FULL TIME EQUIVALENT (FTE) EMPLOYEES	BUDGET FTE 2021/22	CURRENT ACTUAL FTE 2021/22	VARIANCE
Executive Department	3.30	3.80	0.50
Corporate & Governance	29.50	32.40	2.90
Sustainable Development	38.78	38.08	-0.70
Infrastructure Services	43.69	44.19	0.70
<b>TOTAL FTE EMPLOYEES</b>	<b>115.27</b>	<b>118.47</b>	<b>3.40</b>

- Executive Department – Increase of 0.5FTE

**Designated Area Migration Agreement (DAMA) Officer**– Refer [Res: 322-20] of 25<sup>th</sup> November 2020 Ordinary Council Meeting for report to Council regarding this position. This position was originally allocated to the Executive Department, the position has moved under Human Resources in the Corporate & Governance Directorate = -0.5FTE.

#### *“OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION*

322-20                      *MOVED -*                      *Cr. P S Robinson*                      *SECONDED -*                      *Cr. S L Gillespie*

*THAT Council*

1. *supports the establishment of a Designated Area Migrant Agreement across the South West region of Local Governments;*
2. *Provides in-principle support for the provision of \$5,000 per annum for the period of a five year Designated Area Migration Agreement to fund a*

*Designated Area Representative to be employed by a South West Local Government; and*

3. *Provides in-principle support for the Shire of Dardanup to become the regional Designated Area Representative should no other suitable agency be willing to undertake this role.*

*CARRIED  
7/2”*

**COVID Officer** [fixed term] – Refer [Res: 44-22] of 23<sup>rd</sup> March 2022 Ordinary Council Meeting for report to Council regarding this position.

*“OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION*

*44-22                      MOVED -              Cr. M T Bennett                      SECONDED -              Cr. T G Gardiner*

*THAT Council acknowledges the emergency expenditure authorized by the Shire President to date in response to the Covid-19 pandemic.*

*CARRIED  
7/0”*

*Note: One quarter of the position is funded within the 2021/22 financial year with the balance being funded within the 2022/23 year = +1.0FTE.*

POSITION	FTE
DAMA Officer	-0.5
COVID Officer	1.0
<b>TOTAL</b>	<b>0.5 FTE</b>

- *Corporate & Governance Directorate – Increase of 2.9FTE*

The hours allocated to positions of Assistant Accountant, Senior Rates Officer, Rates Officers and Senior Corporate Governance Officer (previously titled Compliance Officer) were shuffled internally to meet the needs and requests of staff for suitable hours. This resulted in a net effect of zero on the Work Force Plan.

The **DAMA Officer** position was moved from Executive Department to the Corporate & Governance Directorate = 0.5FTE. Refer [Res: 322-20] of 25<sup>th</sup> November 2020 Ordinary Council Meeting

The **ERP (Enterprise Resource Planning) Project Manager Position** and Cyber Security position were adopted by Council at its 25<sup>th</sup> November 2020 OCM, Refer [Res: 322-20] of 25<sup>th</sup> November 2020 Ordinary Council Meeting for report to Council regarding these positions.

*“OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION*

*353-21                      MOVED -              Cr. T G Gardiner                      SECONDED -              Cr. P R Perks*

*THAT Council:*

1. *Receive the IT Services & ERP Review Report – August 2021 [Appendix BCD: 16.2A] conducted by TANGO Information Technology.*
2. *Endorse the calling of Expressions of Interest for a new ERP system for the Shire of Dardanup, with the information provided through the EOI used to develop a detailed ERP Business Case and Project Plan (ERP Report) for Council’s future consideration.*
3. *Endorse the proposed Information Services staffing realignment outlined in Confidential Item 16.3 and Attachment 1, including:*

- a) *the creation of a contracted ERP Project Manager role (1.0 FTE) funded from the IT Reserve; and*
- b) *the creation of a Cyber Security Administrator role (0.6 FTE with 0.2 FTE shared);*

*with the Workforce Plan, 2021/22 budget and LTFP updated to reflect these changes.*

*CARRIED  
8/1”*

The **Cyber Security Officer** was advertised in November 2021 with only 1 application received. The work is currently being carried out by an external provider on a 3 month contract at this time. The position will be retained in the Work Force Plan with the intention of re-advertising in the future.

*Note: The Shire of Harvey were offered the opportunity of sharing the role with the Shire of Dardanup, however they did not take up this opportunity.*

The **Building Property Management Officer** commenced work with the Shire in February 2022. Council endorsed the creation of the position at its 15<sup>th</sup> December 2021 Ordinary Council Meeting Refer [Res: 407-21]:

*“OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION*

*407-21                      MOVED -                      Cr. P R Perks                      SECONDED -                      Cr. T G Gardiner*

*THAT Council:*

- 1.                      Endorse the creation of a new full-time permanent Building Property Manager Officer position within the Corporate & Governance Directorate to manage the Eaton Sports Club building and other Council leased buildings and facilities from 1<sup>st</sup> of January 2022, with the option of the role being contracted to an external business in the interim if required;*
- 2.                      Authorises unbudgeted expenditure of \$45,000 in the 2021/22 budget for employee costs/contractors related to the Building Property Manager Officer role;*
- 3.                      Authorises the updating of the Shire of Dardanup Workforce Plan and Long Term Financial Plan to include the ongoing costs of employing a Building Property Manager Officer.*

*CARRIED  
7/2”*



The Corporate & Governance Directorate has been increased with Council support throughout the year by 2.9FTEs.

POSITION	FTE
Assistant Accountant	0.4
Senior Rates Officer	-0.2
Rates Officers	-0.3
Senior Corporate Governance Officer	0.1
DAMA Officer	0.5
Cyber Security Officer	0.4
ERP Project Manager	1.0
Building Property Management Officer	1.0
<b>TOTAL</b>	<b>2.9 FTE</b>

- *Sustainable Development Directorate – Decrease of -0.7FTE*

The **Bushfire Risk Planning Coordinator** position was a 3 year grant funded position that commenced in 2019. The incumbent resigned his position in July 2021. The 1.0FTE position was not replaced.

The **Grants Officer** position was increased for 2021/22 by 0.3FTE as reported to Council at the 17th November 2021 Special Council Meeting, [Re: 358-21]. The resolution supported the increase for the remainder of 2021/22 in recognition of the

*17. Grants Officer FTE increase – \$25,605*

*Council is requested to consider under the website project an increase in the Grants Officer FTE from 0.5FTE to 0.8 FTE for the remainder of 21/22. This is to utilise internal skills on promotions and graphic design in the website development and ensure best outcomes. With regards to the Grants officer role itself the officer have been able to attract \$20,000 in sponsorships and has applied for over \$1.5million in funding.*

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

358-21                      *MOVED -*                      *Cr. M T Bennett*                      *SECONDED -*                      *Cr. T G Gardiner*

*THAT Council:*

- 1. Receive and acknowledge the 2021/22 Budget Review – 31<sup>st</sup> October 2021 report and associated Summary Financial Statement, Statement of Comprehensive Income – by Nature & Type, Summary of Budget Amendments, Schedules and Notes (Appendix SCM: 12.4.1A, 12.4.1B, 12.4.1C, 2.4.1D);*
- 2. Based on previous resolutions of Council, receive and acknowledge the Budget Amendments contained within the report;*
- 3. Receive and acknowledge the 2021/22 Forecast Revenue and Expenditure items contained within the report;*

## 4. Receive and adopts the following requested 2021/22 budget amendments:

#	BUDGET ITEMS	\$
i)	1. Public Relations - Newsletter - \$20,000 2. Public Relations - Website - \$80,000 17. Grants Officer FTE increase – (\$25,605) \$30,000 (Note: Report to come back to Council on website development options).	130,000
	Etc...	

**Events Officer** position – It is recommend the planned increase of 0.2FTE to the Events Officer position for 2022/23 as well as the 0.1 FTE planned for the Communications Officer, be reallocated to the Grants Officer role, increasing the role of the Grants Officer permanently from 0.5FTE to 0.8FTE.

The resulting amendments to the WFP for the Sustainable Development directorate was a reduction of -0.7FTEs.

POSITION	FTE
Bushfire Risk Planning Coordinator	-1.0
Grants Officer	0.3
<b>TOTAL</b>	<b>-0.7 FTE</b>

- *Infrastructure Directorate – Increase of 0.5FTE*

The Cleaner positions were increased by 0.5FTE as a result of reducing contract cleaners at a higher cost.

POSITION	FTE
Cleaner [Casual]	0.5
<b>TOTAL</b>	<b>0.5 FTE</b>

WORKFORCE PLAN - CONSOLIDATED SUMMARY AS AT APRIL 2022												
FULL TIME EQUIVALENT (FTE) EMPLOYEES	Budget FTE 2021/22	Current Actual FTE 2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Executive Department	3.30	3.80	3.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80
Corporate & Governance	29.50	32.40	32.40	32.40	33.10	33.70	33.20	33.70	33.70	34.20	34.20	34.20
Sustainable Development	38.78	38.08	38.28	38.28	39.28	39.28	39.98	40.18	40.38	40.58	40.78	40.78
Infrastructure Services	43.69	44.19	44.69	44.89	45.89	45.89	45.89	47.89	48.89	48.89	48.89	48.89
<b>TOTAL FTE EMPLOYEES</b>	<b>115.27</b>	<b>118.47</b>	<b>119.17</b>	<b>118.37</b>	<b>121.07</b>	<b>121.67</b>	<b>121.87</b>	<b>124.57</b>	<b>125.77</b>	<b>126.47</b>	<b>126.67</b>	<b>126.67</b>

**2021/22**

FULL TIME EQUIVALENT (FTE) EMPLOYEES	BUDGET FTE 2021/22	CURRENT ACTUAL FTE 2021/22	VARIANCE
Executive Department	3.30	3.80	0.50
Corporate & Governance	29.50	32.40	2.90
Sustainable Development	38.78	38.08	-0.70
Infrastructure Services	43.69	44.19	0.70
<b>TOTAL FTE EMPLOYEES</b>	<b>115.27</b>	<b>118.47</b>	<b>3.40</b>

**Proposed 2022/23 before Budget Requests**

FULL TIME EQUIVALENT (FTE) EMPLOYEES	CURRENT ACTUAL FTE 2021/22	PROPOSED 2022/23	VARIANCE
Executive Department	3.80	3.80	0.00
Corporate & Governance	32.40	32.40	0.00
Sustainable Development	38.08	38.28	0.20
Infrastructure Services	44.19	44.69	0.40
<b>TOTAL FTE EMPLOYEES</b>	<b>118.47</b>	<b>119.17</b>	<b>.70</b>

The 2022/23 Workforce Plan is provided for the Committee’s consideration (Appendix IPC: 8.2B)

PROJECT	AMOUNT	A NET BUDGET IMPACT
<p><b><u>Increase Grants Officer Hours from 0.5FTE to 0.8FTE – Partially Offset by a reduction in Place Officer hours 0.2 FTE and a reduction in the Communications &amp; Media Officer hours 0.1 FTE</u></b></p> <p>In early 2021 the Shire of Dardanup created a 0.5FTE Grants Officer position which was filled in May 2021. Since this time, the Grants Officer has applied for an been successful in almost \$1.2 million in additional income including for a range of operations and strategic capital projects:</p> <ul style="list-style-type: none"> <li>• CSRFF Annual Forward Planning, R&amp;J Fishwick Pavilion: \$700,000</li> <li>• CSRFF Club Night Lights, Glen Huon Reserve (Football and Softball: \$290,000</li> <li>• RAC ReConnect WA, Dardanup Depot Revitalization: \$125,000</li> <li>• Tronox three-year sponsorship, Spring Out Festival: \$30,000</li> <li>• Lotterywest, Enlighten: \$20,000</li> <li>• Regional Arts Australia, Enlighten: \$2,500</li> <li>• Healthway sponsorship, Summer in Your Park: \$10,000</li> </ul> <p>In addition the Grants Officer has supported the application for over \$80,000 in successful grants:</p> <ul style="list-style-type: none"> <li>• DLGSC Creative Communities, Ferguson Valley Public Art Trail: \$61,418</li> <li>• COVID-10 Youth Recovery, Innovate Youth Program: \$5,000</li> <li>• National Australia Day Council, Australia Day Events: \$15,504</li> </ul> <p>There are also almost \$8 million in grant applications applied for where we are awaiting the outcome, including a \$7.8 million application for BBRF Round 6 toward the Shire Administration Building.</p> <p>Per the above, it is proven that this role has been very successful, however the 0.5FTE is proving to be limiting in the ability to continue to provide the level of application and success. The applications themselves are very time consuming. For example, the larger application such as for CSRFF and BBRF have involved in excess of one month 0.5FTE resource allocation per grant. The more successful the position is becoming, the more work that is required to maintain sponsorship relationship and administer the grants. Typically the monthly reporting requirements for each grant is at between half a day to one full day resource allocation per month, with larger grants having a higher administration requirements and smaller grants demanding less time accordingly. This is an extremely important and often overlooked component of a successful grants and sponsorship program – nurturing the relationships is key for ongoing support and the reputation of the Shire. This quickly adds up and consumes a large proportion of the 0.5FTE. Finally, the Grants Officer role recently was revised to include back-up for the Communications Officer in the event they are on leave or in high-workload scenarios such as managing the COVID-19 response. While an important step for reducing the risk associated with the Shire employing only a single part-time Communications Officer, this will impact on the time availability for completing Grant applications and administration.</p> <p>This position was reclassified to a Level 6 recently because of extra duties that has been added to the Position Description such as communications, and has been extended to end June 2022 at increased FTE/Hours from a 0.5FTE to 0.8 FTE to lead the website project.</p>	<p>\$32,148</p>	<p>\$0</p>

PROJECT	AMOUNT	A NET BUDGET IMPACT
<p>It is requested to permanently extend this position from a 0.5FTE to a 0.8FTE at level 6 Step 4. The Workforce Plan in FY23/24 includes an increase of 0.2 FTE for Events Officer and 0.1 FTE from the Communications and Media officer. Officers recommend to reallocate these provisions to the Grants Officer position with the impact of increasing this position to a 0.8 FTE.</p>		
<p><b><u>Permanent Part-time or Contract Building Surveyor (0.5 FTE)</u></b></p> <p>Historically the Shire of Dardanup has always employed 2 building surveyors in various capacities. Approximately 2 years ago the 0.8 FTE part time building surveyor was tasked with other duties within the Infrastructure Directorate during an unprecedented downturn in building activity. In addition to this the mandatory 4 yearly pool inspections were contracted out to a private company.</p> <p>Now that the building industry has recovered (and development activity is continuing to be sustained at an increased level), the current 1.0 FTE Principal Building Surveyor is unable to fulfil the Shire's statutory and regulatory responsibilities. This has resulted in the employment of a relief casual building surveyor for the 2020/21 financial year.</p> <p>The casual arrangement is in place until 30 June 2022 and a permanent solution will need to be put in place. It is therefore requested that a new (essentially replacement) permanent part-time building surveyor position being created for a 0.5 FTE (at Level 8 Step 1). This position will not only provide essential relief cover for the current Principal Building Surveyor but will also conduct the mandatory 4 yearly pool inspections.</p> <p>The previous swimming pool contractor arrangement will cease and this nominal \$10,000 amount will offset the budget request. Additionally the expected increase in building activity will result in an increase in revenue from applications and inspections as evidenced by:</p> <ul style="list-style-type: none"> <li>• 2019/20 building application approximate revenue - <b>\$76,000</b></li> <li>• 2020/21 building application approximate revenue - <b>\$138,000</b></li> <li>• 2020/21 swimming pool inspection revenue - <b>\$11,500</b></li> <li>• 2021/22 swimming pool inspection revenue - <b>\$19,000</b></li> </ul> <p>Essentially the 0.5 FTE wage is expected to be sourced from savings associated with contracting out the pool inspections and predicted additional building application revenue.</p> <p>Building surveying is a mandatory function the Shire has to provide and it is paramount that the Shire has sufficient staff to undertake its functions. The current 1.0 FTE arrangement is unsustainable and in periods when the Principal Building Surveyor is on leave, poses a risk to the organisation in not being able to fulfil its legislative requirements.</p>	<p>\$63,000</p>	<p>\$0</p>
<b>TOTAL</b>	<b>\$95,148</b>	<b>\$0</b>

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION TO THE  
INTEGRATED PLANNING COMMITTEE**

**THAT the Integrated Planning Committee recommends that Council endorse the Shire of Dardanup draft Workforce Plan 2022/23 - 2031/32 as per (Appendix IPC: 8.2B) inclusive of the following additional position:**

- a) **Add a 0.5FTE permanent part-time Contract Building Surveyor.**

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

<i>Reporting Department:</i>	<i>Corporate &amp; Governance</i>
<i>Reporting Officer:</i>	<i>Mrs Sonja Pienaar – Manager Assets Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix IPC: 8.3A – RAMP Appendix IPC: 8.3B – Risk Assessment</i>

Overview

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

Background

The Road Asset Management Plan (RAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Council's road network. The RAMP looks at the existing network, determines standards and processes for determining an overall master plan of roads for the Shire and recommends a program of works for the improvement, expansion and renewal of the road network. The RAMP is reviewed as required to take into consideration any changes resulting from traffic changes, development and subdivisions, newly constructed roads, changes to the Main Roads Western Australia network and any other factors that affect the information contained within the document. The RAMP is written in consideration of the Shire of Dardanup Strategic Community Plan (SCP).

The rate of improvement of the network is dependent on the amount of resources that the Council allocates to such works annually. The amount of improvement works carried out annually should be controlled so that renewal and preservation works are not compromised or delayed to the point of pavement failure (resulting in greater cost to Council).

Legal Implications

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

*Local Government (Administration) Regulations 2011*

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

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

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

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

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

### Strategic Community Plan

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

### Environment

The project unit costs have provision for expenses relating to environmental approvals and offset requirements for road projects. However, this will be monitored closely and adjusted if needed in future reviews of the RAMP.

### Precedents

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

### Budget Implications

The following Programs are provided in (Appendix IPC: 8.3A) and indicate the projected expenditure and income for the next ten years.

- 10 Year Financial Summary;
- 10 Year Road and Bridge Expenditure Program;
- 5 Year Detailed Road and Bridge Program with funding sources; and
- 1 Year Detailed Road and Bridge Program.

The recommendations in the Road 10 Year Programs will be used to develop the 10 year Long Term Financial Plan and Corporate Business Plan.

Costings provided in the Road 10 Year Programs are based on generic unit rates. Therefore, detailed estimates will be carried out for projects recommended prior to construction. It is expected that the overall cost of each project should not vary greatly; however, the distribution of labour, plant and goods and services costs may vary once each project is examined in more detail.

### Budget – Whole of Life Cost

The purpose of the RAMP is to plan for the preservation, renewal, improvement and expansion of the Shire's road network and deals with the full life cycle requirements of road infrastructure.

The following table shows the 2021-2022 Program's annual transfer compared to the transfers for the 2022-2023 Program:



	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
Annual Transfer ( x \$1,000)										
2021-2022 LTFP	850	900	900	900	1,700	1,725	1,750	2,000	2,000	
2022-2023 LTFP	850	900	900	900	1,700	1,725	1,750	2,000	2,000	2,000
Increase in annual reserve transfer	0	0	0	0	0	0	0	0	0	2,000

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: 8.3B) for full assessment document.

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

Officer Comment

The Shire provides the following road and bridge infrastructure:

- 308 km of sealed roads;
- 125 km of gravel roads; and
- 22 road bridges.

On 30 June 2021 the Council’s Road portfolio was reported as follow:

Current Replacement Cost	\$136,455,726
Accumulated Depreciation	\$44,269,901
Depreciated Replacement Cost	\$92,185,825
Annual Depreciation	\$2,530,303

On 30 June 2021 the Council’s Bridge portfolio was reported as follow:

Current Replacement Cost	\$38,959,000
Accumulated Depreciation	\$14,759,000
Depreciated Replacement Cost	\$24,200,000
Annual Depreciation	\$597,726

The purpose of the RAMP Works Program is to plan for the construction of new roads and the upgrade, renewal, disposal of the Council’s existing roads and bridges.

The current forecast average expenditure currently identified in the RAMP Works Program is listed below (i.e. annual average taken over 10 years):

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
2021-22 Program	\$1,834,212	\$1,051,105	\$2,885,316	\$1,456,897	\$1,428,419
2022-23 Program	\$1,350,575	\$911,925	\$2,262,500	\$1,366,383	\$896,117
<b>Change</b>	<b>-\$483,638</b>	<b>-\$139,180</b>	<b>-\$622,817</b>	<b>-\$90,514</b>	<b>-\$532,303</b>

According to recent reporting, the Council’s Road portfolio has 68% remaining capacity left with a long term renewal requirement of \$2.5 million per annum. The Bridge portfolio has 62% remaining capacity left with a long term renewal requirement of \$598k per annum.

It should be noted that a significant portion of the projected income beyond 2022/2023 is estimated and may vary subject to the future amounts available under each source and the success of the Council obtaining the funds.

The main aim of the RAMP Works Program review this year includes:

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

The following comments are provided on the 2022/2023 RAMP 10 year Works Program:

- *Bridge renewal*

The bridge renewal program is usually planned by MRWA and 100% funded from external sources and therefore not always included in the RAMP as it does not impact Shire’s Road Maintenance Funding Reserves. Recently some unplanned urgent works have been identified and will require to be funded from Shire Reserves and includes works to Ironstone Bridge and Millbridge Boulevard Bridge:

Project	Proposed works	2022-2023	Reserve Funding
Ironstone Road Bridge 4861	Bridge renewal	\$100,000	\$100,000
Millbridge Blvd Bridge 5307	Bridge renewal	\$ 60,000	\$ 60,000

The following 2021/22 planned and funded bridge works will only be completed in the new financial year and will be carried forward. The works have not been included in the RAMP. As the works are

done by MRWA, it is standard practice that they withhold some of the funding and it must be noted that the value of the work is more than the funding paid to the Shire.

Project	Value of Work	Estimated cost to Council	Carry Forward Reserve
Hynes Rd Bridge 3660	\$486,000	\$324,000	\$324,000
Recreation Rd Bridge 3665A	\$381,000	\$254,000	\$254,000
Crooked Brook Road Bridge 3671A	\$102,000	\$ 68,000	\$ 68,000

The following 2021/22 planned and funded Road projects will only be completed in the new financial year and will be carried forward and has not been included in the RAMP:

- Pratt Road modifications and car park;
- Ferguson Road (RRG funded works); and
- Eaton Drive modifications (RRG funded works).

- *Road of Regional Significance*

Due to the Shire, similar to all other local governments, not being able to meet their road renewal requirements, the Shire should aim to have all upgrades funded or supplemented from external funds.

This will mean that most upgrades will be to roads of regional significance and to improve road safety, as the major funding sources (Regional Road Group and Black Spot Programs) target these roads and objectives.

The recent Roads 2040 review has seen the following routes added to this classification of road of regional significance and will allow for Regional Road Group funding (RRG) to be applied for:

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

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

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

- *Dardanup Bypass*

Dardanup Bypass is a route proposed to connect Boyanup-Picton Road to Ferguson Road via Banksia Road and Depiazzi Road. This route is eligible for RRG funding as it was seen as a route of regional significance. Major projects like a bypass route involving design, land acquisition and consultation can

take many years to plan and seek funding for. Officers recommend that should Council consider this a strategic priority, a business plan and concept plan be developed well in advance.

- *5 Year Roads Funding Program*

In August 2021 the Council endorsed the 2022/23 five year roads program. RRG and Black Spot applications were submitted. The following is an update of the RRG five year program with project values which includes one third Shire contributions (changes from previous program are in red):

Road Name (Road Section )	2022/23	2023/24	2024/25	2025/26	2026/27
Pile Road (SLK 0.05 – SLK 16.78)	\$750,000	\$60,000	\$750,000	\$750,000	
Eaton Drive (SLK 0.40 – SLK 1.70)	\$375,000	\$375,000			
Martin Pelusey Road (SLK 0.00 – SLK 3.03)			\$300,000		
Hynes Road (SLK 0.00 – SLK 2.41)	\$ 240,000				
Ferguson Road (SLK 13.56 – SLK 19.85)	\$210,000	\$1,190,000	\$750,000	\$750,000	\$750,000
Ferguson Road (SLK 0.00 – SLK 0.27)		\$120,000			
Ferguson Road (SLK 0.27 – SLK 2.29)					\$750,000
Moore Road (SLK 0.60 – SLK 1.60)					\$750,000

In support of this program the following is commented:

- A review of the Pile Road project has identified that the works will require additional funding spread over 2023/24 to 2025/26. The 2022/23 funding will be the final allocation of a stage funding approval. An extension or a new funding allocation will have to be sought to continue with this project.
- Although Hynes Road has been included in the program, it has been necessary to postpone works due to a review of the scope and funding as well as a pending intersection upgrade with South Western Highway. The traffic patterns along Hynes Road will also change due to the BORR and it is essential that any non-urgent works to Hynes Road be postponed until after the completion of the BORR. It is therefore recommended to leave Hynes Road in the program, but to return to Council with a request to transfer the funding to Pile Road in order to maximise grant funding. A future review of the RAMP will reconsider the inclusion of Hynes Road.
- Although works to Martin Pelusey Road has been scheduled in 2026/27, the impact of the BORR will likely require a review of the scope and cost of future works required.
- Council will be funding the testing and design for treatment of the Ferguson Road (SLK 0-0.27) that is showing localised failures. However, there is an opportunity to apply for two thirds funding from RRG to do the rehabilitation works previously identified in the 10 year program.
- Works to Moore Road scheduled for 2026/27 will be reviewed once the scope has been refined.
- Ferguson Road Project comprises of two sub-projects, one funded from RRG program for the design and preparation and the other funded by the Black Spot program for clearing and construction. Due to the preparation work required for the Ferguson Road Black Spot project (SLK 13.56 -19.85) it had to be delayed to allow for land tenure, fencing and clearing permit approvals. New cost estimates and grant funding requirements has also indicated that the project will require a scope reduction. Subject to strict requirements, the opportunity exists

to reduce the length of road, but still make the necessary safety improvements. This reduced scope will mean that additional funding will have to be sought for the completion of works originally intended, either from RRG or Black Spot program in 2024/25.

- Eaton Drive - Intersection Modifications – This is the first stage of intersection upgrades along Eaton Drive from (SLK 0.40 to 1.70 - north of Blue Wren Drive to north of Glen Huon Boulevard) and consists of the signalisation of the intersection of Glen Huon Boulevard. As Eaton Drive is a road of regional significance, the project is funded on a two thirds, one third basis through the Regional Road Group. The project in 2021/22 had to be delayed due to the rejection from MRWA to proceed with the traffic light installation at Glen Huon Boulevard intersection. Additional funding is also expected in 2022/23 for the next stage that would have addressed the Hamilton Road/Hands Road intersection. Pending the outcome of consultation with MRWA, this project will be subject to a review of cost and scope and no commitments can be made with confidence on what will be delivered in 2022/23.
- Two sections of Henty Road (SLK 2.50 – 5.50 & SLK 8.00 – 11.0) qualified for funding under the Federal Black Spot Scheme in 2021/22 that had to be cancelled due to insufficient funding to complete the work. The project would have include widening of the bridge over the irrigation channel, reinstatement of the gravel shoulders, removal of roadside hazards and the installation of enhanced delineation. Henty Road has been scheduled in the latter half of the program, but will be reconsidered in future revisions of the program.
- From an operational perspective, the objective is to commit to two large construction projects with an optional third project, where it is of a lesser scale to allow maximum use of internal resources.

Comments on other new project for 2022/23:

- Venn Road Upgrade project in 2021/22 consisted of the upgrade of the 690 metre gravel section of Venn Road to a sealed road standard. The remaining of the road was identified as having to be reconstructed and widening, but due to lack of funding it had to be cancelled. It is unlikely that the Shire will have the capacity to upgrade roads without external funding support in future as the pressure on renewing existing roads increase. The Venn Road project in 2022/23 has identified resurfacing of the existing 3.5m seal in order to prolong the road for a further 5 to 8 years. As this is an area with the potential for further subdivision, both intersections of Venn Road may require a redesign and any further upgrade to Venn Road should address these intersections along with future subdivisions.
- Contributions from the adjoining development for the seal of the Clarke Street/Sykes Road intersection has been received to allow for the works to be done as part of the Clarke Street upgrade. Due to unforeseen delays and complications this work will now have to take place in 2022/23 as a new project.

- *Bunbury Outer Ring Road*

The Bunbury Outer Ring Road project will see works being done to the following Shire roads with no cost to Council:

Road Name	Works Start	Upgrade
Golding Crescent	2021	New roundabout and re-alignment
Martin-Pelusey Road	2022	Upgraded tie-in to Golding Crescent
Harris Road	2022	Upgrade works for BORR
Wireless Road	2022	Upgrade works for BORR
Waterloo Road	2022	Upgrade works for BORR

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

Officers recommend allocating \$50,000 in 2022/23 and in 2023/24 respectively for works that might result from the BORR activities or from urgent works required due to the BORR detour roads that will be taking more traffic than they were intended for.

The works program for the first five years of the draft 10 program are listed below:

Road Name	Proposed Works	Total Estimated Cost	Scheduled Start
Hynes Road	Surface profiling and pavement repairs	240,575	2022/23
BORR - impacted Local Roads	Rural Reseal	100,000	2022/23
Ferguson Road	Reconstruction - Reconstruct and seal	1,250,000	2022/23
	Reconstruction - Widen seal	2,900,000	2022/23
Clarke Street/Sykes Road Intersection	Intersection Upgrade	62,000	2022/23
Eaton Drive	Surface profiling and pavement repairs	50,000	2022/23
	Intersection Upgrade	1,439,000	2022/23
Venn Road	Rural Reseal	50,000	2022/23
	Seal Unsealed Road – second seal	20,000	2022/23
Pile Road	Reconstruction - Widen seal	1,500,000	2024/25
	Reconstruction - Widen, reconstruct and seal	810,000	2022/23
Collie River Road	Tree Removal	52,000	2023/24
Joshua Brook Road	Formation work	9,283	2023/24
	Reconstruction - Widen gravel	7,142	2023/24
	Resheet	40,901	2023/24
Council Drive Streetscaping	Streetscaping Works	150,000	2023/24
Ford Road	Formation work	5,135	2023/24
	Resheet	22,684	2023/24
Lennard Road	Rural Reseal	112,875	2024/25
Hale Street	Urban resurfacing - Asphalt	358,120	2024/25
Pratt Road	Urban resurfacing - Asphalt	55,878	2024/25
Harold Douglas Drive	Rural Reseal	75,763	2025/26
Ratcliffe West Road	Formation work	12,799	2025/26
	Resheet	56,347	2025/26
Rafferty Road	Rural Reseal	9,918	2025/26
Ironstone Road	Reconstruction - Widen, reconstruct and seal	388,507	2026/27
Greenwood Heights Cul-de-sac	Rural Reseal	2,346	2026/27
Moore Road	Reconstruction - Reconstruct and seal	750,000	2026/27
Martin Pelusey Road	Rural Reseal	300,000	2026/27
Henty Road	Reconstruction - Widen seal	600,000	2026/27
Millard Street	Urban resurfacing - Asphalt	158,297	2026/27
Greenwood Heights	Rural Reseal	23,729	2026/27
Gravel Pit Road	Formation work	20,093	2026/27
	Resheet	88,413	2026/27

Although a review of the first 1-2 years of the program has brought about significant changes to the rest of the program, no changes in the reserve transfers other than that adopted by Council previously will be recommended.

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

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

Road condition inspections as part of the infrastructure revaluations has commence and will allow the Officers to consider a full review of the road works programs going forward. This could also allow for comparing the cost benefit between a program focussed on upgrade and reconstruction versus a program focussed on renewing and resurfacing to prevent untimely reconstruction and therefore maximising useful life of the pavements.

The program also makes provisions for a separate allocation for project preliminaries to allow for improved project preparation.

It should be noted that Officers will be refining estimations of the projects identified in Year 1 (2022/23) of the 10 Year Road Program for the preparation of the Annual Budget. Initial indications are that the estimations are resulting in acceptable and achievable wage proportioning between capital works and maintenance. Any further changes required will be made in the draft Budget and will be reported further to Council as part of the Annual Budget deliberations.

The separate allocation for Staff Design Cost is to ensure that Design staff cost are funded from Reserves.

- *Deputy CEO Comment*

The current RAMP program expenditure and revenue sources as outlined above have been included in the draft Long Term Financial Plan, which together with the BAMP and PAMP program, results in a significant deficit position for Council over the future 10 year period. However the current RAMP program and reserve transfers also results in the Road Construction & Maintenance Reserve balance remaining in a positive position. It is therefore anticipated that changes to the BAMP, PAMP and RAMP (together with the level of Reserve transfers) may need to be considered by Council and adjusted to enable a balanced position to be achieved over the 10 year period of the Long Term Financial Plan.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION TO THE  
INTEGRATED PLANNING COMMITTEE**

**THAT the Integrated Planning Committee recommends that Council endorses the 10 year Road Asset Management Plan 2022/23-2031/32 program of works (Appendix IPC: 8.3A), inclusive of the following amendments:**

- 1.     ...**
- 2.     ...**
- 3.     ...**



8.4 Title: *Building Asset Management Plan 2022/23 – 2031/32*

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Sonja Pienaar – Manager Assets</i> <i>Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix IPC 8.4A – BAMP</i> <i>Appendix IPC 8.5B – Risk Assessment</i> <i>Appendix IPC 8.4C–BAMP–Improvement/Renewal Program</i>

Overview

The Committee is requested to consider and endorse the Building Asset Management Plan 2022/23 - 2031/32 Works Program that has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan Works Program will be incorporated into the 2022/23 Annual Budget.

Background

The Building 10 Year Program (10 Year Program) is a document 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 Program considers the Shire of Dardanup Strategic Community Plan (SCP). The Building 10 Year Program has been reviewed in preparation for the 2022-2023 Strategic Planning process and a draft has been prepared for Council consideration and adoption of the annual reserve transfers required to deliver the 10 Year Program.

The 10 Year Program aims at ensuring that the operations within the Shire of Dardanup remain sustainable.

Legal Implications

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

*Local Government (Administration) Regulations 2011*

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

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

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

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

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

### Strategic Plan

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

Environment - None.

### Precedents

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

### Budget Implications

The information contained in the 10 Year Program will be used annually to develop the Council's Corporate Business Plan.

The proposed annual reserve transfer for buildings has changed from that adopted in the Long Term Financial Plan (LTFP) of 2021/2022. The reasons for the changes is discussed in the Officer Comments section of this report.

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

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

The following is proposed for the 2022-2023 Program:

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
<b>TOTAL EXPENDITURE</b>		15,474,355	5,701,625	2,760,718	5,588,860	4,201,894	1,711,957	1,096,946	1,382,932	398,702	253,724
<b>FUNDING</b>											
Loans		7,200,000	1,500,000	0	0	0	0	0	0	0	0
Grants		1,765,897	167,443	1,104,761	2,956,835	1,867,554	846,123	265,795	446,493	0	0
Contributions		0	0	224,849	2,117,801	921,230	118,678	0	0	0	0
Carried Forward Projects Reserve		0	0	0	0	0	0	0	0	0	0
Project Management Salaries - Muni Funds		200,375	203,215	207,378	211,944	217,321	223,168	229,173	235,695	242,409	249,770
<b>TOTAL FUNDING</b>		<b>9,166,272</b>	<b>1,870,658</b>	<b>1,536,989</b>	<b>5,286,580</b>	<b>3,006,105</b>	<b>1,187,969</b>	<b>494,968</b>	<b>682,188</b>	<b>242,409</b>	<b>249,770</b>
<b>OWN SOURCE FUNDS REQUIRED</b>		6,308,083	3,830,967	1,223,730	302,281	1,195,789	523,989	601,978	700,744	156,293	3,954
Opening Balance - Building Reserve		7,957,909	3,419,637	633,631	452,640	1,212,599	522,783	501,980	553,408	556,617	1,104,606
Interest		35,811	14,961	2,739	2,239	5,974	3,185	3,406	3,953	4,282	7,063
Annual Reserve Transfer		1,734,000	1,030,000	1,040,000	1,060,000	500,000	500,000	650,000	700,000	700,000	700,000
Other Council Reserve		0	0	0	0	0	0	0	0	0	0
<b>RESERVE SURPLUS (DEFICIT)</b>		3,419,637	633,631	452,640	1,212,599	522,783	501,980	553,408	556,617	1,104,606	1,807,715

With the following table showing the changes since the previous endorsed program:

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
<b>TOTAL EXPENDITURE</b>		<b>3,763,339</b>	<b>1,030,722</b>	<b>1,142,583</b>	<b>-1,649,734</b>	<b>616,238</b>	<b>-159,395</b>	<b>601,076</b>	<b>872,373</b>	<b>-153,358</b>	<b>253,724</b>
<b>FUNDING</b>											
Loans		1,200,000	0	0	0	0	0	0	0	0	0
Grants		963,122	-265,138	620,648	-559,851	65,665	-26,679	240,462	446,493	0	0
Contributions		0	-44,000	0	4,154	-0	0	0	0	0	0
Carried Forward Projects Reserve		0	0	0	0	0	0	0	0	0	0
Project Management Salaries - Muni Funds		-2,840	-4,163	-4,566	-5,377	-5,847	-6,005	-6,522	-6,714	-7,361	249,770
<b>TOTAL FUNDING</b>		<b>2,160,282</b>	<b>-313,301</b>	<b>616,083</b>	<b>-561,074</b>	<b>59,818</b>	<b>-32,684</b>	<b>233,940</b>	<b>439,779</b>	<b>-7,361</b>	<b>249,770</b>
<b>OWN SOURCE FUNDS REQUIRED</b>											
Opening Balance - Building Reserve		3,687,356	2,030,883	625,552	31,724	1,050,690	429,467	488,885	55,028	-445,934	1,104,606
Interest		16,584	8,692	2,674	306	5,197	2,707	3,279	1,632	-318	7,063
Annual Reserve Transfer		0	0	0	0	0	0	0	0	0	700,000
Other Council Reserve		-70,000	-70,000	-70,000	-70,000	-70,000	-70,000	-70,000	-70,000	-70,000	0
<b>RESERVE SURPLUS (DEFICIT)</b>		<b>2,030,883</b>	<b>625,552</b>	<b>31,724</b>	<b>1,050,690</b>	<b>429,467</b>	<b>488,885</b>	<b>55,028</b>	<b>-445,934</b>	<b>-370,256</b>	<b>1,807,715</b>

The following table shows the 2021-2022 Program's annual transfer compared to the transfers for the 2022-2023 Program:

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

The following tables from the Building 10 Year Program are provided with the agenda and indicate the projected expenditure and income for the next ten years:

- BAMP 2022 - 10 Year Financial Summary (Appendix IPC: 8.4A)
- BAMP 2022 - 10 Year Building Reserve Summary (Appendix IPC: 8.4A)
- BAMP 2022 - 10 Year Loans Summary (Appendix IPC: 8.4A)
- BAMP 2022 - 10 Year Grants Summary (Appendix IPC: 8.4A)
- BAMP 2022 - 10 Year Contributions Summary (Appendix IPC: 8.4A)

#### Budget – Whole of Life Cost

The purpose of the BAMP is to plan for the construction of new buildings and the upgrade, renewal, disposal of the Council's existing buildings and is essentially dealing with the full life cycle activities.

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

#### Council Policy Compliance

Council Policy 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.

<b>Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Building Asset Management Plan 2022/23 – 2031/32
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Risk that assets are not renewed at the end of their useful lives. 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.
	Service Interruption Risk to service for public buildings if assets are not renewed or maintained to an operational standard
	Legal & Compliance Possible damages claims against the Council if there is injury due to buildings not being maintained.

**Officer Comment**

On 30 June 2021 the Council’s building portfolio consisting of approximately 65 buildings valued as follow:

Current Replacement Cost	\$51,436,550
Accumulated Depreciation	\$21,218,401
Depreciated Replacement Cost	\$30,218,149
Annual Depreciation	\$809,126

The purpose of the BAMP Works Program is to plan for the construction of new buildings and the upgrade, renewal, disposal of existing buildings. The main aim of the BAMP Works Program review this year includes:

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

The current forecast average expenditure currently identified in the BAMP Works Program is listed below (i.e. annual average taken over 10 years):

<b>Identified in 10 Year Programs</b>					
	<b>Renewal</b>	<b>Expansion / Upgrade</b>	<b>Total</b>	<b>Funded</b>	<b>Reserve</b>
2021-22 Program	352,946	4,303,965	4,656,911	2,329,847	2,327,064
2022-23 Program	323,864	3,311,263	3,635,127	2,150,346	1,484,781
<b>Change</b>	<b>-29,082</b>	<b>-992,702</b>	<b>-794,989</b>	<b>-179,501</b>	<b>-842,283</b>

According to recent valuations, the Council's building portfolio has 56% remaining capacity left with a long term renewal requirement of \$809k per annum. Many of the upgrade projects are replacing old buildings and a substantial part of the upgrades can be considered renewal which is not reflected in the table above. The upgrades are also adding a significant future renewal burden in the long term. Currently the average building value is approximately \$750k with the upgrades to building in the program coming in at \$1.1 million per building excluding the New Administration/Library Building (if included average per building is \$2.2 million). This highlights the fact that although these projects include renewal there is a significant increase in service levels with consequential ongoing costs.

This also emphasises the need for improved building asset management practices to not only manage buildings as shown in the BAMP program, but to monitor and manage the sustainability and affordability of the Building Portfolio.

The Building program was reviewed to incorporate the latest project information for year 1 to 2, but the overall methodology was unchanged. Some rescheduling of projects within the 10 Year Program had to occur due to increased cost of projects and optimising grant funding opportunities.

It should be noted that the sequencing of projects have generally followed the priority order determined by the Committee in 2020 and the BAMP Works Program endorsed in 2021; however, in some circumstances there was a need to adjust some projects in order to keep the program out of deficit.

- *Eaton Administration Centre*

For the purposes of this program the New Shire of Dardanup Library, Administration and Community Building is estimated to cost \$ 18,600,000 based on the grant submitted to the federal government. An estimated \$ 1,127,300 will be spent in 21/22 with the remaining \$ 17,276,132 to be spent over the next two years: \$ 12,093,292 in 22/23 and \$ 5,182,840 in 24/25.

- *Funding from Reserves*

The reserve balances does still have some capacity but the final costing of the Eaton Administration Centre project is only due in May and most projects beyond 2022/23 are only high level cost estimates with limited to no scoping to support these cost estimates.

Please refer to (Appendix IPC: 8.4A) for the BAMP 2022 - 10 Year Building Reserve Summary.



The proposed reserve transfers required for the Draft Building Asset Management Plan – 10 Year Programs are as follows:

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
1,734	1,030	1,040	1,060	500	500	650	700	700	700	9,921

These reserve transfers are consistent with the previous 2021/22 endorsed program and the figures endorsed in March 2022.

- *Project Delivery*

It was also important to review the confidence in delivering projects on time and in budget. This has been challenging in recent months due to resource constraints and the construction market volatility.

For a high confidence, the project scope has to be endorsed with a 100% design and estimated expenditure be based on the outcome of a RFT/RFQ process. Most projects in year 1-2 will have a moderate confidence level. Where the project scope has not been finalised or is subject to a review, the confidence will be low and such projects construction should in future be delayed.

Please refer to (Appendix IPC: 8.4C) for the BAMP 2022 - 10 Year New/Improvement Program and the BAMP 2022 - 10 Year Renewal Program.

The following compares changes to the upgrade/new projects from the 2021-22 Program with the most significant changes in red:

- *Upgrade/New Program*

Upgrade/New Project	Estimate	Scheduled	2021 Estimate	2021 Schedule	Priority 2020
Eaton Administration Centre	17,296,132	2022/23	11,467,600	unchanged	Committed \$18,600,000
Eaton Recreation Centre	4,575,491	2022/23 2024/25 to 2027/28	5,333,943	2022/23 to 2027/28	14 – 2027/2028 \$ 5,194,809 Addition courts
Eaton Hall	3,116,064	2024/25	unchanged	unchanged	9 – 2025/26
Eaton Oval Clubrooms	2,100,000	2022/23 2024/25 2028/29	1,737,469	2022/23	3 – 2022/21 New Building \$ 1,886,721
Sport Lighting	1,562,750	2022/23 2024/25 2028/27	1,349,804	2022/23 To 2024/25	

Upgrade/New Project	Estimate	Scheduled	2021 Estimate	2021 Schedule	Priority 2020
Wells Recreation Reserve Clubrooms & Change rooms	1,144,710	2026/27	1,114,661	2025/26	5 – 2023/24 \$2,446,763 New building (includes the Dardanup Basketball and all other users in a single combined building)
Burekup Pavilion	904,757	2024/25	897,577	2023/24	8 – 2024/25 \$2,029,370
Eaton Sporting Hardcourts	568,452	2025/26	unchanged	unchanged	9 – decommission and new courts at bowling club \$ 400,094
Burekup Skate Park	298,957	2025/26	unchanged	unchanged	7 – 2023/24 \$35,235
Dardanup Skate Park	291,895	2023/24	294,230	2024/25	6 – 2023/24 \$35,235
Banksia Transfer Station	286,745	2026/27	unchanged	unchanged	12 – 2026/27 \$ 339,325
Millbridge Public Toilets	251,201	2029/30	unchanged	unchanged	19 – 2029/30 \$ 309,233
Bush Fire Brigade Buildings	567,812 49,431	2024/25 2025/26	49,431	2025/26	
Burekup Hall Public Toilets	49,038	2024/25	unchanged	unchanged	
Burekup Hall	24,715	2024/25	25,926	2030/31	
Eaton Tennis Clubroom	19,930	2025/26	unchanged	unchanged	9 – 2025/26 Decommission and relocate to bowling club – no allocation
Carramar Park Toilets	0	0	0	0	4 – 2022/23 \$ 77,267
<b>Total</b>	<b>32,540,268</b>		<b>43,039,650</b>		

The 2022/23 renewal program also includes some urgent works (UW) which includes roof repairs, stump replacements and fixing leaning light poles. Any postponement of these works may involve risk to cause damage or injury. Urgent works especially to Dardanup Hall, Dardanup Offices and Dardanup Community Centre to be addressed and either repaired or costed/ designed for future budgets.

The following compares changes to the renewal projects from the 2021-22 Program with the most significant changes in red:

- *Renewal Program*

Renewal Project	Estimate	Schedule	2021 Estimate	2021 Schedule	Priority 2020
Dardanup Office	UW 25,000 1,092,985	2028/29 2029/30	1,073,207	2026/27 2027/28	4 Decommission or refurbish Dardanup Office
Dardanup Hall	UW 50,000 1,013,315	2022/23 2027/28 2028/29	1,024,653	2027/28 2028/29	4 – 2022/23 Refurbish Hall (including new stage, kitchen and toilets), Community Space Extension to Building, (in this option the existing Community Centre is decommissioned/disposed )
Eaton Recreation Centre	UW 25,000 404,033	2022/23 2024/25 to 2030/31	416,016	2024/25 to 2030/31	10-
Wells Recreation Reserve Sporting Hardcourts	273,333	2024/25	275,560	unchanged	15 - 2028/2029 \$ 309,233 Additional courts
Eaton Family Centre	121,390	2024/25 2027/28 2028/29 2030/31	unchanged	unchanged	13 -
Depot - Eaton	0	0	73,944	2027/28	16 -
Burekup Hall	68,744	2025/26 2027/28 2028/29	67,113	unchanged	8- refurbish \$ 106,912
Burekup Sporting Hardcourts	68,035	2026/27 2031/32	69,967	unchanged	18 - \$76,180
Waterloo Hall	57,248	2026/27 2028/29 2030/31	unchanged	unchanged	
Bush Fire Brigade Buildings	56,158	2023/24 2025/26	unchanged	unchanged	

		2027/28			
Wells Recreation Reserve Public Toilets	To be included as part of Clubroom upgrade	0	6,815	2030/31	
CWA Hall - Eaton	UW 25,000 5,677	2022/23 2027/28 2030/31	5,667	2027/28 2030/31	
Ferguson Hall	UW 15,000 14,017	2022/23 2027/28 2028/29	14,017	2027/28 2029/30 2030/31	
Dardanup Community Centre	UW 25,000	2022/23	0	0	Dispose/decommission
Dardanup Equestrian Centre	16,661	2030/31	unchanged	unchanged	
Don Hewison Centre	14,378	2024/25 2028/29	unchanged	unchanged	17 - \$76,180
Millars Creek Tourist Bay	11,255	Bin-annual	8,932	unchanged	
Eaton Hall	10,616	2025/26 2028/29	unchanged	unchanged	
Watson Reserve Public Toilets	6,815	2030/31	unchanged	unchanged	
Burekup Hall Public Toilets	3,635	2028/29	unchanged	unchanged	
Don Hewison Centre Public Toilets	1,389	2024/25 2027/28	unchanged	unchanged	
Wells Recreation Reserve Clubrooms	0	0	1,872	annual	
Wellington Mill Public Toilets	0	0	281	2030/31	
<b>Total</b>	<b>3,403,638</b>		<b>3,529,460</b>		

- *Funding from Loans*

Please refer to (Appendix IPC: 8.4A) for the BAMP 2022 - 10 Year Loans Summary.

The proposed borrowing required in the Draft Building Asset Management Plan – 10 Year Programs are as follows:

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

The following compares changes to the projects loans from the 2021-22 Program with the most significant changes in red:

- *Loans*

Project with loans	Loan	Scheduled	Previous Estimate	Previous Schedule
Eaton Administration Centre	6,000,000	2022/23	Unchanged	
Eaton Administration Centre	1,500,000	2023/24	320,163	
Sport Lighting	500,000	2022/23	179,786	2023/24
Eaton Oval Clubrooms	700,000	2022/23	0	
Burekup Pavilion	0		598,384	2023/24
Eaton Recreation Centre	0		401,667	2023/24
<b>Total</b>	<b>8,700,000</b>		<b>7,500,000</b>	

- *Grant Funding*

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

With this in mind and noting that Council has been successful in the CSRFF Night Lights Project as well as the Major Facilities Grant in 2022/23, it is unlikely that back to back grants will be received for 2023/24 as well. It may therefore be more prudent to consider pushing out the projects intended for 2023/24 by one year to 2024/25 to allow a greater likelihood of success.

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

Please refer to (Appendix IPC: 8.4A) for the BAMP 2022 - 10 Year Grants Summary.

The following compares changes to the projects grant funding from the 2021-22 Program with the most significant changes in red:

Projects with grant funding	Grant	Funding	Scheduled	Previously
Eaton Administration Centre	LRCI 3	705,668	2022/23	0
Sport Lighting – Glen Huon	CSRFF Night Lights	520,917	2022/23	unchanged
Sport Lighting – Pratt Road Oval	CSRFF Night Lights		2024/25	2023/24
Sport Lighting – Wells Reserve	CSRFF Night Lights		2026/27	2024/25
Eaton Recreation Centre Renovations	CSRFF Minor	3,149,972	70,229 2022/23	0
Eaton Recreation Centre Extensions (Courts)	Election Commitment / BBRF		2,716,397 2024/25 2025/26 2026/27	2024/25 2025/26 2026/27 2027/28
Eaton Recreation Centre carpark expansion	TBC		363,346 2027/28	unchanged
Eaton Oval Clubrooms/Fishwick, Pratt Rd Pavilion	CSRFF Major		700,000	2022/23
Burekup Bushfire Station - Sealing to Building Surrounds	TBC	56,158	2023/24 2025/26 2027/28	unchanged
Wellington Mills Bushfire Station – new building	DFES	450,000	2024/25	0
Dardanup Skate Park	Lotteries & CSRFF	145,947	2023/24	2024/25
Burekup Pavilion	CSRFF Major	301,586	2024/25	2023/24
Wells Recreation Reserve Sporting Hardcourts	CSRFF Minor (Dev Contributions)	91,111	2024/25	unchanged
Burekup Skate Park	Lotteries & CSRFF	149,478	2025/26	unchanged
Eaton Hall	TBC	1,484,198	2025/26	unchanged
Eaton Sporting Hardcourts, Pratt Rd	CSRFF Minor	189,484	2026/27	2025/26
Wells Recreation Reserve Clubrooms	CSRFF Major (Dev Contributions)	381,570	2026/27	371,554 2025/26
Dardanup Hall	Lotteries	506,657	2027/28 2028/29	unchanged
Dardanup Office	Lotteries (Dev Contributions)	546,493	2028/29 2029/30	2026/27 2027/28
Burekup Hardcourts	CSRFF Minor	22,333	2028/29	0
<b>Total</b>		<b>9,420,901</b>		<b>8,436,179</b>

- *Funding from Contributions*

Please refer to (Appendix IPC: 8.4A) for the BAMP 2022 - 10 Year Contributions Summary.

The Dardanup Developer Contribution Scheme is currently under review and the next revision of the BAMP will take into account the outcome of the revision.

The following compares changes to the project contributions from the 2021-22 Program with the most significant changes in red:

*Contributions*

Project with contributions	Contribution Source	Scheduled	Estimate	Previously
Dardanup Hall	TBC	118,678	2027/28	unchanged
Eaton Hall	TBC	1,631,866	2024/25 2025/26	unchanged
Sport Lighting	TBC	0	0	44,000 2023/24
Wells Recreation Reserve Sporting Hardcourts	TBC	11,450	2024/25	unchanged
Eaton Recreation Centre	TBC	1,333,819	2024/25 2025/26 2026/27	unchanged
Banksia Transfer Station	TBC	286,745	2026/27	unchanged
<b>Total</b>		<b>3,382,558</b>		<b>3,505,581</b>

- Budget Implications*

The projects scheduled for 2022/23 to be included in the next budget are listed below:

Project with Contributions	Description	Estimate
Eaton Administration Centre	Two storey Administration Centre and Library building adjacent to Eaton Fair	12,093,292
Eaton Recreation Centre	Upgrade to change rooms	210,688
Eaton Recreation Centre	Repair leaning light poles	25,000
Eaton Oval Clubrooms	New Clubrooms and Change rooms on Pratt Road	2,100,000
Sport Lighting	New Sport lighting for Glen Huon Softball field and Oval	870,000
Dardanup Hall	Roof repairs, design future renovations	50,000
Dardanup Office	Urgent repairs, design future renovations	25,000
Wells Recreation Reserve Public Toilets	Demolish of old toilet block once new facilities have been completed.	50,000
CWA Hall - Eaton	Roof repairs	25,000
Ferguson Hall	Stump replacement	15,000
Dardanup Community Centre	Repairs to structure and surrounds	25,000
Project Management	Internal project management to be allocated to individual projects	200,375

Project with Contributions	Description	Estimate
<b>Total</b>		<b>15,614,355</b>

The following projects are funded in 21/22 and not included in the BAMP Works Program, but are likely to be carried over and completed in 22/23:

Project	Carry forward estimate	Grant funding	Notes
Charlotte Street Public Toilets - J10308	112,295	112,295	Numbers to be confirmed as well as grant requirements
Dardanup Central BFB - Sealing Building Surrounds - J05026	214,826		Numbers to be confirmed as well as grant requirements

- *Deputy CEO Comment*

The current BAMP program expenditure and revenue sources as outlined above have been included in the draft Long Term Financial Plan, which together with the RAMP and PAMP program, results in a significant deficit position for Council over the future 10 year period. However the current BAMP program and reserve transfers also results in the Building Maintenance Reserve balance remaining in a positive position. It is therefore anticipated that changes to the BAMP, PAMP and RAMP (together with the level of Reserve transfers) may need to be considered by Council and adjusted to enable a balanced position to be achieved over the 10 year period of the Long Term Financial Plan.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE**

**THAT the Integrated Planning Committee recommends that Council endorses the 10 year Building Asset Management Plan 2022/23 - 2031/32 program of works (Appendix IPC: 8.4A), inclusive of the following amendments:**

1. ...
2. ...



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

<i>Reporting Department:</i>	<i>Infrastructure</i>
<i>Reporting Officer:</i>	<i>Mrs Sonja Pienarr – Manager Assets Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix IPC 8.5A - PAMP Appendix IPC 8.5B – Risk Assessment</i>

*Overview*

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

*Background*

The Pathway Asset Management Plan (PAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Shire’s pathway network. The PAMP looks at the existing network, determines standards and processes for determining an overall master plan of pathways for the Shire and recommends a program of works for the improvement, expansion and renewal of the pathway network. The PAMP is reviewed as required to take into consideration any changes resulting from traffic changes, development and subdivisions, newly constructed pathways and any other factors which affect the information contained within the document. The PAMP is written in consideration of the Shire of Dardanup Strategic Community Plan (SCP).

The PAMP 10 Year Works Program summarise all renewal, upgrade and expansion works programmed for the Shire’s existing and proposed Pathway Assets. The document contains estimates of expenditure and revenue, together with recommended Reserve transfers to fund the works. The 10 Year Works Program is produced for the 2022/2023 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

*Legal Implications*

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

***Local Government (Administration) Regulations 2011***

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

- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*

- (b) govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and
- (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

The information contained in the 10 Year Program will be used annually to develop the Shire of Dardanup Corporate Business Plan. The following tables from the 10 Year Program are provided with the agenda and indicate the projected expenditure and income for the next ten years:

- 10 Year Financing Summary (Appendix IPC: 8.5A);
- 10 Year Upgrades & Expansion Program – Expenditure (Appendix IPC: 8.5A);
- 10 Year Upgrades & Expansion Program – Revenue (Appendix IPC: 8.5A);and
- 10 Year Renewal Program (Appendix IPC: 8.5A).

The following table shows the 2021-2022 Program’s annual transfer compared to the transfers for the 2022-2023 Program:

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
	Annual Transfer ( x \$1,000)									
2021-2022 LTFP	100	36	184	190	215	240	250	250	325	
2022-2023 LTFP	100	150	184	190	215	240	250	250	355	355
Increase in annual reserve transfer	0	114	0	0	0	0	0	0	0	355

Budget – Whole of Life Cost

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

The current need for the renewal of the pathway network is relatively low; however, there will be a significant increase beyond the current 10-year timeframe. The bulk of the works scheduled in the current 10-year period of the PAMP relates to upgrades and expansion. Upgrade and expansion projects can be delayed if needed; however, projects should not be delayed to the extent that it will

create a bigger impost on Council resources when the renewal of the existing network becomes critical.

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: 8.5B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Pathway Asset Management Plan 2022/23 – 2031/32
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial</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 Shire provides the following Pathway infrastructure:

Type of Pathway Asset	Length in metres
Boardwalk	246
Bridle	8,576
Dual Use Path	61,653
Pedestrian Only Path	7,876
Stairway	373
<b>TOTAL</b>	<b>78,723</b>

On 30 June 2021 the Council's pathway portfolio was valued as follow:

Current Replacement Cost	\$10,963,561
Accumulated Depreciation	\$3,565,131
Depreciated Replacement Cost	\$7,398,430
Annual Depreciation	\$207,947

The purpose of the PAMP Works Program is to plan for the construction of new pathways and the upgrade, renewal, disposal of the Council's existing pathways.

The main aim of the BAMP Works Program review this year includes:

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

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

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
2021-22 Program	72,529	178,148	250,677	55,800	194,877
2022-23 Program	103,736	134,991	238,727	32,362	206,365
<b>Change</b>	<b>31,207</b>	<b>-43,157</b>	<b>-11,950</b>	<b>-23,438</b>	<b>11,488</b>

According to financial reporting, the Council's Pathway portfolio has 67.5% remaining capacity left with a long term renewal requirement of \$208k per annum.

- *Program Changes*

It should be noted that there are some new renewal projects in the program that are the result of officers becoming aware of needs identified through community feedback, Shire pathway inspections and some changes in project timing.

There are two Pathway projects identified that require some consultation with local schools and the Department of Education prior to inclusion into the program and include paths associated with schools:

- Diadem Street: The current paths in front of the school need to be revisited to improve pedestrian safety and address cars parking on the footpath during drop off/pick up time.
- Edith Cowan Avenue and Eaton Drive: The current paths in front and along the school need to be revisited to improve pedestrian safety and address cars parking on the footpath during drop off/pick up time.

The Millers Creek path on the western side of the creek has deteriorated due to poor drainage, tree routes and unstable slopes and requires rehabilitation over the next few years. Surveys and designs are proposed for 2022/23 with works to commence the year after.

The boardwalk in the central wetlands of Watson Reserve also require further investigation and has been closed. If replaced the boardwalk will have to be raised so it is not underwater during the wet season. Investigations will have to refine the scope of this replacement/upgrade before it can be included into the program if it is to be replaced.

Due to relocation of the Charlotte Street Toilets, a small section of footpath will have to be constructed to link up with the railway crossing pathway and \$30,000 has been allocated for next financial year to finalise this project.

Future reviews of the PAMP will consider maintenance requirements to ensure localised failures and trip hazards can be addressed more efficiently.

Although the network is in an overall good condition, there are sections of paths within the Shire that are failing due to tree roots, service pit movement, cars parking on pathways, etc. and not just failing due to age.

Major pathway expansion identified in the 2021-22 that needs to be reviewed and has been delayed beyond the 10 years program:

- Danjoo Koorliny Bridge: Area adjacent to the Eaton Drive Bridge crossing to the Shire of Harvey. Any major expansions of parks and pathway networks should be underpinned by updated master planning to ensure the scope of the projects are clear. Significant work will be required before any pathways and boardwalks can be built.
- Eaton Drive – Bypass connections to Blue Wren, Lavender and Albatross Street: These paths will need to be reviewed in light of the Bike Plan results as well as Eaton Drive intersection upgrades that are currently under review.

- *Works Program*

Please refer to the 10 Year Upgrades & Expansion Program – Expenditure (Appendix IPC: 8.5A) and the 10 Year Renewal Program (Appendix IPC: 8.5A).

The following compares changes to the projects from the 2021-22 Program with the most significant changes in red:

**Renewal Program**

<b>Project description</b>	<b>2022-2023 PAMP</b>		<b>2021-2022 PAMP</b>	
Old Coast Road Bridge Fishing Boardwalk - Eaton Foreshore Fishing boardwalk	40,000	2022/23	-	
Crampton Avenue - Millard Street - Sanford Way	59,500	2022/23	-	
Eaton Drive - Sindhi Park - Glen Huon Blvd	20,000	2022/23	-	
Millars Creek - Millbridge Blvd - Hunter Park	595,000	2022/23	-	
Pratt Road Footbridge - Pratt Road Reserve - Watson Reserve	130,000	2022/23	-	
Russell Road - Burekup Hall Entrance Area (R)	11,291	2025/26	10,484	2023/24
Russell Road - Burekup Hall Widening - School Bitumen Path (R)	35,800	2023/24	33,244	2023/24
Russell Road - Gardiner Street - Burekup Hall Widening (R)	15,816	2025/26	25,505	2024/25
Charlotte Street - Hayward Street - Doolan Street (R)	26,796	2023/24	-	2024/25
Russell Road - Bus Bay - Gardiner Street (R)	16,650	2027/28	17,492	2028/29
Recreation Centre Car Park - Recreation Centre Access Path	16,267	2028/29	15,484	2025/26
Recreation Centre Car Park - Adult Education Centre Access Path	32,830	2028/29	31,248	2025/26
Mitchell Way - Mitchell Way - Trusty Place	5,092	2028/29	4,968	2026/27
Ferguson Road - Railway Lights - Charlotte Street (R)	3,227	2029/30	3,148	2027/28
Public Access Way (PAW) - 23 Sanford Way - 7 James Court	7,113	2031/32	-	
Public Access Way (PAW) - 77 Hamilton Road - 28 Sanford Way	11,222	2031/32	-	
Public Access Way (PAW) - 47 Hamilton Road - 16 Belvedere Crescent	11,642	2031/32	-	
Public Access Way (PAW) - 25 Crampton Avenue - 10 Lavinia Place	9,644	2031/32	-	
Hayward Street - Hayward Street - Carramar Park	-		2,497	2023/24
Public Access Way (PAW) - Coen Close - Millars Creek Main Path (West)	-		6,211	2024/25
Public Access Way (PAW) - Alice Court - Millars Creek Main Path (West)	-		9,447	2025/26
Millars Creek - Duncan Loop - Millars Creek Main Path (East)	-		16,157	2026/27
Public Access Way (PAW) - Avon Gardens - Millars Creek Main Path (West)	-		6,821	2026/27
Millars Creek (Main path) - Chamberlain Grove - Millbridge Boulevard Bridge Underpass	-		208,238	2027/28

**Expansion Program (no upgrade projects)**

<b>Project description</b>	<b>2022-2023 PAMP</b>		<b>2021-2022 PAMP</b>	
Charlotte Street Toilet Path - Railway crossing to Toilets	30,000	2023/24		
Blue Wren Drive - Eaton Drive - Albatross Crescent (reduced scope)	40,000	2024/25	80,985	2023/24
Cudliss Street - Hands Avenue to Ann Street	67,871	2024/25	unchanged	unchanged
Foster Street - Eagle Crescent - Pratt Road	28,877	2024/25	unchanged	unchanged
Malabor Retreat - Millard Street - Lofthouse Park	43,117	2026/27	unchanged	unchanged
Chamberlain Grove - Illawarra Drive - End	68,569	2027/28	unchanged	unchanged
Brett Place - Hayward Street - End	64,019	2028/29	unchanged	unchanged
Cudliss Street - Ann Street to Bobbin Street	81,170	2028/29	unchanged	unchanged
Ennis Street - Hamilton Road - Graham Street	119,391	2028/29	unchanged	unchanged
Fuchsia Gardens - Millard Street - Lofthouse Park	40,159	2029/30	unchanged	unchanged
Hamilton Road - Foster Street - Eagle Crescent	68,597	2029/30	unchanged	unchanged
Lofthouse Avenue - Eaton Drive - Montgomery Drive	40,309	2029/30	unchanged	unchanged
Lofthouse Avenue - Montgomery Drive - Crampton Avenue	20,419	2029/30	unchanged	unchanged
Leake Street - Pratt Road - Foreshore	96,391	2030/31	unchanged	unchanged
Pratt Road - Hands Avenue - Foster Street	305,164	2030/31	unchanged	unchanged
Cottonwood Gardens - Pecan Lane - Millard Street	52,133	2030/31	-	
Leake Street - Camfield Street - Pratt Road	25,821	2030/31	-	
Foster Street - Hamilton Road - Eagle Crescent	58,588	2031/32	-	
Hamilton Road - Eagle Crescent - Ennis Street	28,222	2031/32	-	
Hamilton Road - Foster Street - Graham Street	12,441	2031/32	-	
Hamilton Road - Graham Street - Eagle Crescent	45,818	2031/32	-	
Eaton Drive – Bypass – Blue Wren	-		41,001	2023/24
Eaton Drive – Bypass – Lavender	-		51,012	2023/24
Danjoo Koorliny Bridge – boardwalk over wet ground	-		190,192	2025/26
Danjoo Koorliny Bridge – POS foreshore – bridge service road	-		15,484	2025/26
Danjoo Koorliny Bridge – Wetlands to bridge (north section)	-		36,977	2025/26
Danjoo Koorliny Bridge – Wetlands to bridge (south section)	-		101,712	2025/26

Project description	2022-2023 PAMP		2021-2022 PAMP	
Danjoo Koorliny Bridge – Castlereagh Park - Boardwalk	-		8,518	2026/27
Duck Pond - Millard Street - Hamilton Road	-		53,751	2027/28
Eagle Crescent - Foster Street - Hamilton Road	-		95,801	2027/28
Monash Boulevard - End - Illawarra Drive	-		10,264	2030/31



- *Deputy CEO Comment*

The current PAMP program expenditure and revenue sources as outlined above have been included in the draft Long Term Financial Plan, which together with the BAMP and RAMP program, results in a significant deficit position for Council over the future 10 year period. However the current PAMP program and reserve transfers also results in the Pathways Reserve balance remaining in a positive position. It is therefore anticipated that changes to the BAMP, PAMP and RAMP (together with the level of Reserve transfers) may need to be considered by Council and adjusted to enable a balanced position to be achieved over the 10 year period of the Long Term Financial Plan.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION TO THE  
INTEGRATED PLANNING COMMITTEE**

**THAT the Integrated Planning Committee recommends that Council Endorses the 10 Year Pathway Asset Management Plan 2022/23-2031/32 program of works (Appendix IPC: 8.5A), inclusive of the following amendments:**

1. ...
2. ...
3. ...

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

<i>Reporting Department:</i>	<i>Corporate &amp; Governance</i>
<i>Reporting Officer:</i>	<i>Mrs Sonja Pienaar – Manager Assets</i> <i>Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix IPC 8.6A – PRAMP</i> <i>Appendix IPC 8.6B - Risk Assessment</i>

Overview

The Committee is requested to consider and endorse the Parks & Reserves Asset Management Plan 2022/23 - 2031/32 Works Program which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2022/23 Annual Budget.

Background

The Parks & Reserves 10 year program (10 Year Program) provides a comprehensive plan for the improvement, expansion, and renewal of the Council's parks and reserves assets.

The Parks and Reserves 10 Year Programs are documents that summarise all renewal, upgrade and expansion 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 Program is derived from the PRAMP and is produced for the 2022/2023 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

The adoption of the 10 Year Program is also useful for seeking external funding for parks and reserves projects as it clearly demonstrates that the Council has identified the project in a forward capital works plan and its relevance to the Council.

Legal Implications

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

*Local Government (Administration) Regulations 2011*

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

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

Strategic Plan

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

Environment - None.

Precedents

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

Budget Implications

The following tables from the Parks and Reserves 10 Year Program are provided with the agenda and indicate the projected expenditure and income for the next ten years:

- 10 Year Financial Summary (Appendix SPC: 8.6A):
- 10 Year Expansion, Upgrade and Renewal Program - Expenditure (Appendix SPC: 8.6A):
- 10 Year Expansion, Upgrade and Renewal Program - Revenue (Appendix SPC: 8.6A):
- 5 Year Expansion, Upgrade and Renewal Program (Appendix SPC: 8.6A):

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

The following table shows the 2021-2022 Program's annual transfer compared to the transfers for the 2022-2023 Program:

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
	Annual Transfer ( x \$1,000)									
2021-2022 LTFP	225	225	385	525	525	525	525	525	600	
2022-2023 LTFP	225	225	385	525	525	525	525	525	600	600
Increase in annual reserve transfer										600

Budget – Whole of Life Cost

The purpose of the Parks and Reserves 10 Year Program is to plan for the expansion, upgrade and renewal of the Council's parks and reserves and is essentially dealing with the full life cycle activities.

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: 8.6B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.							
Risk Event	Parks & Reserves Asset Management Plan 2022/23 – 2031/32						
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)						
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.						
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.						
Risk Category Assessed Against	<table border="0"> <tr> <td>Financial</td> <td>Risk that assets are not renewed at the end of their useful lives.</td> </tr> <tr> <td>Financial</td> <td>Risk that assets are not upgraded or created to meet demand.</td> </tr> <tr> <td>Reputational</td> <td>Risk that customer levels of service are reduced or maintained to meet public expectation.</td> </tr> </table>	Financial	Risk that assets are not renewed at the end of their useful lives.	Financial	Risk that assets are not upgraded or created to meet demand.	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.
Financial	Risk that assets are not renewed at the end of their useful lives.						
Financial	Risk that assets are not upgraded or created to meet demand.						
Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.						

### Officer Comment

The Shire provides the following Park infrastructure at an estimated 70 different location:

Asset Group	No of units
Fitness Equipment	20
Irrigation	83
Park Furniture	246
Playground Equipment	90
Playground Surrounds	60
Sporting Equipment	77
Structure	564
<b>Total</b>	<b>1,140</b>

Parks also include car parks and lighting associated with parks that has been previously considered under buildings and structures. Green Assets, such as trees, landscaped gardens and lawns and even sports lawn is also an important part of Parks management and future revisions of the program will address this in more detail.

On 30<sup>th</sup> June 2021 the Council’s Parks and Reserve Asset portfolio was reported as follow:

Current Replacement Cost	\$10,005,718
Accumulated Depreciation	\$3,820,022
Depreciated Replacement Cost	\$6,185,696
Annual Depreciation	\$192,844

The purpose of the Parks and Reserve Works Program is to plan for the construction of new parks and the upgrade, renewal, disposal of existing parks.

The current forecast average expenditure currently identified in the Parks and Reserve Works Program is listed below (i.e. annual average taken over 10 years):

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
2021-22 Program	222,088	677,718	899,806	481,605	418,200
2022-23 Program	1,579,669	4,360,775	5,940,444	1,737,938	4,202,507
Change	1,357,581	3,683,057	5,040,638	1,256,333	3,784,307

The Council's Parks and Reserve portfolio has 62% remaining capacity left with a long term renewal requirement of \$193k per annum.

The following 2021/22 projects were fully funded and are only to be completed in 2022/23 and therefore are likely to be carried forward into 2022/23:

- Dardanup Civic Precinct
- East Millbridge Public Open Space

These carry forward projects are not included in the Works Program and will not impact the Parks and Reserves reserve allocations.

A review of the Parks and Reserves program aimed to prioritise the following objectives:

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

- *Eaton Landscaping Specified Area Rate*

A review of the Eaton Landscaping Specified Area Rate (SAR) and how it was applied took place in 2019. The review recommended that ovals and Eaton Foreshore be considered as regional open space, with improvements and maintenance of regional open space to be funded out of General Revenue and not from the Eaton Landscaping Specified Area Rate.

In 2021/22 works have been done in Lofthouse Park.

The Eaton Civic and Community Master Plan is underway and many projects qualifying under the Eaton Landscaping SAR program will be refined and could possibly include the following:

- Eaton Drive Islands & Verges,
- Duck Pond Park;
- Sindhi Park;
- Hale Street Park;
- Lusitano Park; and
- Eaton Town Centre & Hands Creek Landscaping.

Future revisions of the Parks and Reserve Works Program will identify the projects individually as part of the implementation of the Eaton Civic and Community Master Plan.

The following other upgrade projects have been identified in the program (excluding carryover projects). Most of these projects scoping and costing are only based on concepts and require refinement prior to delivery at least one year in advance:

- Glen Huon Oval – Eaton Boomer’s Perimeter Fence is scheduled for 2022/23 \$100,000 – negotiations are currently underway to determine fence location and costing.
- Eaton Foreshore water source: \$150,000 has been allocated in 2022/23 to resolve an alternative water source prior to developing Eaton Foreshore and that could also benefit Pratt Road Oval. The investigation may consider sinking a bore to extract water from the Yarragadee Aquifer. Funding has currently been staged. Quotes are currently being obtained to provide more accurate construction estimates for such a project. Licensing still needs to be resolved as well.
- Eaton Foreshore upgrade for \$1,8 million with 50% external funding has been scheduled between 2027/28 to 2031/32 until more detail becomes available. This may not include allocations for the entire project and will be refined pending the Eaton Master Plan.
- East Millbridge Public Open Space - Stage 1 – the 2021/22 project was originally staged over two years. Currently no additional funding has been allocated in the works program for the 2022/23 budget. The first stage of the project is still to be completed in 2022/23.
- A series for water fountains with dog bowls have been identified and Watson Reserve would be an appropriate next location with \$6,120 in 2022/23 and in 2023/24 Wells Reserve would follow.
- Recreation centre car park plantings 24/25 \$13,500. This should consider future car park expansion plans.
- The program has also identified Eaton Town Centre - Hands Creek Area for Landscaping. Similar to the Hands Creek drainage project, the project should be delayed until the completions of the Eaton Drive improvements and Eaton Fair Shopping Centre expansion which is estimated to be completed in 2025/26. Officers are recommending that the landscaping be delayed until 2025/26.
- Shier Reserve Planting upgrade is scheduled for 2024/25 \$12,500.
- Gardiner Reserve expansion is estimated to cost \$152,000 in 2025/26.
- Duck Pond Park upgrade for \$12,500 in 2025/26.
- Peninsula Lakes upgrade of further stages has allocated \$91,400 in 2029/30.
- Eaton Drive traffic island and verges are recommended for review and \$350,000 has been allocated in 2031/32.
- Wells Reserve expansion has identified \$88,000 for 2030/31 funded partly by Lottery West to include an active recreation facility such as a BMX track. It is possible that this could be addressed as part of the Carramar Park master planning as an alternative location.
- Watson Reserve landscaping upgrade is scheduled to cost \$112,000 in 2024/25.
- Glen Huon Oval Filtration System and storage tanks has been scheduled for 2026/27 to 2027/28 at a cost of \$300,000, but further refinement will be required to ensure appropriate water quality can be achieved. Currently no irrigation upgrade cost has been included in this project and 50% grant funding was assumed.

- It is recommended to postpone the dog exercise development until further planning has been conducted according to Councils latest resolution. Originally \$196,000 was scheduled for 2022/23 with two thirds of this cost to be funded by grants. It has now been scheduled for 2029/30.
- Collie River Foreshore - Parkridge POS was originally a \$1 million project scheduled for start in 2023/24 funded entirely from JTPS. This does not include the Millbridge/Southbank POS possibly to be funded by developer contributions in future. These major development need to be refine, but is currently not scheduled for in the 10 year program.

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

- Renew various plantings in parks with an annual allocation of \$9,500 -\$10,000
- Gascoyne Circle Park \$35,000 in 2024/25
- Eustace Fowler for minor furniture \$30,000 in 2026/27
- Lusitano Park \$90,000 in 2027/28
- Lofthouse \$93,000 in 2027/28
- Torrens Loop \$40,000 in 2028/29
- Berkeley Park \$52,000 in 2028/29
- Sindhi Park \$100,000 in 2029/30
- River Valley Community and School Playground \$160,000 in 2029/30
- Hunter Park \$100,000 scheduled in 2030/31
- Hale Street \$150,000 scheduled in 2031/32
- Work to Carramar Park should be postponed as master planning is underway. An estimated \$200,000 has been allocated for renewal in 2026/27, but may not include renewing all play equipment and associated infrastructure.
- Any renewal work to Eaton Foreshore should be postponed as master planning is underway. No provision for renewal has been included in the program only under the upgrade program.
- A smaller allocation has been made each year for smaller replacements such as seats and bins where required.

The Glen Huon Boulevard Tree replacement \$30,000 (renew existing trees) in 2022/23 is a newly added project.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE**

**THAT Integrated Planning Committee recommends that Council endorses the 10 year Parks & Reserves Asset Management Plan 2022/23-2031/32 program of works. (Appendix SPC: 8.6A)**

## 8.7 Title: Stormwater Asset Management Plan 2022/23 – 2031/32

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Sonja Pienaar – Manager Assets Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix IPC: 8.7A – SWAMP Appendix IPC: 8.7B – Risk Assessment</i>

### Overview

The Committee is requested to consider and endorse the Stormwater Asset Management Plan 2022/23 - 2031/32 Works Program that has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2022/23 Annual Budget.

### Background

The Stormwater 10 Year Program (10 Year Program) is a document that summarises all renewal, upgrade and expansion works programmed for the Shire's existing and proposed Stormwater Assets. The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The Stormwater 10 Year Program considers the Shire of Dardanup Strategic Community Plan (SCP) and has been reviewed in preparation for the 2022-2023 Long Term Financial planning process and is provided for Council consideration and adoption.

### Legal Implications

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

#### *Local Government (Administration) Regulations 2011*

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

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

### Strategic Community Plan

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



Environment - None.

Precedents

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

Budget Implications

The information contained in the 10 Year Program will be used annually to develop the Council's Long Term Financial Plan. The following tables from the Stormwater 10 Year Works Program are provided with the agenda and indicate the projected expenditure and income for the next ten years:

- 10 Year Financing Summary (Appendix IPC: 8.7A); and
- 10 Year Program of Works – Upgrades & Expansion (Appendix IPC: 8.7A).

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

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
	<b>Annual Transfer ( x \$1,000)</b>									
2021-2022 LTFP	25	25	25	50	50	100	150	200	200	0
2022-2023 LTFP	25	25	25	50	50	100	150	200	200	200

Budget – Whole of Life Cost

The purpose of the SWAMP is to plan for the expansion, upgrade and renewal of the Shire's Stormwater assets and is essentially dealing with the full life cycle activities of stormwater infrastructure.

Due to the extremely long useful life of stormwater infrastructure (up to 90 years), there is no renewal works required within the 10 year timeframe of the Program. The renewal and maintenance requirements will be reviewed in future revisions of the SWAMP.

Council Policy Compliance

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

Risk Assessment

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

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

### Officer Comment

The Shire’s current asset inventories include the following stormwater drainage infrastructure:

- 67.5 km of storm water pipes;
- 2,500 Stormwater pits;
- 98 Headwalls in urban areas;
- 1574 Culverts in rural areas;
- road side open drains along rural roads; and
- retention basins throughout the Shire.

On 30 June 2021 the Council’s stormwater drainage portfolio was valued as follow:

Current Replacement Cost	\$25,047,817
Accumulated Depreciation	\$8,487,667
Depreciated Replacement Cost	\$16,560,150
Annual Depreciation	\$333,136

The purpose of the SWAMP Works Program is to plan for the construction of new storm water drainage infrastructure and the upgrade, renewal, disposal of the Council’s existing storm water drainage infrastructure.

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

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
2021-22 Program		45,800	45,800	22,800	23,000
2022-23 Program		59,300	59,300	16,100	43,200
<b>Change</b>		<b>13,500</b>	<b>13,500</b>	<b>-6,700</b>	<b>20,200</b>

According to valuations information, the Council’s stormwater portfolio has 66% remaining capacity left with a long term renewal requirement of \$333k per annum.

Future revisions of the SWAMP will review renewal and maintenance requirements using the results from sample inspections currently underway as part of the infrastructure revaluation.

The main aim of the SWAMP Works Program review this year includes:

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

New stormwater infrastructure is generally ceded to the Council by developers as land is progressively developed. In this manner, all new drainage infrastructure is designed and constructed to current standards.

These reserve transfers are consistent with the previous 2021/22 endorsed program and the figures endorsed in March 2022.

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
25	25	25	50	50	100	150	200	200	200	9,921

The renewal of drainage infrastructure is currently largely programmed using the age of the drainage infrastructure and a prediction of serviceable life of the asset components. It is important that detailed inspections be carried out on the Council's assets in the future to determine asset condition and to more accurately program the replacement of assets.

This is particularly important on critical assets, which are costly to replace and/or could have a detrimental impact on roads and property if resulting in a failure. This will enable further development of the SWAMP and enable staff to forecast the expected asset life more accurately and will provide the ability to better predict the future financial needs to maintain a sustainable stormwater network.

- *Program Changes*

Please refer to the 10 Year Program of Works – Upgrades & Expansion (Appendix IPC: 8.7A).

The following compares changes to the upgrade/new projects from the 2021-22 Program with the most significant changes in red:

- *Upgrade/New Program*

Upgrade/New Project	Estimate	Scheduled	2021 Estimate	2021 Schedule
Hamilton Road - Hale Street (includes possible grant)	246,727	2027/28 2028/29	223,522	2022/23 2023/24
Hands Creek – Improve water Quality (includes contribution)	187,870	2025/26 2026/27	234,838	2024/25 2025/26
Hands Creek – Erosion control	43,076	2022/23		
Weetman Road – Culvert widening (includes contribution)	40,000	2022/23		
Brett Place Open drain upgrade	20,000 49,200	2022/23 2023/24		
Twomey Road – Culvert widening	15,000	2022/23		

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION TO THE  
INTEGRATED PLANNING COMMITTEE**

**THAT the Integrated Planning Committee recommends that Council endorses the 10 year Stormwater Asset Management Plan 2022/23-2031/32 program of works (Appendix SPC 8.7A).**

8.8 Title: Plant & Vehicle Asset Management Plan 2022/23 – 2031/32

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix IPC 8.8A- Council Policy Infr CP048 . Appendix IPC 8.8B – PVAMP Appendix IPC 8.8C – Risk Assessment</i>

Overview

The Committee is requested to consider and endorse the Plant & Vehicle Asset Management Plan 2022/23 - 2031/32 (PVAMP), which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan was incorporated into the 2021/22 Annual Budget, however as a result of the imposition by Council of a two year moratorium on vehicle purchases and replacements, there was no expenditure in the 2021-2022 financial year and also no expenditure in the 2022/23 financial year.

Background

The Plant & Vehicle 10 Year Program is reviewed annually and provides a structured replacement and acquisition program for the plant and vehicles utilised in the Council's Operations Section (i.e. depot based). The Program covers the following:

1. Replacement of the Council's existing plant and vehicle fleet – plant and vehicles are replaced at the optimal point in the serviceable life of each item, the triggers being as adopted by Council in Council Policy Infr CP048 (Appendix IPC: 8.8A);
2. Disposal of plant and vehicles which are deemed as not being required anymore; and
3. Acquisition of new plant and vehicles in the Council's Operations Section, which are determined as being necessary as an addition to the fleet.

The Program contains estimates of purchase and sales prices, together with recommended reserve transfers to fund changeovers and new purchases. The Program aligns with the Shire of Dardanup Workforce Plan, as well as the Council's Capital and Maintenance Programs. The Program has been reviewed in preparation for the 2022/2023 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

At the Integrated Planning Committee meeting held on the 9th March 2022, it was resolved to adopt the following annual reserve transfers for the renewal of existing and acquisition of new plant and vehicles for the Infrastructure Directorate:

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

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

The 10 Year Program has been adjusted to meet the adopted annual reserve transfers and is presented to the Committee for adoption.

### Legal Implications

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

#### *Local Government (Administration) Regulations 2011*

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

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

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

### Strategic Community Plan

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

Environment - None.

### Precedents

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

### Budget Implications

The information contained in the Plant & Vehicle 10 Year Program will be used annually to develop the Council's Long Term Financial Plan. The following tables from the Plant & Vehicle 10 Year Program are provided with the agenda and indicate the projected expenditure and income for the next ten years:

- Plant Expenditure Summary (Appendix IPC: 8.8B);
- Plant Revenue Summary (Appendix IPC: 8.8B); and
- Plant Reserve Fund Summary (Appendix IPC: 8.8B).

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

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

### 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 are in accordance with Policy Infr CP048.

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: 8.8C) for full assessment document.

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

### Officer Comment

Officers have adjusted the replacement program to accommodate the two year moratorium recently imposed on the program by Council. The program was adjusted as follows:

1. All purchases and disposals that were expected to be due in the first two years of the program have been moved to Year 3 of the program.
2. Those items moved from the first two years to Year 3 are then further rescheduled in the 10 year program for subsequent changeovers. These changeovers are based on the triggers contained in Council's Policy Infr CP048 – *Plant & Vehicle Acquisition and Disposal Policy*.
3. The trade-in values of those items moved from the first two years to Year 3 have been reduced to reflect the loss in resale value due to the extended use and age of the item (i.e. further depreciated).

Staff acknowledge that the replacement triggers may change through the proposed fleet review to be carried out in the next financial year. The two year moratorium will hold off on any changeovers until the review is completed and the program can be fully reviewed in accordance with the outcomes of the review. However, the current programming beyond the two year moratorium period is still based on the triggers in the currently adopted Policy CP048 for the purpose of adopting an annual program.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

### Change to Officer Recommendation

No Change. **OR:**

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

### **OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE**

**THAT the Integrated Planning Committee recommends that Council endorses the 10 year Plant & Vehicle Asset Management Plan 2022/23-2031/32 acquisition and replacement program (Appendix IPC: 8.8B).**



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

<i>Reporting Department:</i>	<i>Corporate &amp; Governance</i>
<i>Reporting Officer:</i>	<i>Mr Allan Hutcheon – Procurement Officer Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix IPC: 8.9A – Executive &amp; Compliance AMP Appendix IPC: 8.9B – Risk Assessment</i>

Overview

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

Background

The Executive & Compliance Vehicle 10 Year Program is reviewed annually and provides a structured program for the plant and vehicles utilised in the Council's Operations Section (i.e. depot based). The Program covers the following:

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

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

2. Disposal of vehicles which are deemed as not being required anymore; and
3. Acquisition of new plant and vehicles in the Council's Operations Section, which are determined as being necessary as an addition to the fleet.

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, as well as the Council's Capital and Maintenance Programs. The Program has been reviewed in preparation for the 2022/2023 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

At the Integrated Planning Committee meeting held on the 9<sup>th</sup> March 2022, it was resolved to adopt the following annual reserve transfers for the renewal of existing and acquisition of new Executive & Compliance Vehicle per the 10 Year Replacement Program:

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
2022/23 Draft LTFP	45	150	100	120	145	200	150	150	155	165

At the Ordinary Council Meeting dated 31<sup>st</sup> March 2021 Council resolved to impose a 2 year moratorium on vehicle purchases and replacements for the 2021/22 and 2022/23 financial year [Res 85-21]. As a result, several vehicle changeovers have been deferred for replacement to the 2023/24 financial year; this may also impact future financial year vehicle changeovers.

The 10 Year Program incorporates the adopted annual reserve transfers and is presented to the committee for adoption.

### 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.*

### Strategic Community Plan

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

Environment - None.

### Precedents

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

### Budget Implications

The information contained in the Executive & Compliance Vehicle 10 Year Program will be used annually to develop the Council's Long Term Financial Plan. The following tables from the Executive & Compliance Vehicle 10 Year Program are provided with the agenda and indicate the projected expenditure and income for the next ten years:

- Executive & Compliance Vehicle Summary (Appendix IPC: 8.9A);
- Executive & Compliance Vehicle Revenue Summary (Appendix IPC: 8.9A); and
- Executive & Compliance Vehicle Reserve Fund Summary (Appendix IPC: 8.9A).

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

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
2020-2021 LTFP	80	85	150	100	120	145	200	150	150		
2021-2022 LTFP	40	45	150	120	120	145	200	150	150	155	
2021-2022 Annual Budget		40									
2022-2023 Draft LTFP		45	150	100	120	145	200	150	150	155	165

### Budget – Whole of Life Cost

The purpose of the Executive & Compliance Vehicle 10 Year Program is to plan for the acquisition of new and the replacement of existing 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 are in accordance with:

- Council Policy *Infr CP048 – Plant & Vehicle Acquisitions and Disposal Policy* - 4 Cylinders at 4 years / 80,000 km and Utilities at 5 years / 120,000 km;
- With the exception of the Council endorsed decision to impose a 2 year moratorium [Res 85-21] on the purchase and replacement of vehicles. This decision suspends the vehicle changeovers for 2021/22 and 2022/23 financial years.

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.

During 2021 a Motor Vehicle Fleet Review was undertaken with the outcome presented to Council in early 2022. Based on Council's decision, updated Policies relating to the motor vehicle fleet and changeover cycles will be presented to the May and June 2022 Council meetings.

### 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.

<b>Tier 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Executive & Compliance Vehicle Asset Management Plan 2022/23 – 2031/32
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial  Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime. Risk that assets are not acquired to meet demand or needs of the Shire.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Risk that customer levels of service are reduced or are not maintained to meet public expectation.
	Service Interruption	Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.

Officer Comment

The reduction in Annual Transfer to Reserve has required some adjustments to the Compliance and Executive Vehicle 10 Year Replacement Program.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE**

**THAT the Integrated Planning Committee recommends that Council endorses the 10 year Executive & Compliance Vehicle Asset Management Plan 2022/23- 2031/32 acquisition and replacement program (Appendix IPC: 8.9A).**

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

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Gary Thompson - Manager Sport &amp; Recreation</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments</i>	<i>Appendix IPC: 8.10A – Eaton Recreation Centre AMP Appendix IPC: 8.10B – Risk Assessment</i>

Overview

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

Background

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

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

The Program has been reviewed in preparation for the 2022/2023 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

Legal Implications

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

*Local Government (Administration) Regulations 2011*

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

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

Strategic Community Plan

Various Strategies across the organisation within the Strategic Community Plan.

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



Budget – Whole of Life Cost

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

Council Policy Compliance

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

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.10B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Eaton Recreation Centre Equipment Asset Management Plan 2022/23 – 2031/32	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	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	Lack of service at the Recreation Centre would compromise the Shires reputation

Officer Comment

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION TO THE  
INTEGRATED PLANNING COMMITTEE**

**THAT the Integrated Planning Committee recommends that Council endorses the 10 year Recreation Centre Equipment Asset Management Plan 2022/23-2031/32 acquisition and replacement program (Appendix IPC: 8.10A).**



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

<i>Reporting Department:</i>	<i>Corporate &amp; Governance</i>
<i>Reporting Officer:</i>	<i>Mr Chris Murray – Manager Information Services Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments</i>	<i>Appendix IPC: 8.11A – IT AMP Appendix IPC: 8.11B – Risk Assessment</i>

Overview

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

Background

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

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

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

Legal Implications

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

*Local Government (Administration) Regulations 2011*

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

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

Strategic Community Plan

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

Environment - None

Precedents

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

Budget Implications

The following allocations have been provided in the 2021/22 budget and 2022/23 draft LTFP:

	<b>2021/22</b>	<b>2022/23</b>
IT Equipment	\$21,008	\$153,382
Software Purchases	\$227,293	\$83,401
Software Annual License expenses	\$512,634	\$632,433
IT Equipment Leases	<u>\$256,703</u>	<u>\$172,691</u>
<b>Total</b>	<b>1,017,638</b>	<b>1,041,907</b>

A copy of the proposed IT Asset Management Plan 2022/23 – 2031/32 is attached (Appendix IPC: 8.11A).

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

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

The balance of required funds each year is budgeted to come from general operating revenue. In 2022/23 this would be \$642,417.

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 and infrastructure at the end of their useful life. In recent years more IT infrastructure and hardware items have been treated as leased assets rather than outright purchase assets. The leasing model is now moving to purchased assets, as the accounting requirements for leasing have become untenable for the Shire to manage and the benefits of leasing have diminished.

It will take several years to completely transition out of leasing arrangements. After four years some devices have increased risk of failure and may become less than optimal for business purposes, and this will be need to be managed as the transition back to a purchased IT asset model moves in line with planned funding arrangements.

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: 8.11B) for full assessment document.

<b>Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	IT Asset Management Plan 2022/23 – 2031/32
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial                      Adoption of this Item is required for funding of IS and IT services</p> <p>Service Interruption                      Services of IT and IS depend on adoption of IT Asset Management Plan</p> <p>Reputational                      Compromised Quality of IT and IS might affect the reputation of council in providing services.</p>

Officer Comment

Council approved the restructure of the Information Services team at the Ordinary Council meeting of 27<sup>th</sup> October 2021. There has been a significant body of work undertaken in recruitment and re-establishing the team with positions now filled and final appointments and on boarding to be concluded before the end of April 2022.

The restructure included the ERP Project Manager and increased the focus on Cyber Security which will lead to an improved security posture to protect the Shire systems and data from ever increasing threats. Work has commenced using a vendor supplied “as a service” arrangement to provide this capacity to the business.

Due to the Council’s investment in Information Services, the Shire of Dardanup is well positioned within the local government sector to become a leader in the delivery of ICT, Information and Business Solutions.

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

- *Future – 10 Year ICT Plan;*
- The Strategic Community Plan 2018 – 2028 (SCP), and,
- The ICT Strategic Plan 2020-2030.

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

The priority new ERP project is a very large body of work that will impact resources for the next few years to deliver the required outcomes.

The new administration building will also require significant focus from the Information Services teams over a significant period in assisting the business with the design assurance, planning for the fit out of FF&E, purchasing and commissioning of group three items, and the transitional activities in moving to the building.

- *Next Budget – 2022/23*

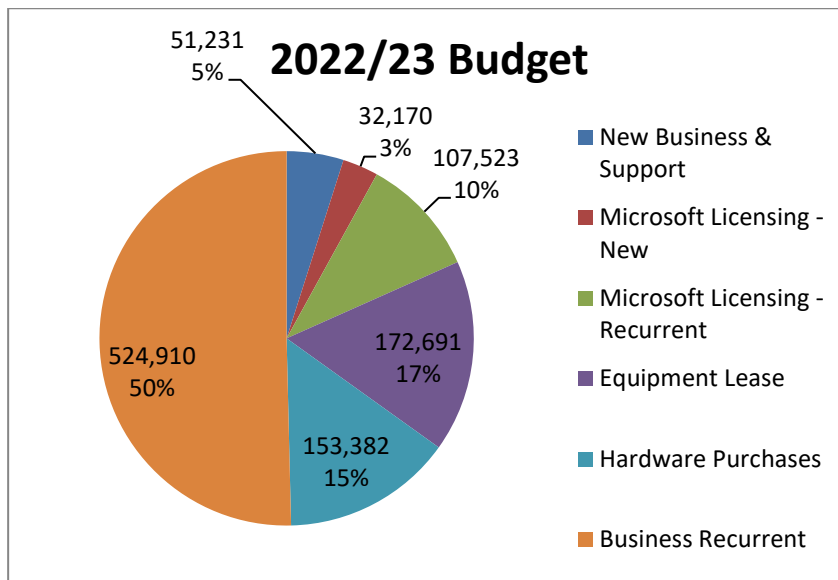
The major deliverables for Information Services for this coming year include:

1. Continuing to advance the move to new Enterprise Resource Planning (ERP) system. The current system SynergySoft is continuing to age and is now considered a legacy product by the vendor IT Vision. Progress has been made on the first phase of the project with the Expression of Interest expected to be released to market in May/June and the business case and project plan to be prepared and tabled for Council by August of this year.
2. The pilot Internet of Things (IoT) project to continue and build on the air quality monitor in place at the Dardanup Office with more potential devices currently under consideration.
3. The increased focus on Cyber Security will have a number of deliverables including;
  - In line with the Audit & Risk Committees recommendation for consideration for inclusion to the budget, continuation of the Managed Cyber Security Monitoring Service;
  - Delivery of the Shire’s overarching Cyber Security Strategic Plan;
  - Implementation of Vulnerability Scanning to harden the network; and
  - Changing the backup solution model to include storage off the network to provide protection from Ransomware and similar attacks.
4. Implementation of the new backup system and management approach to provide better protection of the Shire systems and data for Business Continuity and Disaster Recovery reasons as well as the Cyber Security benefit noted above.

The 2022/23 budget can be more clearly visualised by referring to the pie chart below. Please see comments below against each of the items shown in the legend.

– *Information Services – Total Budget 2022/23 - \$1,041, 907.*

*NOTE: Including allocation for wages & salaries of ERP Project Manager total budget \$1,162,417 (not reflected below).*



- ***New Business and Support***  
Goals for the next accounting period include finalising the upgrade to SharePoint 2019 and the work impacted by this on the TARDIS and Fusion systems.
- ***Microsoft Licences and Microsoft Recurrent***  
This relates to the cost of using Microsoft technologies as the base for our desktop and server operating systems, application software and other backend services such as SharePoint and SQL server. Microsoft have moved to subscription models for most products and these will be charged annually on an ongoing basis. This is the last year of the negotiated agreement between the three local Shires and possible discounts and pricing impacts will need to be explored before the next financial year.
- ***Business Recurrent***  
Recurrent costs that are formed by annual maintenance or ongoing subscriptions for software. Most application software and hardware required software products incur some form of annual cost that is captured here.
- ***Equipment Lease***  
This relates to the annual lease cost for both desktop and most of the current infrastructure technologies used by the Council. The leasing costs will reduce over time and the hardware purchase expenditure will increase as we move back to a purchased equipment model. The new Multi-Function Devices (photocopier / printers) contract is currently being finalised and these devices will move from leasing to a Managed Print Service model.
- ***Hardware Purchases***  
This is the allocation for the purchase of IT equipment. These costs will increase over time as the current leases come to an end and equipment will need to be replaced. The intention is to aim for extended return on investment where assets may remain serviceable for one or two years beyond the leased life cycle. The coming year does require some investment in Storage Systems, UPS and switching hardware as a number of previously purchased assets are end of life.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. OR:

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

**OFFICER RECOMMENDED RESOLUTION TO THE  
INTEGRATED PLANNING COMMITTEE**

**THAT the Integrated Planning Committee recommends that Council adopts the IT Asset Management Plan 2022/23 – 2031/32 (Appendix IPC: 8.11A).**

8.12 Title: Draft - 2022/23 Fees & Charges – Waste Management Charges (Section 10.1)

<i>Reporting Department:</i>	<i>Corporate &amp; Governance</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy CEO</i> <i>Mr Andre Schonfeldt – Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix IPC 8.12A – Risk Assessment</i> <i>Appendix IPC: 8.12B – Draft 2022/23 Schedule of Fees &amp; Charges (Section 10.1)</i>

Overview

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

Background

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

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

At the Integrated Planning Committee meeting held on the 9<sup>th</sup> March 2022, a report on the draft Fees and Charges for 2022/23 was presented for consideration. The Committee and later Council resolved the following:

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

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

This report to the Integrated Planning Committee meeting on the 13<sup>th</sup> April 2022 has been prepared in response to this previous resolution of Council.

Legal Implications

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

*6.16. Imposition of fees and charges*

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

*\* Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
- (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
  - (b) *supplying a service or carrying out work at the request of a person;*
  - (c) *subject to section 5.94, providing information from local government records;*
  - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
  - (e) *supplying goods;*
  - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed\* during a financial year; and*
  - (b) *amended\* from time to time during a financial year.*

*\* Absolute majority required.*

#### 6.17. *Setting level of fees and charges*

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

#### 6.18. *Effect of other written laws*

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

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

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

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



Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.12A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Draft - 2022/23 Fees & Charges – Waste Management Charges (Section 10.1)
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Risk that the Draft 2022/23 Fees and Charges is not adopted by Council; Loss of Revenue Reputational Inappropriate charging of fees may impact negatively on Council. Legal and Compliance Risk of Council breaching the Local Government Act 1995 – Risk that the Draft 2022/23 Fees and Charges is not adopted by Council

Officer Comment

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

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

In the schedule of draft 2022/23 fees(Appendix IPC: 8.12B) for Waste Management Charges (Section 10.1), the majority of the fees and charges that can be raised under the *Local Government Act 1995* in Sections 10.1.2, 10.1.3 and 10.1.4 have increased by an average of 2% to 3%, partly reflective of CPI and other costing methodologies.

The Waste Management Charges raised under the *Waste Avoidance Resource & Recovery Act 2007* in Section 10.1.1 have also been increased by 3% from the levels charged in 2021/22. Adjustments have also been made to reflect the alternative service options or additional waste bins and the amended charges are outlined later in this report.

The level of the fee or charge is set taking into account the cost, the importance to the community and the price of competitors. In each category the fee or charge is subject to a regular assessment to evidence compliance with legislation and to ensure there is no 'revenue leakage' which can result if the underlying costs on which the fee or charge is based exceeds CPI.

In this regard and taking on board the comments from Councillors with regards to the costs associated particularly with waste items received at the Shire's transfer station, Officers will require more time to undertake a more detailed investigation into the costs of disposal of each of those items. As far as possible this will be updated prior to June, however if not possible a future report will be presented to Council in the new financial year.

CEO Comment

- **E-Waste**

In March 2021 Council resolved [OCM: 90-21] as follows:

*"THAT Council:*

1. *Requests the Chief Executive Officer to submit an allocation of \$5,200 as part of the 2021/22 budget to support a twelve-month trial for an e-Waste collection service operated by Mr Matt Meijer in Eaton/Millbridge.*
2. *Requests the Chief Executive Officer, as part of the trial period to support:*
  - *Regular advertising of collection events for both Dardanup and Eaton including the Shire website, Social Media and using the electronic notice board;*
  - *Encouragement of separation of e-Waste from hard waste collections (it is usually left behind) through marketing initiatives;*
  - *Approving the locations for collection at Carramar Park and the Shire carpark in Eaton;*

- *Providing a container at the Eaton and Dardanup offices and Shire Transfer Station specifically for e-Waste;*
  - *Providing the service provider, Mr Meijer with free disposal (five ute/trailer passes) at the Dardanup Transfer Station for waste that does not fall within those categories he can't manage; and*
  - *Providing the service provider, Mr Meijer with documentation to certify that the TVs and paint tins and other HHW are collected from households on behalf of the Shire of Dardanup.*
3. *Requests the Chief Executive Officer to present a report to Council on the outcomes of the 12-month trial.*
  4. *Requests the Chief Executive Officer provide an interim 6 month report to Councillors through the Information Bulletin.*
  5. *Requests the Chief Executive Officer to seek grant funding to fully fund this operation in the future.*

*CARRIED 8/0"*

Mr. Meijer has provided the following statistics with regards to the trial, please note these statistics are based on the period from the 1<sup>st</sup> of July 2021 until the 1<sup>st</sup> of February 2022. Therefore based on 7-8 months of the year.

A total of 10,988 kg of scrap metals taken out off e-waste. This included:

- 96 tv's
- 38 laptops
- 18 tablets
- 35 monitors
- 60 printers
- 30 keyboards
- 39 mice
- 7 vacuum cleaners
- 162 paint cans
- 5 fridges
- 3 aerosol cans
- 29 KG of ink cartridges
- 427 light globes
- 68 KG of coffee pods
- 147 KG household batteries
- 22 smoke alarms
- 287 KG mixed small electronics
- 25 pesticide containers
- 6 KG old medicine
- 31 KG bottle tops
- 29 pair of prescription glasses

A total of only 7 wheelie bins have gone to landfill with leftover waste that is not recyclable.

The trial appears to be providing significant benefits to the community and diversion of waste to more appropriate reuse options. It is recommended that Council continue with the initiative. Should Council be supportive, Officers will work with Mr. Meijer to consider options for grants and continue with the

promotion of this initiative. It is recommended that Council acknowledge and thank Mr. Meijer for his contribution towards redirecting waste.

- **Waste Fees & Charges**

Further review of the Waste Charges have been undertaken, with the following proposed Waste Fees & Charges being proposed for the 2022/23 Budget:

Standard Service:

- Weekly 240L FOGO
- Fortnightly 240L Recycling
- Fortnightly 140L General Waste
- \$237

Alternative Service Option 1 – Lid Swapped:

- Weekly 140L FOGO
- Fortnightly 240L Recycling
- Fortnightly 240L General Waste
- \$237
- An additional Once off Charge of \$50 apply to when this service is first introduced

Alternative Service Option 2 – 240L General Waste:

- Weekly 240L FOGO
- Fortnightly 240L Recycling
- Fortnightly 240L General Waste
- \$250.00
- An additional Once off Charge of \$125 apply to when this service is first introduced

Additional 240L FOGO bin Service:

- Additional Ongoing Charge to the Standard Service Charge: \$120.00
- Additional Once Off Charge for the new bin: \$80.00

Additional 140L FOGO bin Service:

- Additional Ongoing Charge to the Standard Service Charge: \$70.00
- Additional Once Off Charge for the new bin: \$80.00

Additional 240L Recycling bin Service:

- Additional Ongoing Charge to the Standard Service Charge: \$55.00
- Additional Once Off Charge for the new bin: \$80.00

Additional 140L Recycling bin Service:

- Additional Ongoing Charge to the Standard Service Charge: \$32.00
- Additional Once Off Charge for the new bin: \$80.00

Additional 240L General Waste bin Service:

- Additional Ongoing Charge to the Standard Service Charge: \$75.00
- Additional Once Off Charge for the new bin: \$115.00

Additional 140L General Waste bin Service:

- Additional Ongoing Charge to the Standard Service Charge: \$45.00
- Additional Once Off Charge for the new bin: \$115.00

Council Role - Legislative / Executive.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION TO THE  
INTEGRATED PLANNING COMMITTEE MEETING**

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

1. **Endorse the Draft 2022/23 Waste Management (Section 10.1) Schedule of Fees and Charges included as (Appendix IPC 9.4B), to become effective 1<sup>st</sup> July 2022;**
2. **Where required, give local public notice of the applicable Fees and Charges; and**
3. **Support the continued budget contribution of \$5,200 per annum towards e-Waste collection service operated by Mr Matt Meijer in Eaton/Millbridge, with grants sourced to assist this initiative where possible.**

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

**10 NEW BUSINESS OF AN URGENT NATURE**

**11 MATTERS BEHIND CLOSED DOORS**

None.

**12 CLOSURE OF MEETING**

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

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



