



# **A G E N D A**

## **INTEGRATED PLANNING COMMITTEE MEETING**

To Be Held

**Wednesday, 9<sup>th</sup> April 2025**  
**Commencing at 1.00pm**

At

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

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Upon request.



## NOTICE OF AN INTEGRATED PLANNING COMMITTEE MEETING

Dear Committee Member

The next Integrated Planning Committee Meeting of the Shire of Dardanup will be held on Wednesday, 9<sup>th</sup> April 2025 to be held at the Eaton Administration Centre - commencing at 1.00pm.

**MR ANDRÉ SCHÖNFELDT**

Chief Executive Officer

Date: 4<sup>th</sup> April 2025

**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

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

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**Members of Integrated Planning Committee**

-Cr	T Gardiner
-Cr	E Lilly
-Cr	L Davies
-Cr	S Gillespie
-Cr	M Hutchinson
-Cr	J Manoni
-Cr	T Bell
-Cr	T Jenour
-Cr	A Webster

**Terms of Reference**

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

## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	Project risk has two main components: <ul style="list-style-type: none"> <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	Environmental	Property
<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. <b>Example:</b> Gossip, Facebook item seen by limited persons.	Contained, reversible impact managed by on site response.	Inconsequential or no damage.
<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. <b>Example:</b> Local paper / Industry news article, Facebook item seen by multiple groups.	Contained, reversible impact managed by internal response.	Localised damage rectified by routine internal procedures.
<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. <b>Example:</b> State-wide paper, TV News story.	Contained, reversible impact managed by external agencies.	Localised damage requiring external resources to rectify.
<b>Major (4)</b>	Long-term disability/ multiple injuries Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	<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. <b>Example:</b> Australia wide news stories. Regulatory / Political commentary involvement.	Uncontained, reversible impact managed by a coordinated response from external agencies.	Significant damage requiring internal & external resources to rectify.
<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. <b>Example:</b> Worldwide news, Focused articles (e.g. 60 minutes). Regulatory / Political oversight and involvement.	Uncontained, irreversible impact.	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building.

**RISK - LIKELIHOOD TABLE**

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	<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, 9<sup>TH</sup> APRIL 2025, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 1.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

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

*Acknowledgement of Country*

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

*Affirmation of Civic Duty and Responsibility*

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

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

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

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

*Emergency Procedure*

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



## **2 RECORD OF ATTENDANCE/APOLOGIES**

### 2.1 Attendance

### 2.2 Apologies

## **3 PRESENTATIONS**

None.

## **4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

### Minutes - Integrated Planning Committee - March 2025

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT** the Minutes of the Integrated Planning Committee Meeting held on 12<sup>th</sup> March 2025, 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.

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

## 8 REPORTS OF OFFICERS

### 8.1 Title: Draft Program of Works – Parks and Reserves 2025/26 – 2034/35

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
<b>Reporting Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Kristin McKeachie - Manager Assets</i>
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC 8.1A – Draft Program of Works - Parks &amp; Reserves 2025/26 – 2034/35</i> <i>Appendix IPC 8.1B - Risk Assessment Tool – Draft Program of Works - Parks &amp; Reserves 2025/26 – 2034/35</i>

#### **Overview**

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Parks and Reserves Program of Works 2025/26 – 2034/35, together with the Parks and Reserves Program of Works 2025/26 – 2034/35, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

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

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

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

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	350	400	250	250	250	250	250	250	250	250

- Endorses the 10 year Program of Works - Parks & Reserves 2025/26-2034/35 (Appendix IPC: 8.1A).**

#### **Change to Officer Recommendation**

No Change. **OR:**

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

## Background

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

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

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

This report deals with the financial implications of the Program of Works for Parks and Reserves.

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

## Legal Implications

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

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

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

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

## Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

### **Precedents**

Council adopts the 10 Year Program of Works annually and the Parks and Reserves Asset Management Plan as and when updated.

### **Budget Implications**

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

The proposed annual reserve transfer for Parks and Reserves has changed from that adopted in the Long Term Financial Plan (LTFP) of 2024/2025. A summary of the transfers is provided for in (Appendix IPC: 8.1A). The reasons for the changes are primarily associated with the removal of the capital element of the Eaton Landscaping Specified Area Rate from 2024/25 and a corresponding increase to the Parks and Reserves Upgrade Reserve, with further program changes discussed in the Officer Comments section of this report.

The following summary tables from the 2025/26 Parks & Reserves Program of Works are provided within the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.1A):

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

Annual Transfer (x \$1,000)	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Expenditure	70	250	3068	423	71	197	138	207	212	217	83
Reserve Fund Balance	398	938	275	103	282	337	450	496	536	571	741

A complete copy of the Parks & Reserves Upgrades 10 Year Asset Management Plan is attached (Appendix IPC: 8.1A).

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

	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)										
2024/2025 LTFP	350	350	400	250	250	250	250	250	250	250	
Draft 2025/2026 LTFP		350	400	250	250	250	250	250	250	250	250

### **Budget – Whole of Life Cost**

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

### Council Policy Compliance

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

### Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Parks & Reserves Asset Management Plan 2025/26 – 2034/35	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the end of their useful lives.
	Financial	Risk that assets are not upgraded or created to meet demand.
	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.

### Officer Comment

The proposed Parks & Reserves Program of Works 2025/26 continues the work undertaken in preparation of the previously adopted 2024/25 Program.

The major proposed changes to the first four years of the Draft 10 Year Parks and Reserves Expansion & Upgrade Program are as follows:

Park Name	Asset Activity	2024/25 PROGRAM	2025/26 PROGRAM		Comments
Carramar Park	Design & Construct new Skate Park	N/A	2026	\$1,200,000	New Item 1/3 External Grant Funding (Lotteries West/CSRFF) assumed
Burekup Reserve	Design & Construct new Skate Park	N/A	2026	\$1,200,000	New Item 1/3 External Grant Funding (Lotteries West/CSRFF) assumed.  Shire Co-contribution to be funded from 'Cash-in-Lieu of POS' Trust funds plus Reserves

With respect to the Burekup as well as Carramar Park Skate Park proposals it should be noted that, unless the external grant funding is forthcoming, delivery of these projects will not be possible within

the currently forecast Reserve balance. Should Council wish to proceed with this proposal under those circumstances, then additional funding allocation will be required from other sources.

In line with the reviews of the Roads and Buildings Asset Management Plans, it is proposed to undertake a full review of the Parks and Reserves Asset Management Plan in 2025/26. In order to facilitate this review, it is proposed to undertake an external Condition Assessment and Treatment Priority survey at all Shire of Dardanup parks and reserves, similar to the corresponding exercises conducted for Roads, Buildings and Paths & Trails.

It is expected that (once complete) the updated Asset Management Plan will require a full review of the Program of Works - Parks and Reserves.

The current Program of Works - Parks & Reserves 2025/26 is therefore considered an interim Program intended to ensure continuity of delivery in the meantime.

END REPORT

**8.2 Title: Draft Program of Works – Buildings 2025/26 – 2034/35**

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
<b>Reporting Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Kristin McKeachie - Manager Assets</i>
<b>Legislation</b>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC 8.2A – Draft Program of Works - Buildings 2025/26 – 2034/35 Plan A</i> <i>Appendix IPC 8.2B – Draft Program of Works - Buildings 2025/26 – 2034/35 Plan B</i> <i>Appendix IPC 8.2C - Risk Assessment Tool – Draft Program of Works - Buildings 2025/26 – 2034/35</i>

**Overview**

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Program of Works - Buildings 2025/26 – 2034/35, together with the Program of Works Buildings 2025/26 – 2034/35, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

The updated Program of Works – Buildings 2025/26 – 2034/35 has been prepared in line with therecommendations of the updated Asset Management Plan (Buildings), adopted by Council at the Ordinary Council Meeting of 3<sup>rd</sup> March 2024 (OCM 60-24).

**OFFICER RECOMMENDED RESOLUTION “A” TO THE INTEGRATED PLANNING COMMITTEE MEETING**

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

- Adopts Plan “A” with the following Annual Transfers to the Building Maintenance Reserve for the delivery of the 10 Year Buildings Works Program 2025/26 – 2034/35, to be incorporated into the draft 2025/26 – 2034/35 Long Term Financial Plan:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	400	400	400	400	400	450	450	450	450	450

- Endorses the 10 Year Program of Works – Buildings 2025/26-2034/35 (Appendix 8.2A).**

**OR**



## OFFICER RECOMMENDED RESOLUTION “B” TO THE INTEGRATED PLANNING COMMITTEE MEETING

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

- Adopts Plan “B” with the following Annual Transfers to the Building Maintenance Reserve for the delivery of the 10 Year Buildings Works Program 2025/26 – 2034/35, to be incorporated into the draft 2025/26 – 2034/35 Long Term Financial Plan:**

	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
	Annual Transfer (x \$1,000)									
2025/2026 Draft LTFP	578	587	546	556	613	620	628	636	544	553

- Endorses the 10 Year Program of Works - Buildings 2025/26-2034/35 (Appendix 8.2B).**

### ***Change to Officer Recommendation***

No Change. **OR:**

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

## Background

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

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

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

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

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

## Legal Implications

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

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

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

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

## Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

### **Precedents**

Council adopts the 10 Year Program of Works annually and the Buildings Asset Management Plan as and when updated.

Council adopted an updated Asset Management Plan (Buildings) at the Ordinary Council Meeting of 3<sup>rd</sup> March 2024 (OCM 60-24).

### **Budget Implications**

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

The proposed annual reserve transfer for Buildings has changed from that adopted in the Long Term Financial Plan (LTFP) of 2024/2025. A summary of the transfers is provided for in (Appendix 8.2A and 8.2B). The reasons for the changes are primarily associated with Inclusion of:

- Major Maintenance (Non Capital) and Routine Maintenance (Operational) that was never before included – Contained in **Plan A and B**
- Capital works such as the Eaton Administration Centre – mechanical fit out & electrical Services to 1<sup>st</sup> Floor Lettable Space – Contained in **Plan A and B**
- Construction of the Burekup Changerooms – **Plan A and B**
- Dardanup Office Interior Refurbishment – **Plan B**
- Dardanup Hall Interior Refurbishment to hall, kitchen, and toilets – **Plan B**

The following summary tables from the Draft Program of Works – Buildings 2025/26 – 2034/35 provided within the agenda and indicate the projected expenditure and income for the next ten years.

#### **Plan A (Appendix IPC: 8.2A)**

- Buildings Expenditure Summary; and
- Buildings Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Expenditure	246	1,712	353	503	403	269	1,211	453	571	1,041	960
Reserve Fund Balance	1,420	637	819	884	1,027	1,327	809	951	1,007	674	389

For Plan A, a complete copy of the Buildings 10 Year Asset Management Plan is attached (Appendix IPC: 8.2A).

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



### **Budget – Whole of Life Cost**

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

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

### **Council Policy Compliance**

Council Policy 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: 8.2C) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Buildings Program of Works 2025/26 – 2034/35	
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	<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>Risk that customer levels of service are reduced or maintained to meet public expectation.</p> <p>Risk to service for public buildings if assets are not renewed or maintained to an operational standard.</p> <p>Possible damages claims against the Council if there is injury due to buildings not being maintained.</p>

### **Officer Comment**

This Buildings Program of Works 2025/26 – 2034/35 was considered by Council at the IPC meeting held on 12<sup>th</sup> March 2025. However, after further reviewing the program it was decided to consider another option - **Plan B**, taking into account additional capital works with the prospect of attaining additional grant funding for these projects. This is now presented to Council for consideration.

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

Council was advised during a workshop held on the 12th of February 2025 that advice received from the Shire's Auditors indicated that works which had been reported in previous Programs of Works as being of a Capital nature could no longer be treated in this fashion. These works (primarily periodic treatments such as painting), while recognised as being for the purposes of Preservation of the asset must now be reported as Operational expenditure.

This change is driven (in part) due to the level of asset componentisation recorded in the Shire's Financial Asset Register. Asset Componentization is an accounting approach that involves breaking down assets into identifiable components with different useful lives, treating them as separate entities for depreciation.

Since the Shire's financial asset register does not record some items (such as paint) separate from the parent asset (the Building), costs cannot be separately apportioned to the paint as a Capital expense. As a result of the above advice, the Shire has taken steps to identify all proposed future works that might be affected by this change in treatment. All such costs will now be reported and tracked as 'Major Maintenance'. The Shire's Budget proforma has previously made allowance for this category of works in 'Appendix D'.

Due to the large number of individual items affected, and their Non-Capital nature going forward, these tasks will no longer appear as line items in the Program of Works – Buildings. However, costs for these tasks will continue to be funded through the Building Maintenance Reserve.

- *Bush Fire Buildings*

As a result of investigations carried out to isolate tasks to be reported as 'Major Maintenance' going forward, a significant backlog of undelivered works at Bush Fire Buildings was identified. These tasks were previously thought to be funded by the Department of Fire and Emergency Services (DFES) through the Local Government Grant Scheme (LGGS).

Investigation has shown that this is not the case, except by agreement following application. The Shire has not previously been in a position to justify a case for increased allocation for Maintenance of Buildings under the LGGS.

Section 2.4 of the LGGS Expenditure Framework for Capital and Operating Grants makes provision for the 'maintenance of buildings' under Class 1 'Brigade/Unit Operating Costs'. However, it is not clear from the Manual exactly what type(s) of 'maintenance of buildings' that classification covers and what (if any) of the additional costs that the Shire has identified can be recovered through the Grant.

The Shire is in the process of applying to DFES for additional support under this Classification. Absent such additional funding support, the Shire will be unable to systematically address the identified backlog and will continue to maintain these building via ad-hoc reactive maintenance practices.

In summary, the proposed draft 2025/26 Buildings Program of Works is considered a rational and reasonable programme, balancing Council's building project priorities and funding resources. The program delivers maintenance, upgrades and renewals of existing assets as priorities, and addresses shortfalls in maintenance delivery where possible.

The 10 Year Buildings Program of Works 2025/26-2034/35 allows for:

- Completion of already commenced projects;
- Delivery of recent Council Decisions.

In addition, proposed Buildings Program of Works 2025/26 continues the work undertaken in preparation of the previously adopted 2024/25 Program and expanded upon and 2 options are presented to Council for consideration.

**Plan A Expenditure** includes:

- Major Maintenance (Non Capital) and Routine Maintenance (Operational) that was never before included;
- Capital works such as the Eaton Administration Centre – mechanical fit out & electrical Services to 1<sup>st</sup> Floor Lettable Space;
- Construction of the Burekup Changerooms – received grant funding;
- Major Maintenance (Non Capital) and Routine Maintenance (Operational) that was never before included
- Bushfire Buildings Maintenance – dependant on funding from the Department of Fire and Emergency Services (DFES) through the Local Government Grant Scheme (LGGS).

Plan A includes a proposed adjustment in additional annual funding from the Roads Reserve in order to be funded and executed successfully.

**Plan B Expenditure** includes:

- Major Maintenance (Non Capital) and Routine Maintenance (Operational) that was never before included;
- Capital works such as the Eaton Administration Centre – mechanical fit out & electrical Services to 1<sup>st</sup> Floor Lettable Space;
- Construction of the Burekup Changerooms – grant funding dependant;
- Dardanup Office Interior Refurbishment – grant funding dependant;
- Dardanup Hall Interior Refurbishment to hall, kitchen, and toilets – grant funding dependant;
- Major Maintenance (Non Capital) and Routine Maintenance (Operational) that was never before included.
- Bushfire Buildings Maintenance – dependant on funding from the Department of Fire and Emergency Services (DFES) through the Local Government Grant Scheme (LGGS).

For Plan B to be implemented, additional funding would be required because of a number of large capital projects that are included in the Draft 10 Year Program, which includes:

- Proposed adjustment in additional annual funding from the Roads Reserve;
- Recommended annual reserve transfer to be higher than that of Plan A (refer to tables in the report);
- An additional 1% in rates in the annual budget.
- Grant Funding contributions will be required to achieve the capital works projects that is included in this plan, but having the projects included in the Buildings Works Program enables Council to apply for external funding with potentially significant leverage.

All other Years of the Program of Works have been amended to allow for a greater volume of Renewals works as recommended by the revised Asset Management Plan (Buildings) 2024 – 2028.

In summary, the proposed draft 2025/26 Buildings Program of Works is considered a rational and reasonable programme, balancing Council's building project priorities and funding resources. The program delivers maintenance, upgrades and renewals of existing assets as priorities, while completing current committed works.

- *Officer Recommendation*

The Officer is recommending that Plan B - the alternative Annual Transfers to the Buildings Reserve be adopted.

END REPORT



### 8.3 Title: Events, Programs and Donations 2025-26

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Ms Melanie Ring - Manager Community Development</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC: 8.3 – Risk Assessment</i>

#### **Overview**

This report summarises the Events and Activities program proposed for the 2025/26 budget.

The Integrated Planning Committee is tasked with considering this program and recommending the inclusion of endorsed items in the 2025/26 budget and Long Term Financial Plan.

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

**THAT the Integrated Planning Committee recommends that Council endorses the following 2025/26 Community Events, Library Programs and Donations and allocate funds within the 2025/26 draft budget and Long Term Financial Plan for these activities:**

SynergySoft Ref GL or Job #	Event or Program	2025/26 Proposed Budget: Expenditure	2025/26 Proposed Budget: Revenue
0817010	Personal Development Grants	\$4,000	
0817010	Seniors Christmas Dinner (Eaton \$1,500, Burekup \$1,250, Dardanup \$2,000)	\$4,750	
0817010	Crooked Brook Forrest Assoc	\$1,000	
0817010	Eaton Lions Club Christmas Hampers	\$1,000	
0817010	Dardanup & District Times	\$1,100	
0817010	Eaton Family Centre (Contribution to Eaton Child Health Clinic Operating Costs)	\$9,000	
0817010	In-town Centre support of \$2,500 - Assumed Ongoing Level of Support	\$2,500	
0817010	Glen Huon Primary School P&C - Breakfast Club	\$3,605	
0817010	Dardanup & District Residents Association – Traffic Management for ANZAC Day service	\$2,100	
0817010	Sundry Community Donations	\$1,500	
J11902	Public Art Projects	\$10,000	
J11903	Donation – City of Bunbury for Regional Events – Skyfest Australia Day	\$5,500	

SynergySoft Ref GL or Job #	Event or Program	2025/26 Proposed Budget: Expenditure	2025/26 Proposed Budget: Revenue
J11905	SW Group Affiliated Agricultural Associations	\$250	
J11906	Australia Day Breakfast – Eaton*	\$10,202	\$5,000 Grant
J11907	Australia Day Breakfast – Burekup*	\$1,371	\$3,500 Grant
J11908	Australia Day Breakfast – Dardanup*	\$3,291	\$1,500 Grant
0812001	Annual School Awards	\$1,350	
0812003	School Chaplaincy	\$6,671	
J08712	Youth Development Programs (CR 318-20)	\$5,000	
J08714	Minor/Community Event Assistance	\$10,000	
J11925	Community and Club Capacity Building Workshops & Activities	\$3,000	
J08713	School Holiday Workshops & Activities	\$4,500	
J08720	Programs - Cyber Security Awareness Support for Vulnerable Groups	\$4,614	\$4,614 Grant
J11921	Community Events - Seniors Workshop & Activities	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$2,500	
J11923	Creative Workshops	\$1,500	
1116012	<b>Library Programs</b> <b>Early Learning</b> <ul style="list-style-type: none"> <li>• Jo Jingles</li> <li>• Better Beginnings Program</li> </ul> <b>Children and Youth</b> <ul style="list-style-type: none"> <li>• Storytime</li> <li>• School Holidays Program</li> <li>• STEAM Workshops</li> </ul> <b>Adult Programming</b> <ul style="list-style-type: none"> <li>• Skills development workshops</li> <li>• Technology and digital literacy</li> <li>• Inclusive workshops</li> <li>• Local and Family History</li> <li>• </li> </ul> <b>Authors &amp; Events</b> <ul style="list-style-type: none"> <li>• Author visits</li> <li>• Children's book week</li> <li>• Summer Reading Challenge</li> </ul>	\$33,000	
J11927	<b>Place-making activities &amp; Engagement</b> <ul style="list-style-type: none"> <li>• Summer Sounds in the Park</li> <li>• Outdoor wellness programs</li> <li>• Place activation initiatives</li> <li>• Night stalks</li> <li>• Sustainably Living Workshops</li> </ul>	\$25,000	
J11929	Events & Festivals - Summer in Your Park Series	\$30,000	
J11930	Events & Festivals - Youth Events	\$5,000	
J11932	Events & Festivals - Seniors Celebration Day	\$3,000	
J11933	Events & Festivals - Spring Out Festival	\$22,000	

SynergySoft Ref GL or Job #	Event or Program	2025/26 Proposed Budget: Expenditure	2025/26 Proposed Budget: Revenue
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	
1119504	Community Grants Scheme*	\$28,087	
1113501	South West Academy of Sports	\$5,100	
TOTAL		\$269,491	\$14,614

\* = CPI Increase of 2.4%

### ***Change to Officer Recommendation***

No Change. **OR:**

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

## **Background**

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

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

The events and programs are derived to meet the actions set-out in the Place and Community Plan 2020-2030.

## **Legal Implications**

*Local Government Act 1995*

*Local Government (Financial Management) 1996*

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

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

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

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

## **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

## **Precedents**

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

## **Budget Implications**

This agenda report itemises community, arts and cultural development events and programs and donations that are proposed to be included in the Council's four-year Corporate Business Plan, and the 2025/26 Annual Budget.

GL or Job #	Event or Program	2024/25 Actual Budget: Expenditure	2025/26 Proposed Budget: Expenditure	2025/26 Proposed Budget: Revenue
0817010	Personal Development Grants	\$4,000	\$4,000	
0817010	Seniors Christmas Dinner (Eaton \$1,500, Burekup \$1,250, Dardanup \$2,000)	\$4,750	\$4,750	
0817010	Crooked Brook Forrest Assoc	\$1,000	\$1,000	
0817010	Eaton Lions Club Christmas Hampers	\$1,000	\$1,000	
0817010	Dardanup & District Times	\$1,100	\$1,100	
0817010	Eaton Family Centre (Contribution to Eaton Child Health Clinic Operating Costs)	\$9,000	\$9,000	
0817010	In-town Centre support of \$2,500 - Assumed Ongoing Level of Support	\$2,500	\$2,500	
0817010	Glen Huon Primary School P&C - Breakfast Club	\$3,605	\$3,605	
0817010	Sundry Community Donations	\$1,500	\$1,500	
0817010	Dardanup & District Residents Association – Traffic Management for ANZAC Day service		\$2,100	
J11902	Public Art Projects		\$10,000	
J11903	Donation – City of Bunbury for Regional Events – Skyfest Australia Day	\$5,500	\$5,500	
J11905	SW Group Affiliated Agricultural Associations	\$250	\$250	
J11906	Australia Day Breakfast – Eaton	\$9,963	\$10,202	\$5,000 Grant
J11907	Australia Day Breakfast – Burekup	\$1,339	\$1,371	\$3,500 Grant
J11908	Australia Day Breakfast – Dardanup	\$3,214	\$3,291	\$1,500 Grant
0812001	Annual School Awards	\$1,350	\$1,350	
0812003	School Chaplaincy	\$6,445	\$6,671	
J08712	Youth Development Programs (CR 318-20)	\$0	\$5,000	
J08714	Minor/Community Event Assistance	\$10,000	\$10,000	
J08720	Programs - Cyber Security Awareness Support for Vulnerable Groups	\$4,614	\$4,614	
J11925	Community and Club Capacity Building Workshops & Activities	\$3,000	\$3,000	
J08713	School Holiday Workshops & Activities	\$4,500	\$4,500	
J11921	Community Events - Seniors Workshop & Activities	\$3,000	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$2,500	\$2,500	
J11923	Creative Workshops	\$1,500	\$1,500	
1116012	Library Programs Early Learning <ul style="list-style-type: none"> <li>• Jo Jingles</li> <li>• Better Beginnings Program</li> </ul> Children and Youth <ul style="list-style-type: none"> <li>• Storytime</li> <li>• School Holidays Program</li> <li>• STEAM Workshops</li> </ul> Adult Programming <ul style="list-style-type: none"> <li>• Skills development workshops</li> <li>• Technology and digital literacy</li> </ul>	\$33,000	\$33,000	

GL or Job #	Event or Program	2024/25 Actual Budget: Expenditure	2025/26 Proposed Budget: Expenditure	2025/26 Proposed Budget: Revenue
	<ul style="list-style-type: none"> <li>Inclusive workshops</li> <li>Local and Family History</li> <li>Authors &amp; Events</li> <li>Author visits</li> <li>Children's book week</li> <li>Summer Reading Challenge</li> </ul>			
J11927	Place-making activities & Engagement <ul style="list-style-type: none"> <li>Summer Sounds in the Park</li> <li>Outdoor wellness programs</li> <li>Place activation initiatives</li> <li>Night stalks</li> <li>Sustainably Living Workshops</li> </ul>	\$25,000	\$25,000	
J11928	Events & Festivals - Walk on the Wild Side (cease line item, roll over to J11929)	\$12,000	\$0,00	
J11929	Events & Festivals - Summer in Your Park Series (transfer from J119128))	\$18,000	\$30,000	
J11930	Events & Festivals - Youth Events	\$5,000	\$5,000	
J11931	Events & Festivals - Children & Family Events (cease line item, roll over to J11933)	\$2,000	\$0,00	
J11932	Events & Festivals - Seniors Celebration Day	\$3,000	\$3,000	
J11933	Events & Festivals - Spring Out Festival (transfer from J11931)	\$20,000	\$22,000	
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	\$15,000	
1119504	Community Grants Scheme	\$27,429	\$28,087	
1113501	South West Academy of Sports	\$5,100	\$5,100	
TOTAL		\$251,159	\$269,491	\$10,000

### **Budget – Whole of Life Cost**

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

### **Council Policy Compliance**

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

### **Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Events, Programs and Donations - 2025/26	
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	The proposed 2025/2026 Community Services program and the 2025/2026 Library programs are a mixture of ongoing events and workshops that are developed in line with the Strategic Community Plan and any changes outside of this plan will have a positive or negative impact on budget.
	Reputational	Shire brand can be impacted if community programs and events are not provided for

### ***Officer Comment***

The proposed 2025/2026 Events, Programs and Donations are outlined in the table above. They have been derived from evaluation of previously conducted programs, events and donation with input from the community via consultations, and are designed to meet the outcomes and actions detailed in the Place and Community Plan 2020 – 2030 (The Plan). The Plan guides the priority programs, projects, and initiatives that the Place and Community Team, in partnership with the community, seek to deliver over the coming 10-year period in-line with the Shire’s Council Plan.

An increase in grant funding revenue/expenditure is anticipated in some areas based on the success of grant funding applications in 2025/26 financial year. The forecast revenue is reflected in the table above. Should other grant funding be obtained, the events and programs will be expanded in scale but will not exceed Council’s budget contribution.

END REPORT

**8.4**      **Title: Councillor Staff Budget Requests 2025/26 – 2034/35**

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Legislation</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Confidential Attachment “A” Ferguson Valley Marketing – Operational Budget Request 2025 Appendix IPC: 8.4A – Risk Assessment Tool</i>

**Overview**

This report summarises the 2025/26 budget requests that have been received from elected members and staff. An additional request from the Ferguson Valley Marketing has also been received and is included in this report for Council consideration (Confidential Attachment “A” – Ferguson Valley Marketing – Operational Budget Request 2025).

The Integrated Planning Committee is tasked with considering these requests and recommending the inclusion of specific items in the 2025/26 budget and Long Term Financial Plan.

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

**THAT the Integrated Planning Committee recommends that Council endorses the following projects be included for consideration in the Draft LTFP, Draft Corporate Business Plan and Draft 2025/26 Budget:**

**1. Councillor Budget Requests:**

- a. ....
- b. ....
- c. ....
- d. ....

**2. Staff Budget Requests:**

- a. ....
- b. ....

**3. Additional Community Budget Request:**

- a. ....

**Change to Officer Recommendation**

No Change. **OR:**

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



## **Background**

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 14<sup>th</sup> February 2025. Community budget requests are considered as part of a separate Integrated Planning Committee Agenda report. The elected member requests, and staff requests endorsed by the Executive Management Team, are outlined under the section “Budget Implications” below, with the Executive Management Team’s comment and recommendation provided for each item.

## **Legal Implications**

*Local Government Act 1995*

*Local Government (Financial Management) 1996*

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

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

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

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

## **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire’s resources responsibly.

**Environment** - None.

## **Precedents**

Each year as part of the budget / LTFP development process Councillors, 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;
- Table 2 – Additional Community Budget Request; and
- Table 3 – Staff Budget Requests.

**COUNCIL BUDGET ADOPTION AND CONSIDERATION ITEMS**

PROJECTS		ESTIMATED COST
1.		

**COUNCILLOR BUDGET REQUESTS**

Cr Tyrrell Gardiner – NO ITEMS REQUESTED
Cr Luke Davies – NO ITEMS REQUESTED
Cr Mark Hutchinson – NO ITEMS REQUESTED
Cr Tony Jenour – NO ITEMS REQUESTED
Cr Stacey Gillespie – NO ITEMS REQUESTED
Cr Annette Webster – NO ITEMS REQUESTED
Cr Jack Manoni – NO ITEMS REQUESTED
Cr Taneta Bell – NO ITEMS REQUESTED

TABLE 1 - Councillor Name: Cr Ellen Lilly				
Budget Request Activity	Budget Item Requested - Detail	Budget Amount \$	CEO / Director Comment	EMT Recommendation
<b>Verge Control</b>	<p>I would like to request that an allocation is set aside for verge maintenance for VFB to burn off verges that present risk of fire. This activity can also be used for the training of VFB volunteers. I have previously discussed with Chris Hynes, our Shire Fire Chief whom supports this allocation.</p> <p>I would like to suggest a starting amount of \$30,000 per year</p>	\$30,000	Any verge clearing would need further consideration on costs associated with Traffic Management and Risk Assessment.	For Council's consideration. If the funding is made available, it would be used to support traffic management to allow burning as per the relevant Council Policy.
<b>Pavements</b>	We recently have had a workshop on the state of our pavements across the shire, I would like to see an increased amount allocated to pavements to ensure that we are able to keep ahead of the damage pavement - \$20,000 to \$30,000 in addition	\$20,000 to \$30,000	<p>With adoption of the 2025/26-2034/35 Pathway Program of Works (IPC 12 March 2025), forward maintenance works are being scheduled.</p> <p>The draft 2025-2035 LTFP includes an ongoing provision of Ancillary Maintenance (Mtce) Budget (Townsite &amp; Rural)</p>	No action required; LTFP includes Dual Use Paths/Pathways Mtce Budget

TABLE 1 - Councillor Name: Cr Ellen Lilly				
Budget Request Activity	Budget Item Requested - Detail	Budget Amount \$	CEO / Director Comment	EMT Recommendation
			and Dual Use Paths /Pathways Mtce	
<b>Strategic Water Tanks</b>	In our older subdivisions that are in rural areas, I would like to see a plan to install strategic water tanks to assist with the event of a fire – for example Warburton Rd Crooked Brook, I am sure if we conducted a review of our shire we would find other locations that would require a strategic water tank for the protection of property – initially I would like to see a review and then a plan for costings	N/A	Draft Local Planning Policy <i>SDev CP513 Strategic Water Tanks for Fire Fighting Purposes in Non-Reticulated Areas</i> was endorsed at the OCM 26 <sup>th</sup> February 2025 (CR26-25).	To be considered as an action for inclusion in the Corporate Business plan review to investigate the need and costs and to be presented for budget considerations in 26/27.
<b>Burekup Sports Facilities</b>	A review into the facilities and safety of facilities in Burekup	N/A	Already incorporated into the 'Buildings - Program of Works'	N/A

TABLE 2 - Additional Community Budget Request: Ferguson Valley Marketing received on 25 <sup>th</sup> March 2025				
Budget Request Activity	Budget Item Requested - Detail	Budget Amount \$	CEO / Director Comment	EMT Recommendation
<b>Ferguson Valley Marketing Operational Grant Increase Request</b>	Ferguson Valley Marketing – Request increase to \$28,500; currently budgeted in draft Long Term Financial Plan \$23,500 per IPC 12th March 2025, resolved by Council at Ordinary Council Meeting dated 26th March 2025 CR 76-25.	Net Impact = \$5,000 Increase	Consideration for Council	It is not recommended that Council support this request at this point in time. It is recommended that Council requests the CEO to work with Ferguson Valley Marketing to review its operations and budgets required for future years specifically in relation to providing the visitor centre service.

On the 25<sup>th</sup> March 2025, Council received a budget request from Ferguson Valley Marketing to increase operational grant funding from \$23,500 to \$28,500 (Appendix IPC: 8.4A). The request came after a deputation from FVM to Councillors on the 5<sup>th</sup> March 2025. Whilst the request falls outside the Community Budget Requests cut-off date of 14<sup>th</sup> February 2025, Council may consider increasing the operational grant which is currently budgeted in the draft Long Term Financial Plan at \$23,500. *The last increase to the operational grant was in 2021/22 (from \$22,000 to \$23,500).*

TABLE 3 – STAFF BUDGET REQUESTS

Executive Services Directorate								
Priority No	Project	Comment	Requested By	Program - Asset	Financial Year	Cost	Grant	Net Budget impact 2025/26
	<b>Public Relations Newsletter &amp; Public Relations Marketing</b>	<ul style="list-style-type: none"> <li>- Website enhancements to improve community engagement.</li> <li>- e-newsletters and other digital content.</li> <li>- Updated reports and publications (printing).</li> </ul> <p>•Public Relations and Marketing – Sundry (0412011) – Increase from \$4,000 to \$10,000. The increased allocation will provide the necessary capacity to:</p> <ul style="list-style-type: none"> <li>- Expand the Shire’s image library with fresh, high-quality photography and videography.</li> <li>- Engage external marketing services as needed to support key campaigns.</li> <li>- Create modern, eye-catching promotional materials. The Shire requests that the current communications budget of \$19,000 be increased to \$30,000, an increase of \$11,000 for the 2025/26 Budget.</li> </ul>	Communications Officer & Chief Executive Officer	GL 0412010 & GL 0412011	25/26	\$11,000	\$0	\$11,000
	<b>Website Design Refresh</b>	<p>The Shire of Dardanup aims to enhance user experience and accessibility through a comprehensive website design refresh and the integration of new modules and registers. This initiative is crucial to improving community engagement and service delivery.</p> <p>The current Shire website can be difficult to navigate, hindering effective communication with residents and stakeholders. To address these issues, the Shire wants to allocate \$30,000 in the 2026/27 Budget for Market Creations (Council Connect), to assist with the website refresh project, which includes the implementation of new modules and registers essential for modern municipal operations.</p> <p>Budget breakdown:</p>	Communications Officer & Chief Executive Officer	GL 1412031	25/26	\$30,000	\$0	\$30,000

**TABLE 3 – STAFF BUDGET REQUESTS**

<b>Executive Services Directorate</b>								
<b>Priority No</b>	<b>Project</b>	<b>Comment</b>	<b>Requested By</b>	<b>Program - Asset</b>	<b>Financial Year</b>	<b>Cost</b>	<b>Grant</b>	<b>Net Budget impact 2025/26</b>
		<p>Website design refresh: (from) \$19,000: for the website design refresh, which will ensure a visually appealing and user-friendly interface that aligns with current best practices in web design and accessibility standards.</p> <p>New modules and registers: \$9,000: for new modules and registers in line with the Shire's vision of a more user-friendly website. These enhancements are vital to improving functionality and efficiency across various Shire services.</p> <p>This budget allocation for the Shire's website refresh is essential to modernising our digital presence and improving stakeholder engagement. This initiative aligns with our commitment to innovation and service excellence, ensuring that our website remains a valuable resource for all residents.</p>						
	<b>Organisational Development</b>	<p>The CEO has requested a renewed approach to Organisational Development in 2025. Increased funding in this budget will enable whole of organization development which may include employee development programs, enhancing employee engagement, organisational culture assessments and surveys, wellness initiatives and whole of organisation training for legislative obligations including EEO, bullying, WHS.</p> <p>Draft LTFP provision of \$10,000 / Request to increase to \$50,000.</p>	Manager HR & Chief Executive Officer	GL 1412015	25/26	\$40,000	\$0	\$40,000
	<b>Development Application for Lot 220 Charterhouse</b>	<p>The CEO has requested \$100,000 to be used from the Sale of Land Reserve to appoint consultants to prepare and seek approval for 40 Grouped Dwellings on Shire owned Lot 220 Charterhouse. Once the Development Application is approved it would support the Shire in seeking grant funding from State and Federal Governments to deliver 40 key worker dwellings and ease cost of living pressures.</p>	Chief Executive Officer	GL 1016503	25/26	\$100,000 * Reserve Funded	\$0	\$0

TABLE 3 – STAFF BUDGET REQUESTS								
Executive Services Directorate								
Corporate & Governance Directorate								
Priority No	Project	Comment	Requested By	Program - Asset	Financial Year	Cost	Grant	Net Budget impact 2025/26
	Nil							
						\$0	\$0	\$0

TABLE 3 – STAFF BUDGET REQUESTS								
Sustainable Development Directorate								
Priority No	Project	Comment	Requested By	Program - Asset	Financial Year	Cost	Grant	Net Budget impact 2025/26
	Nil							
		Total Sustainable Development Directorate						



Infrastructure Services Directorate								
Priority No	Project	Comment	Requested By	Program - Asset	Financial Year	Cost	Grant	Net Budget impact 2025/26
	<b>Eaton Drainage Modelling</b>	Consultancy Expense There are a few areas within Eaton that annually cause disruption to motorists and residents after heavy rain events, including but not limited to: - Recreation Drive and Eaton Drive signalised intersection; - Hale Road and Hamilton Road roundabout.	MP&D DI	GL 1211504	25/26	\$80,000	\$0	\$80,000
	<b>Eaton Drive New Crossing</b>	Crossing at Blue Wren Drive	MP&D DI	Transport Const.	25/26	\$20,000 *Reserve funded if supported	\$0	\$0
	<b>Land Acquisition</b>	Dowdells Line & Offer Road Realignment	MP&D DI	GL 1211006	25/26	\$40,000	\$0	\$40,000
	<b>Millbridge Boulevard Roundabout Lighting</b>	Upgrade inadequate lighting on the roundabout at Millbridge Blvd and Swan Avenue. Total proposed works staging project \$15,000 Design in 25/26, and future works included in the 26/27 Roads Program of Works (\$70,000).	MP&D DI	Transport Const.	25/26	\$15,000 *Reserve funded if supported	\$0	\$0
	<b>Recreation Drive New Crossing</b>	Recreation Drive new pedestrian crossing near Finch Way An email from the management of Bethanie Esprit was received by the Shire in February 2023, requesting construction of a refuge island at this location, stating that many residents found the crossing to be unsafe. The Shire placed a traffic counter near the location and the data was subsequently analysed. The conclusion was that, on paper, the crossing seemed ok in terms of average wait times between "sufficient gaps" in traffic, also in consideration of sensitive pedestrians (the elderly and children). However, pedestrians at this crossing have to cross the turn pocket and also two lanes of traffic to cross the road, a total of 10.6m, which is a considerable	MP&D DI	Transport Const.	25/26	\$18,000 *Reserve funded if supported	\$0	\$0

Infrastructure Services Directorate								
Priority No	Project	Comment	Requested By	Program - Asset	Financial Year	Cost	Grant	Net Budget impact 2025/26
		distance for an elderly pedestrian and carries an increased risk. The proposal is therefore to create another pedestrian crossing nearby to reduce the crossing distance, reducing the time to cross the road, and therefore reduce the risk to pedestrians, while maintaining adequate sightlines for oncoming traffic.						
	<b>Bull &amp; Barrel Festival Operations Support</b>	Currently the Shire's Operations team assist greatly in setting up for the Bull and Barrel festival each year. The required assistance has gradually increased and it was the norm to find funds in maintenance budgets for the work needed. This request serves to seek an ongoing separate budget in the annual budget for Bull and Barrel specific work as to not misuse current maintenance budgets and allows for clearer, more transparent reporting on expenditure.	Manager Operations & DI	Donations GL 1312501	25/26	\$15,000	\$0	\$15,000
	<b>Playground Inspections</b>	Consultancy Expense Comprehensive audit of the Shire's playgrounds to identify current short, medium and long term issues as well as current remaining lifespan on the assets.	Manager Operations & DI	GL 1113505	25/26	\$44,000	\$0	\$44,000
	<b>Site Investigation including a Ground Water Monitoring - Banksia Road Landfill site</b>	Consultancy Expense Preliminary Site Investigation (PSI) including a Ground Water Monitoring event (GME) to the Banksia Road Landfill site. Increase requested from \$14,000 TO \$85,000	Manager Operations & DI	GL 1011502	25/26	Additional \$71,000	\$0	\$71,000
		<b>Total Infrastructure Services Directorate</b>				<b>\$303,000</b>	<b>\$0</b>	<b>\$250,000</b>

The Net impact of Staff (\$331,000), Councillor Budget Requests (\$60,000), Additional Community Budget Request (\$5,000) for 2025/26 total \$396,000.

### **Budget – Whole of Life Cost**

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

### **Council Policy Compliance**

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

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: 8.4B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Councillor and Staff Budget Requests 2025/26	
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	Elected Member & Staff Budget requests form part of the Annual Budget Process
	Legal and Compliance	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**

Whilst the draft 2025/26-2034/35 LTFP is not yet finalised, endorsed decisions from the Councillor and Staff Budget Requests will be updated into the Plan. Please refer to the Executive Management Team comments provided above.

END REPORT

## 8.5 Title: Draft Annual Fees and Charges 2025/26 – 2034/35

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Mr Rehan Shahid - Manager Financial Services</i>
<b>Legislation</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC: 8.5A – Draft Fees and Charges 2025-26 Appendix IPC: 8.5B – Risk Assessment Tool</i>

### **Overview**

This report presents Council with the draft 2025/26 Fees and Charges, which form part of the 2025/26 budget development process. The final Fees and Charges will be included in the budget adoption report presented to Council in late June 2025.

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

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

- 1. Endorse the Draft 2025/26 Schedule of Fees and Charges included as (Appendix IPC: 8.5A), to become effective 1 July 2025; and**
- 2. Where required, give local public notice of the applicable Fees and Charges.**

### **Change to Officer Recommendation**

No Change. **OR:**

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

## Background

Section 6.16 to 6.19 of the Local Government Act 1995 contains the provisions for local governments to set Fees and Charges annually. The objective of the management is to present draft 2025/26 Fees & Charges for review and endorsement before setting the annual budget, which will allow a more streamlined 2025/26 annual budget setting process as well as timely implementation of the updated fees and charges from 1<sup>st</sup> July 2026.

## 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.*

### **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

### **Precedents**

Each year, setting of the Fees and Charges forms part of the Annual Budget / Long Term Financial Plan development process.

### **Budget Implications**

Revenue associated with the adoption of the 2025/26 Fees and Charges will be included in 2024 – 2034 Council Plan that incorporates Council's four-year 2024/25 – 2027/28 Corporate Business Plan, 15 year Long Term Financial Plan, and the 2025/26 Annual Budget.

### **Budget – Whole of Life Cost**

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

### **Council Policy Compliance**

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

### **Risk Assessment**

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

<b>Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>		
Risk Event	Draft Annual Fees & Charges – 2025/26	
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 2025/26 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 2025/26 Fees and Charges is not adopted by Council

### **Officer Comment**

Council is requested to consider and endorse the draft Fees & Charges for the 2025/26 financial year. The endorsed Fees and Charges will form part of the 2025/26 Annual Budget. Any further adjustments to the Fees and Charges for 2025/26 will be included as part of the Budget adoption meeting scheduled for 25<sup>th</sup> June 2025.

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 2025/26 Fees and Charges, the majority of the fees and charges have increased by an average of 2.4%, which is reflective of 12-month CPI for December 2024 quarter published on Australian Bureau of Statistics website. Other changes are underpinned by increased cost to provide the services, comparable market data and fees and charges from other comparable councils. Overall, all proposed fees and charges are set after taking into account the importance to the community and the socio-economic profile of the groups of community likely to utilise the respective services. In each category the fee or charge is subject to a regular assessment to evidence compliance with legislation and to ensure there is no ‘revenue leakage’ which can result if the underlying costs on which the fee or charge is based exceeds CPI.

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

The list of the proposed Draft 2025/26 Fees and Charges includes several new Fees as follows:

Tipping Fees

- Item 10.1.2 – Medium Trailer – 1.8m x 1.2m WITH Sides or dual axel WITHOUT sides \$45.00 (GST Inclusive)

Miscellaneous

- Item 10.3.6 – Issue of Grant of Right of Burial – Ashes \$250.00 (GST Inclusive)

Eaton Recreation Centre

- Item 11.3.1 – Memberships
  - Rehab Membership – Allied Health 3 Months \$355.00 (GST Inclusive)
  - First Responders Membership (Police, Fire, Paramedics) – Fortnightly discounted rate 15% discount \$31.00 (GST Inclusive)
- Item 11.3.3 – Administration
  - Band Breach Penalty – Penalty to be included in Membership T&C's for tailgating, sharing band with others or breaching access rules - First offence \$50.00 (GST Inclusive)
  - Band Breach Penalty – Second and subsequent offence \$100.00 (GST Inclusive)
- Item 11.3.5 – Sports & Programmes
  - Equipment Hire – Balls (Basketballs, Volleyballs, Futsal & Netballs) \$1.00 (GST Inclusive)
  - Programme Level 1 – Per session (Fitness, Sports and Children Programmes) \$10.00 (GST Inclusive)
  - Programme Level 2 – Per session (Fitness, Sports and Children Programmes) \$11.00 (GST Inclusive)
  - Programme Level 3 – Per session (Fitness, Sports and Children Programmes) \$12.00 (GST Inclusive)
  - Programme Level 4 – Per session (Fitness, Sports and Children Programmes) \$13.00 (GST Inclusive)
  - Programme Level 5 – Per session (Fitness, Sports and Children Programmes) \$14.00 (GST Inclusive)
  - Programme Level 6 – Per session (Fitness, Sports and Children Programmes) \$15.00 (GST Inclusive)
  - Programme Level 7 – Per session (Fitness, Sports and Children Programmes) \$16.50 (GST Inclusive)
  - Programme Level 8 – Per session (Fitness, Sports and Children Programmes) \$17.50 (GST Inclusive)
  - Programme Level 9 – Per session (Fitness, Sports and Children Programmes) \$19.00 (GST Inclusive)
  - Programme Level 10 – Per session (Fitness, Sports and Children Programmes) \$20.00 (GST Inclusive)

The following fees are proposed to either be removed or consolidated with another charge in Draft 2025/26 Fees and Charges schedule:



- *Item 3.1.6 – Council Administration Charge – Issue of Court Claim* : This charge is proposed to be consolidated with *Item 3.1.5 – Debt Recovery Costs*
- *Item 10.3.2 – Plot Fees*: This charge is proposed to be consolidated with *Item 10.3.6 – Issue of Grant of Right of Burial*
- *Item 10.3.5 – Placement including bronze plaque and standard inscription, and second reservation*: This charge is proposed to be consolidated with *Item 10.3.6 – Issue of Grant of Right of Burial*
- *Item 11.3.1 – Youth/Teen Fitness Session*: Proposed to be removed and replaced with Term-based programmes instead of memberships
- *Item 11.3.1 – Youth/Teen Fitness Session 10 Passes*: Proposed to be removed and replaced with Term-based programmes
- *Item 11.3.1 – Small Group Freestyle Gym Programmes*: Proposed to be removed and replaced with Term-based programmes

#### Waste Fees

Due to their fluid nature, Council's Waste disposal costs associated with FOGO (Food and Garden Organics) has been carefully considered. These expenditures are expected to increase in line with the CPI; therefore, the associated fees included in *Item 10.1.1 Waste Charges* for 2025/26 are also proposed to be increased at the CPI rate. *Waste fees may be further updated at the Budget adoption in June 2025, pending the outcome of FOGO waste disposal contract.*

#### **Officer Comment:**

All new fees and charges proposed to be introduced are clearly labelled as "New 2025" in draft 2025/26 Fees & Charges schedule attached as Appendix IPC: 8.5A. Fees and Charges which are proposed to be consolidated with another charge or removed have also been included in the schedule in "Strikethrough" text in the interest of completeness.

Overall, the proposed changes in fees and charges for FY 2025/26 are incremental in nature and are reflective of Council's ordinary day to day operation.

END REPORT

## 8.6 *Title: Workforce Plan 2025/26 – 2034/35*

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Mrs Kristy Burden- Manager Human Resources</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC: 8.6A – Draft Workforce Plan 2025/26 – 2034/35 Appendix IPC: 8.6B – WFP Risk Assessment</i>

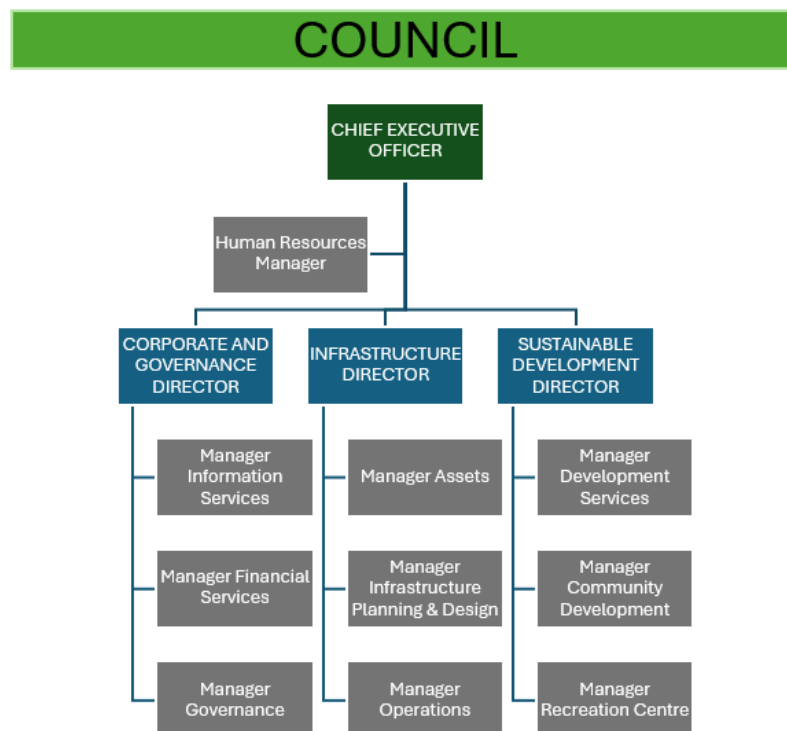
### Overview

The Committee is requested to consider and endorse the Workforce Plan 2025/26 - 2034/35, 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 2025/26 Annual Budget.

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

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

- Endorses the Shire of Dardanup Workforce Plan 2025/26 - 2034/35 as per (Appendix IPC: 8.6A).**
- In accordance with Section 5.2 of the local government act 1995 endorses the following structure for the Shire of Dardanup:**



***Change to Officer Recommendation***

No Change. **OR:**

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

## Background

The Council's strategic, corporate and operational planning is developed, implemented and monitored through an Integrated Planning and Reporting Framework. Through the Strategic Community Plan and Corporate Business Plan (Council's legislated *Plan for the Future*), the focus of Council is to provide the community with a broad range of facilities and services that meet their current and future needs, while ensuring the principles of good governance and financial sustainability are maintained. The Shire of Dardanup 2022/23 to 2032/33 "Council Plan" fulfils the role of both the Strategic Community Plan and Corporate Business Plan.

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

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

## Legal Implications

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

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

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

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*

- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

\*Absolute majority required.

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

### Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

### Precedents

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

### Budget Implications

The initial draft 2025/26 Workforce Plan was based on the previously adopted 2024/25 Workforce Plan.

Adopted 2024/25 Workforce Plan / Long Term Financial Plan Projections											
	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
FTE's	119.47	121.77	122.70	126.40	127.60	128.30	128.50	128.50	128.50	128.50	128.50

During 2024/25 there have been a number of reviews undertaken by management of the FTE numbers to improve efficiency in a number of areas, and to ensure staffing resources are optimised across the organisation. This has resulted in the reallocation of several resources between Directorates to better align with strategic objectives.

These reviews have resulted in a net increase of 5.13 FTE against the previously adopted 2024/25 budget (actual 124.60 FTE against a budget of 119.47).

DRAFT WORKFORCE PLAN 2025/26								
	2024/25	2024/25	1	2	3	4	5	6-10
FULL TIME EQUIVALENT (FTE) EMPLOYEES	Current Budget FTE	Current Actual FTE	2025/26	2026/27	2027/28	2028/29	2029/30	2030 to 2034/35
								Refer to full attachment.
Executive Department	2.80	8.60	8.75	8.75	8.75	8.75	8.75	
Corporate & Governance	35.3	33.60	32.45	30.35	30.85	30.85	31.35	
Sustainable Development	40.28	41.31	41.31	42.01	42.21	42.41	42.61	
Infrastructure Services	41.09	41.09	41.09	41.09	44.09	45.09	45.09	
<b>TOTAL FTE EMPLOYEES</b>	<b>119.47</b>	<b>124.60</b>	<b>123.60</b>	<b>122.20</b>	<b>125.90</b>	<b>127.10</b>	<b>127.80</b>	

Other changes reflected in the plan relate to organisational restructures, including the HR and WHS functions moving from the Corporate & Governance Directorate to the Executive.

The current draft 2025/26 Workforce Plan is based on the previously adopted 2025/26 Workforce Plan (119.47 FTE), the above with the following changes during 24/25 (refer to Officer's Comment for a detailed explanation of these changes):

DRAFT WORKFORCE PLAN 2025/26					
	2024/25	2024/25	2025/26	Change – Current Budget vs. Proposed	Details
FULL TIME EQUIVALENT (FTE) EMPLOYEES	Current Budget FTE	Current Actual FTE	Proposed Budget FTE	FTE	
Executive Department	2.80	8.60	8.75	5.95 Increase	1.0 Marketing and Promotions Officer 0.5 DAMA Officer 4.3 HR/ WHS Team due to move from Corporate and Governance team as part of restructure 0.15 increase – reallocation from Governance Officer to HR Officer
Corporate & Governance	35.3	33.60	32.45	2.85 Decrease	4.3 Decrease due to HR/WHS structure move to Executive 1.0 Business Systems Analyst (ERP) 0.6 Systems Accountant (ERP) 0.15 decrease – reallocation from Governance Officer to HR Officer
Sustainable Development	40.28	41.31	41.31	1.03 Increase	2.03 Increase relating to ERC restructure 1.0 Decrease from several roles to offset addition of 1.0 FTE to Exec team for Marketing & Promotions Officer role
Infrastructure Services	41.09	41.09	41.09	0	1.0 The Senior Assest Officer Role has been made unfunded to allow the 1.0 Engineering Project Officer Position to be funded.
<b>TOTAL FTE EMPLOYEES</b>	<b>119.47</b>	<b>124.60</b>	<b>123.60</b>	<b>4.13</b>	<b>Overall increase of 4.13 FTE on previously adopted budget</b>

The current draft 2025/26 Workforce Plan is based on the previously adopted 2025/26 Workforce Plan (119.47FTE), plus the addition of the following resources approved throughout the year.

1. 0.50 FTE for the DAMA Administration Officer [0.5 to 1.0 FTE];
2. 1.6 FTEs for roles relating to the delivery of the ERP project;
3. 2.03 FTE's relating to the restructure of roles and expansion of services within Eaton Recreation Centre.

These changes have taken effect, and are reflected in the 2024/25 actual figures, and in the 2025/26 budget proposal (refer to Officer's Comment for a detailed explanation of these changes).

All proposed new, amended and on-hold positions have been incorporated into the draft Long Term Financial Plan 2025/26 - 2034/35 and Corporate Business Plan 2025/26- 2028/29.

The LTFP includes a projected minimum wage increase of 3.0% for all staff from the 1<sup>st</sup> of July 2026 (contract, salaries, wages), with an additional 1.5% incorporated for Employee Value Proposition based increases and allowances which apply throughout the year, or from the 1<sup>st</sup> of January 2026 for specific Performance Based increases.

### **Budget – Whole of Life Cost**

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

### **Council Policy Compliance**

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

### **Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Workforce Plan 2025/26 – 2034/35	
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	Employee costs are a significant proportion of Council’s operating expenditure.
	Service Interruption	If employee vacancies or new positions are not filled, it can impact on the level of service provided by Council to the community.
	Reputational	High employee costs and employee turnover impact the Council’s reputation.

### **Officer Comment**

During the 2024/25 financial year there have been some changes to the adopted FTE allocations to adapt to changing staffing needs and to optimise the approved resources. These changes have resulted in an increase of 5.13 FTEs above the total FTE approved by Council for the 2024/25 budget of 119.47 FTE’s to 124.60 FTE’s as at 1<sup>st</sup> April 2025.

Roles contributing to increased FTE are:

- Increase of 0.5 FTE for DAMA Officer (partly funded). Note: a total of 172 applications were evaluated during 2024 by our DAMA Officers, compared to 85 assessed in 2023;
- Increase of 0.5 FTE Marketing and Promotions Officer;

- Increase of 1.6 FTE for Business Analyst (1 FTE) and Systems Accountant (0.6 FTE) relating to delivery of the ERP project. These roles are short term in nature but are required to successfully deliver the project which will result in future increased efficiencies;
- Increase of 2.03 FTE relating to expanded services and restructuring of Eaton Recreation Centre. Expanded services will better serve the community and provide access to services which support community physical and mental health;
- Addition of 1 FTE to create a short term IDS Trainee position due to conclude in June 2025;
- Addition of Executive Support Officer role to provide administrative support to the Sustainable Development team.

These additions have been offset by the following:

- Decrease of 0.6 FTE Ranger. Though FTE has decreased, shifts will be staggered to ensure coverage;
- Decrease of 0.4 FTE Compliance Officer. Work to be reallocated to the newly created Executive Support Officer role;
- Decrease of 0.4 FTE Place and Community Officer and 0.1 Library Officer.

### Summary

The Workforce Plan changes that occurred during 2024/25 have resulted in the actual FTE numbers for the entire Council workforce increasing from 119.47 to 124.60. The 2025/26 Workforce Plan has been adjusted to include changes that have already occurred during 2024/25. Most changes have been funded by employee cost savings resulting from reduced FTE numbers across other areas, with Council endorsing changes resulting in additional headcount during FY24.

The net result of all changes is additional funding being required for the following positions for FY25/26:

- 2.03 FTE for recreational centre roles
- 1.6 FTE for temporary ERP roles
- 0.5 FTE for DAMA Officer

The updated draft Workforce Plan for the period 2025/26 to 2034/35 is included in (Appendix IPC: 8.6A).

END REPORT



## 8.7                      Title: Debt Management Plan 2025/26 – 2034/35

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Reporting Officer</b>	<i>Mrs Natalie Hopkins – Director Corporate &amp; Governance</i>
<b>Legislation</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix IPC: 8.7A – Debt Management Plan 2025/26 to 2034/35 Appendix IPC: 8.7B – Risk Assessment Tool</i>

### **Overview**

The Committee is requested to consider and endorse the 2025/26 Debt Management Plan which is incorporated within the 2025/26 Budget, four-year Corporate Business Plan and 10 year Long Term Financial Plan (Appendix IPC: 8.6A).

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

**THAT the Integrated Planning Committee recommends that Council endorses the Debt Management Plan 2025/26 to 2034/35 (refer to Appendix IPC: 8.7A) which is incorporated in 2025/26 budget, four-year Corporate Business Plan, and Long Term Financial Plan.**

### **Change to Officer Recommendation**

No Change. **OR:**

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

## **Background**

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

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

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

## **Legal Implications**

*Local Government Act 1995*

*Local Government (Financial Management) 1996*

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

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

*Local Government (Administration) Regulations 1996:*

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

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

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*

- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

### **Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

### **Precedents**

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

### **Budget Implications**

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

The current projected loans over the next 10 years under the Debt Management Plan are summarised below (refer to Appendix IPC: 8.7A):

Forecast New Loans	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Loan – ERP Project	1.6m										
<b>Total Outstanding Debt (million \$)</b>	<b>10.90</b>	<b>10.30</b>	<b>9.69</b>	<b>9.08</b>	<b>8.49</b>	<b>7.93</b>	<b>7.35</b>	<b>6.82</b>	<b>6.27</b>	<b>5.69</b>	<b>5.08</b>

### **Budget – Whole of Life Cost**

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

### **Council Policy Compliance**

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

### **Risk Assessment**

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Debt Management Plan - 2025/26
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	<div>Financial</div> <div>Financial sustainability impacted through too much debt.</div> <div>Legal and Compliance</div> <div>Compliance with budget, rating and integrated planning review and development process.</div> <div>Reputational</div> <div>Shire reputation can be negatively impacted if debt levels are considered excessive by the community.</div>

### **Officer Comment**

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

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

Councils Debt Strategy requires Council to consider:

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

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

Based on financial projections within the current Long Term Financial Plan, together with projected capital expenditure and current and future loans, Council’s additional borrowing capacity for 2025/26 is approximately \$0. If Council were to raise additional loans it would need additional rate income to be raised to service these additional loan repayments.

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

END REPORT

**9**

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

**10**

**NEW BUSINESS OF AN URGENT NATURE**

**11**

**MATTERS BEHIND CLOSED DOORS**

None.

**12**

**CLOSURE OF MEETING**

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

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