



Shire of Dardanup

APPENDICES

COMMITTEE MEETINGS

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 26th March 2025
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 12TH OF MARCH 2025, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.00PM.

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
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The Chairperson, Cr. Ellen Lilly declared the meeting open at 2.00pm, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedures; and the Disclaimer and 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.

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, you will be directed to an appropriate Assembly Area where we will meet (and complete a roll call).

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.

2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED
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2.1 Attendance

Voting

Cr Ellen Lilly	-	Deputy Shire President - Chairperson
Cr Mark Hutchinson	-	Elected Member – Deputy Chairperson
Cr Tyrrell Gardiner	-	Shire President
Cr Stacey Gillespie	-	Elected Member
Cr Jack Manoni	-	Elected Member

Non-Voting

Mr André Schönfeldt	-	Chief Executive Officer
Mrs Natalie Hopkins	-	Director Corporate & Governance
Mr Theo Naudé	-	Director Infrastructure
Mr Ashwin Nair	-	Director of Sustainable Development
Mr Chris Murray	-	Manager Information Services
Mr Rehan Shahid	-	Manager Financial Services
Mrs Donna Bailye	-	Manager Governance
Mr Thomas Shook	-	IT Team Leader
Mr Stephen Loiterton	-	Coordinator Health, Emergency & Ranger Services
Mrs Cindy Barbetti	-	Corporate Excellence & Compliance Officer
Ms Chantal Shorter	-	Building Property Management Officer
Mrs Rebecca Hobby	-	PA to Director Corporate and Governance
Mr Tim Partridge	-	Director, AMD Chartered Accountants

2.2 *Apologies*

None.

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4. PUBLIC QUESTION TIME

None.

5. PETITIONS/DEPUTATIONS/PRESENTATIONS
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None.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**6.1** *Minutes - Audit and Risk - December 2024***OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 01-25 MOVED - Cr. T Gardiner SECONDED - Cr. J Manoni

THAT the Minutes of the Audit & Risk Committee Meeting held on 11th of December 2024, be confirmed as true and correct subject to no corrections.

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie	

CARRIED
5/0

7. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

7.1 Title: Information Systems Security Report

It is recommended that the Committee go behind closed doors toward the end of the meeting in accordance with Shire of Dardanup Standing Orders & *Local Government Act 1995 Section 5.23 (2) - Matters for Which Meeting May Be Closed*:

Standing Order and the *Local Government Act 1995* provides for the Committee to resolve to close the meeting to the public and proceed behind closed doors for matters:

- S 5.23 (1) Subject to subsection (2), the following are to be open to members of the public-*
- (a) all Council meetings; and*
 - (b) all meetings of any committee to which a local government power or duty has been delegated.*
- (2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -*
- (a) a matter affecting an employee or employees;*
 - (b) the personal affairs of any person;*
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) a matter that if disclosed, would reveal -*
 - (i) a trade secret;*
 - (ii) information that has a commercial value to a person; or*
 - (iii) information about the business, professional, commercial or financial affairs of a person,*
where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to -*
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
 - (ii) endanger the security of the local government's property; or*
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
 - (g) information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and*
 - (h) such other matters as may be prescribed.*
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

Note: The Chairperson to advise that the meeting will go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(f)(ii) a matter that if disclosed, could be reasonably expected to endanger the security of the local government's property.

8. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

9. DECLARATION OF INTEREST

“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.

Discussion:

Chairperson, Cr. Ellen Lilly asked the Committee members if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

10. REPORTS OF OFFICERS AND COMMITTEES

PROCESS

Committee Chairperson, Cr Ellen Lilly, advised the meeting that due to an external party, Mr Tim Partridge, AMD, being in attendance, the first item of business to be dealt with would be Item “10.4 – Title: 2025 Financial Management Systems Review” which could be found on Page 16 of the agenda.” Mr Tim Partridge, Director AMD presented Confidential Attachment C [2.02pm] and left the meeting at 2.18pm, the item was voted on as per the normal course of the meeting.

Committee Chairperson, Cr Ellen Lilly returned to the Order of Business [2.18pm] and advised the Committee that the next item for consideration would be Item 10.1.

10.1 Title: 2024 Compliance Audit Return

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Cindy Barbetti – Acting Manager Governance</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Legislative.</i>
Voting Requirement	<i>Absolute Majority.</i>
Attachments	<i>Appendix AAR 10.1A: Compliance Audit Return Appendix AAR 10.1B: Risk Assessment Tool</i>

Overview

This report presents the Compliance Annual Return to the Audit and Risk Committee to adopt and refer to Council for consideration, adoption and submission to the Department of Local Government and Communities.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & AUDIT & RISK COMMITTEE RESOLUTION

AAR 02-25 MOVED - Cr. J Manoni SECONDED - Cr. M Hutchinson

THAT the Audit & Risk Committee recommend that Council:

1. **Adopts the 2024 Compliance Audit Return (CAR) as the official Return of Council for the period 1st of January 2024 to 31st of December 2024 as provided for in (Appendix AAR 10.1A); and**
2. **Authorise the Shire President and Chief Executive Officer to certify and sign the 2024 Compliance Audit Return (CAR) as provided for in (Appendix AAR 10.1A).**

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie	

CARRIED
5/0

Background

The Shire of Dardanup along with each local government in Western Australia, are required to carry out a Compliance Audit in relation to the period 1st of January 2024 to 31st of December 2024 against the requirements set out in the 2024 Compliance Audit Return (CAR).

Legal Implications

Completion of the CAR is required under Section 7.13(i) of the *Local Government Act 1995* and *Local Government (Audit) Regulations (Regulation 13)*.

Council Plan

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

Environment - None.

Precedents

Council is required to complete the Compliance Audit Return on an annual basis.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 10.1B) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	2024 Compliance Audit Return - CAR	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	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	Legal and Compliance Reputational	Non-compliance would result in imposed penalties. High impact to Shire reputation if not carried out.

Officer Comment

The following areas of compliance were audited by Council Officer's.

1. Commercial Enterprises by Local Governments;
2. Delegation of Power Duty;
3. Disclosure of Interest;
4. Disposal of Property;
5. Elections;
6. Finance;
7. Integrated Planning and Reporting;
8. Local Government Employees;
9. Official Conduct;
10. Optional Questions; and
11. Tenders for Providing Goods and Services.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that the local government's Audit Committee reviews the CAR and reports the results of that review to the Council. Following the adoption by Council, the CAR must be submitted to the Department of Local Government and Communities by the 31st March each year.

When viewing the CAR, please note that the answers to the questions relate only to the 2024 calendar year.

Council has met compliance requirements in all areas outlined in the 2024 CAR, with the recommendation to Council to adopt the CAR as provided for in (Appendix AAR 10.1A)

END REPORT

10.2 Title: Biannual Compliance Task Report

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officers	<i>Mrs Cindy Barbetti – Corporate Excellence & Compliance Officer</i>
Legislation	<i>Local Government Act 1995 and Local Government (Audit) Regulations 1996, Regulation 17</i>
Council Role	<i>Legislative.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Confidential Attachment A– Biannual Compliance Calendar Appendix AAR 10.2 – Risk Assessment</i>

Overview

The purpose of this report is to provide the Audit and Risk Committee with the biannual compliance tasks undertaken since the last report was presented to the committee.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 03-25 MOVED - Cr. T Gardiner SECONDED - Cr. S Gillespie

THAT the Audit and Risk Committee receive the report on the Biannual Compliance Task Report, as provided for in the (Confidential Attachment A - Under Separate Cover) and note the compliance tasks identified for the for the period 1st of July 2024 to 31st of December 2024.

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie	

CARRIED
5/0

Background

Under Regulation 17 of the *Local Government (Audit) Regulations 1996*, the CEO is required to review the appropriateness and effectiveness of the local government's systems and procedures, including those in relation to legislative compliance.

To ensure legislative compliance obligations are met, the Compliance Manual, incorporating the Annual Compliance Calendar has been developed. The calendar is a tool that identifies the yearly compliance tasks throughout the calendar year. In accordance with 5.10(ii) of the Audit and Risk Committee Charter, the committee is required to receive the biannual compliance report. This report informs the committee on the progression of the compliance tasks noted within the annual calendar.

Legal Implications

Local Government Act 1995

Local Government (Audit) Regulations 1996, Regulation 17:

17. CEO to review certain systems and procedures
- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
- (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.
- [Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Precedents

The Audit and Risk Committee received the previous biannual compliance report (incorporating the period from 1st of January 2024 to 30th of June 2024) at the September 2024 meeting.

Budget Implications

Effective legislative compliance management ensures compliance responsibilities are carried out and legislative requirements are met, which ultimately reduces risk. Compliance management forms part of the Corporate Excellence & Compliance Officer role. Therefore, the cost to Council is through staff time and the usage of IT/Software systems where applicable.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Council Policy Compliance

There is no current Council Policy relevant to this item.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR 10.2) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.

Risk Event

Biannual Compliance Task Report

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
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	Legal and Compliance Reputational Failure to fulfil compliance obligations pursuant to the Local Government (Audit) Regulations 1996, Regulation 17. Council’s reputation could be seen in a negative light for not adhering to its requirement to fulfil duties and functions that are prescribed in legislation.

Officer Comment

This biannual report captures the last six (6) months of the 2024 calendar year (1st of July 2024 to 31st of December 2024). Please refer (Confidential Attachment A - Under Separate Cover) for the compliance tasks identified. Responsible officers have provided an audit score of the progression of each task together with any necessary commentary to support the achievement of legislative compliance.

The next biannual compliance task report will be presented to the September 2025 committee meeting.

END REPORT.

10.3 Title: Regulation 17 Triennial Review – March 2025 Update Report

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officers	Mrs Cindy Barbetti – Corporate Excellence & Compliance Officer
Legislation	Local Government Act 1995 Local Government (Audit) Regulations 1996
Council Role	Legislative.
Voting Requirement	Simple Majority.
Attachments	<i>Confidential Attachment B - 2023/2024 Regulation 17 Review Report</i> Appendix AAR 10.3 - Risk Assessment

Overview

The purpose of this report is to provide the Audit and Risk Committee with an update on the findings from the audit undertaken in February 2024 pursuant to Regulation 17 of the *Local Government (Audit) Regulations 1996*.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 04-25 MOVED - Cr. S Gillespie SECONDED - Cr. M Hutchinson

THAT the Audit and Risk Committee recommend that Council receive the March 2025 update report on the implementation of actions required from the findings of the 2023/24 Regulation 17 Review.

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie	

CARRIED
5/0

Background

Local Government (Audit) Regulations 1996, Regulation 17 prescribes a number of matters that are to be reviewed by a local governments audit committee. These matters are in relation to:

- a) Risk management,
- b) Internal control; and
- c) Legislative compliance.

In February 2024, AMD Chartered Accountants (AMD) conducted an external Regulation 17 Review (the 'review') with the scope of work based on the [Local Government Operational Guidelines - Number 09](#) (refer pages 17-19 of the guideline). In addition, management included in the review an audit of the preparedness of the local government in terms of mitigating cyber security risks, with particular focus on the recently adopted Cyber Security Framework.

The review was for the 3-year period ended 31st of December 2023.

A copy of the audit report from AMD refer (Confidential Attachment B - Under Separate Cover) was presented to the Audit and Risk Committee on the 13th of March 2024. The audit report contained four (4) minor findings and one (1) moderate finding for consideration, together with management's response on how these findings will be actioned.

The committee through Council endorsement, requested an update of the actions from the findings to be presented to each future committee meeting until resolved [OCM 94-24].

In addition, the endorsed 2025 Annual Audit Work Plan for the committee, provides the following schedule for the Regulation 17 Triennial Review:

AUDIT AND RISK COMMITTEE – 2025 ANNUAL AUDIT WORK PLAN					
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	12 Mar 25	* Apr/ May 25	11 Jun 25	10 Sep 25	10 Dec 25
7. Regulation 17 Triennial Review (report Due: March 2027)					
To consider the CEO's triennial review on risk management, internal control, and legislative compliance.	Not applicable – next due 2027				
Set the action plan arising from auditor recommendations from the Regulation 17 review.	Not applicable – next due 2027				
Receive an update on the action plan arising from auditor recommendations from the 2023-2024 Regulation 17 review (until all action items are completed).	● <i>This meeting</i>		●	●	●

This report has been compiled in direct response to Council resolution [OCM 94-24], together with the above schedule, to provide members of the committee with an update on the progression of the actions required from the findings of the AMD audit report.

Note, at the 18th of December 2024 Ordinary Council Meeting, Council through the Audit and Risk Committee resolved [OCM 321-24] that finding 2.2.1 and 2.2.2 would not be completed by the target date of 31st of December 2024 and granted an extension until 30th of June 2025 for both items.

Legal Implications

Local Government Act 1995

Local Government (Audit) Regulations 1996 (as Amended):

Reg 17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Reg 16. Functions of audit committee

An audit committee has the following functions —

- (c) *to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Precedents

This is the fourth 'update' report to be received by the Audit and Risk Committee on the progress of the findings resulting from the Regulation 17 Review undertaken in February 2024.

Budget Implications

Staff time is the only resource requirement needed to implement the findings from the Regulation 17 Review. This remains in accordance with existing staff budgetary allocation.

Future Regulation 17 Reviews will be provided for as an expenditure allocation under Audit Fees in the annual budget relating to the financial year of review.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Council Policy Compliance

- Shire of Dardanup Risk Management Governance Framework (which incorporates AP023 Risk Management Policy and PR036 Risk Management Procedure).
- CnG CP304 – Fraud, Corruption and Misconduct.
- Delegation 1.3.9 Audit – CEO Review of Systems and Procedures.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 10.3) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Update Report – 2023/2024 Regulation 17 Review	
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	Legal and Compliance	Failure to fulfil obligations pursuant to the <i>Local Government (Audit) Regulations 1996</i> , Regulation 17.
	Reputational	Council's reputation could be seen in a negative light for not adhering to its requirement to fulfil duties and functions that are prescribed in legislation.

Officer Comment

The findings and status from the 2023/24 Regulation 17 Review report are summarised in the table below:

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
2 Risk Management					
2.2.1	Testing of Disaster Recovery Plan	Moderate	Manager Information Services	Original completion date 31 December 2024 OCM 321-24 extension granted to 30 June 2025	In Progress
2.2.2	Bushfire Management Plan	Low	Director Sustainable Development	Original completion date 31 December 2024 OCM 321-24 extension granted to 30 June 2025	In Progress First draft written, scheduled to be presented to OCM May 2025
3 Internal Controls					
3.2.1	Daily Banking Procedure	Low	Manager Governance	30 April 2024	Completed
3.2.2	Purchase Orders	Low	Manager Financial Services	30 April 2024	Completed
3.2.3	Grant – Contract Liabilities Register	Low	Manager Financial Services	30 April 2024	Completed
4 Legislative Compliance					
No findings to report in respect to the Shire's legislative compliance.					

In relation to Item 2.2.2 Bushfire Management Plan, the finalisation of this task is looking favourable, with the Plan due to be presented to the May 2025 Ordinary Council Meeting.

Management is currently recruiting for a replacement Cyber Security Administrator. Once this roll is filled item 2.2.1 can continue to be progressed by the revised completion date of 30th of June 2025.

In accordance with Council resolution[OCM: 94-24], *“an update of the actions required from the findings of the Regulation 17 Audit will be presented to each future Audit and Risk Committee meeting until resolved”*.

END REPORT

10.4 Title: 2025 Financial Management System Review

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr André Schönfeldt - Chief Executive Officer
Reporting Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	<i>Confidential Attachment C - Under Separate Cover- AMD Report</i> <i>Appendix AAR 10.4 - Risk Assessment</i>

Overview

This report provides the Audit and Risk Committee with the Auditor opinion and written report on the recently conducted Financial Management System Review (FMSR) audit, together with management comments.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 05-25 MOVED - Cr. T Gardiner SECONDED - Cr. S Gillespie

THAT the Audit and Risk Committee recommend that Council:

1. **Receives the report from the Chief Executive Officer (as provided for in Confidential Attachment C) incorporating the review and findings of AMD Chartered Accountants (dated 28th February 2025) on the review of the appropriateness and effectiveness of the financial management systems and procedures under Regulation 5 of the *Local Government (Financial Management) Regulations 1996*.**
2. **Receives an update report through the Audit and Risk Committee on the actions required from the findings of the FMSR Audit to each committee meeting until resolved.**

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie	

CARRIED
5/0

Background

It has been 3 years since the last Financial Management Systems Review was conducted for the Shire of Dardanup. The purpose of the review is to assist the CEO in fulfilling his responsibilities under Section 6.10 of the *Local Government Act 1995* and Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996*, which details the CEO's duties as to financial management.

The FMSR is in accordance with *Local Government (Financial Management) Regulation 5(2)(c)*, whereby the Shire of Dardanup is required to regularly review the appropriateness and effectiveness of its financial management systems and procedures (not less than once in every 3 financial years) and report to Council the results of those reviews.

This review has been undertaken by AMD Chartered Accountants and a review report has been prepared together with the management comments refer to (Confidential Attachment C - Under Separate Cover).

Legal Implications

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Local Government Act 1995

Local Government (Financial Management) Regulations 1996

5 (2) The CEO is to —

- c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

Environment

-

None.

Precedents

Year	Review Method	Conducted By	Report Received	Resolution Number
2016	External	Butler Settineri	Ordinary Council Meeting 27 January 2016	OCM 08-16
2019	External	AMD Chartered Accountants	Audit Committee	AUD 04-19
			Ordinary Council Meeting	OCM 56-19
2022	External	AMD Chartered Accountants	Audit and Risk Committee	AAR 03-22
			Ordinary Council Meeting	OCM 75-22

Budget Implications

The 2024/25 Annual Budget provides an allocation of \$13,500 to conduct the 3 yearly review (GL#0412012) with the successful quote coming in under budget.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Council Policy Compliance

Nil Council Policy.

Delegation 1.3.8 Financial Management Systems and Procedures.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 10.4) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Financial Management Systems Review	
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	Legal and Compliance	Failure to fulfil obligations pursuant to the Local Government (Financial Management) Regulations 1996, Regulation 5.
	Reputational	Council’s reputation could be seen in a negative light for not adhering to its requirement to fulfil duties and functions that are prescribed in legislation.

Officer Comment

As the previous Financial Management Systems Review was conducted 3 years ago, it was timely for the Chief Executive Officer to conduct another review for the period 1st of January 2022 to 31st of December 2024. It was considered appropriate for the review to be undertaken by an external auditing firm familiar with local government functions to reinforce the transparency and independence of the process.

The Scope of Work for the review was based on Regulation 5(1) of the *Local Government (Financial Management) Regulations 1996* and covered the following:

- Collection of money;
- Custody and security of money;
- Maintenance and security of the financial records;
- Accounting for municipal or trust transactions;
- Authorisation for incurring liabilities and making payments;
- Maintenance of payroll, stock control and costing records; and
- Preparation of budgets, budget reviews, accounts and reports required by the *Local Government Act 1995* and/or the associated regulations.

A Request for Quote (RFQ) was issued in November 2024 with respondents submitting their proposed methodology and approach towards undertaking the review. AMD Chartered Accountants were appointed as the successful firm to undertake the review with adherence to the following timeline:

28th of January 2025 to 31st of January 2025	Onsite Visit
19th February 2025	Draft FMSR Report to be provided

28th February 2025	Final FMSR Report Due to CEO
12th March 2025	In-person presentation of FMSR Report to the Audit and Risk Committee

The following Shire of Dardanup locations were subject to the review of processes, procedures and testing:

- Library, Administration and Community Building.
 - Eaton Library – 1 Council Drive, Eaton 6232.
 - Eaton Administration - 1 Council Drive, Eaton 6232.
- Dardanup Administration Centre – 3 Little Street, Dardanup 6236.
- Depot facility – Martin Pelusey Road, Waterloo 6228.
- Waste Transfer Station – Banksia Road, Dardanup 6236.
- Eaton Recreation Centre & 24hr Gym – 18 Recreation Drive, Eaton.

On completion of the review, AMD Chartered Accountants issued a written report to the CEO to meet the requirements of Regulation 5(1) under the *Local Government (Financial Management) Regulations 1996*, being the Financial Management System Review, and did not extend to any financial report of the Shire.

The following table provides a summary of the findings raised in the report, together with management comment:

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
3	Custody and security of money				
3.2.1	End of Day Receipting Procedures Sample testing identified three exceptions in respect to end of day receipting procedures. Our sample testing of 20 end of day procedures at each cash collection location identified 3 instances whereby the daily banking reconciliation was not signed as evidence of independent review. The 3 exceptions identified occurred at the Eaton Administration Office. Implications / Risks Increased risk of fraud or error occurring in respect of daily banking. Recommendation We recommend that all daily banking reconciliations are reviewed by an officer separate from the individual completing the daily banking function, and the reconciliation is signed by the reviewer to evidence the independent review has occurred. Management Comment The Shire has strong segregation of duties, that span across the Finance and Governance departments in relation to cash and bank handling. The Governance Department 'receipt' the cash, while the Finance Department 'bank' the cash. A final independent review is undertaken by the Finance Coordinator as part of the monthly bank reconciliation process. While management accepts that 3 instances of the daily banking sheets weren't independently verified by another officer as part of the 'daily' cash handling process, management have confidence in the segregation of duties, and subsequent final independent review undertaken by the Finance Coordinator as part of the 'monthly' bank reconciliation process. Action: Customer Service Officers will be reminded of their duty in the cash handling process to ensure daily banking sheets are independently verified.	Low	Manager Governance	1 st of March 2025	Completed

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
3.2. 2	Physical Security Safe code at the Eaton Recreation Centre is not changed on a periodic basis. Observations and enquiries made during our site visits identified that safe codes at the Eaton Recreation Centre are not changed on a periodic basis nor when an employee who has safe code access terminates employment. Implications / Risks Lack of appropriate internal controls over security of Council assets. Recommendation We recommend safe codes be changed on a periodic basis, and subsequent to employees who previously had access to the safe codes resigning or terminating. Management Comment Management accepts this finding for the Eaton Recreation Centre (ERC) and will implement a process on changing the safe code on a quarterly basis. Management will ensure this procedure is communicated to all staff, and that the process is adhered to. In addition, ERC facility access will be verified, and plans for future expansion will consider the safe custody of monies. To note, cash is removed from the premises twice weekly, banked and reconciled to the bank statement as part of the monthly bank reconciliation process, which is independently verified by the Finance Coordinator. Action: Safe code to be changed on a quarterly basis, with the process documented in a formalised Shire procedure.	Low	Manager Recreation Services	31 st of May 2025	In Progress
4	Maintenance and security of financial records				
4.2. 1	Tender Management We note there is no documented requirement to complete a formal post tender performance evaluation following the completion of significant or critical project/service tenders. Implications / Risks Lack of formalised documentation evidencing tender performance assessment. Recommendation We recommend formal performance evaluation assessments be undertaken following the completion of tendered projects and services exceeding a predetermined expenditure threshold, or considered to be critical in nature. We recommend a tender performance evaluation procedure be documented, implemented through the communication to all staff and monitored on an ongoing basis to ensure compliance with stated procedures. We suggest it may be useful for the procedure to include standard compliance checklist, in particular for the monitoring of ongoing service contracts. Management Comment The Shire has a Procurement Framework in place that incorporates 'contract management', and in particular: - Contract Establishment - Contract Management: administration, performance management and KPI's - Contract Extension or Close Project Officers are provided with a series of templates available through the Framework to assist with performance management throughout the project.	Moderate	Director Corporate & Governance	31 st of December 2025	In Progress

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
	Action: Review the 'contract management' section within the Shire of Dardanup Procurement Framework and identify areas for improvement to ensure the requirement for performance evaluation procedures are documented in line with this finding. Following on from the Procurement Framework review, it may be necessary to implement a standalone 'Contract Management Framework', which would complement the upcoming Local Government Regulations Amendment Regulation 2024, and the requirements for Council's Contract Register to be publicly accessible.				
6	Authorisation for incurring liabilities and making payments				
6.2.1	Fuel Usage – Depot No record maintained for jerry can fuel usage. During the course of our review, discussion and observations indicated there is currently a fuel card assigned to 'jerry cans' however there is no formal record kept in relation to the usage of the fuel from jerry cans. Implications / Risks Increased risk of misappropriation or misuse of fuel going undetected. Recommendation We recommend a fuel register be developed and maintained in respect to fuel usage from jerry cans. Management Comment Management accepts this finding which is for a 'Sundry Plant' fuel card, with the sole intention of this card to be used to refill Jerry Cans for fuel for small plant items. A Fuel register will be developed and maintained in respect to fuel usage from jerry cans. Action: implement a Fuel Register for the 'Sundry Plant' fuel card.	Low	Manager Operations	31 st of May 2025	In Progress
7	Maintenance of payroll, stock control and costing records				
7.2.1	Plans and Policies We note the Light Vehicle Policy is prescriptive in nature, detailing specific vehicle makes and models available to the Shire for purchase. The policy includes some specific vehicle models that are either no longer available for purchase, or difficult to source locally. We note the recent purchase of 5 motor vehicles by the Shire in November 2024 at a quoted cost of \$258,685; whereby only 1 tender response was received. The tender response was scored 3.1 out of 10 by the tender evaluation panel, and the quoted cost accepted exceeded budget by 10.2% or \$26,485. Implication / Risk There is an increased risk of inefficient procurement procedures. Recommendation We recommend the Light Vehicle Plan be reviewed and enhancements made to allow for a more effective procurement procedure in respect of the purchase of light fleet vehicles. Management Comment AP009 Light Vehicle Fleet Policy is an Administration Policy, that is underpinned by Council Policy CP203 Light Vehicle Fleet Policy which is the guiding policy document. CP203 was reviewed in October 2024, and AP009 is currently under review with EMT (was due 30-09-2024). Management will be seeking support from Council/EMT to amalgamate CP203 and AP009 into one guiding Council Policy moving forward.	Low	Director Corporate & Governance	31 st of December 2025	In Progress

Ref	Issue	Risk Rating	Responsible Officer	Proposed Completion Date	Status
7.2.2	Action: Finalise the current review of AP009 Light Vehicle Policy and moving forward seek support to amalgamate CP203 and AP009 into one guiding Council Policy. Excessive Leave Balances We noted three employees with excessive leave balances. From our review of the annual leave listing provided to us at the time of our review, we noted three employees who have accrued in excess of eight weeks annual leave. Implication / Risk The cost to Council is greater if annual leave is not paid out on a regular basis due to the cumulative effect of salary increases over a period of time. Recreational leave enhances employee performance. It is a fundamental principle of good internal control that all employees take regular holidays. Recommendation We recommend leave balances be managed to reduce the number of employees with excess leave due. Management Comment This FMSR review is up until the 31st of December 2024, however the Annual Leave Accrual Report provided was for actuals as at 30th of June 2024. Since the June 2024 accrual report was provided, Employee No. 716 has left the organisation, and as such has had the accrued annual leave paid out on termination. Employee No. 884 reduced annual leave by taking: - 91.20 hours in July 2024; and - 83.60 hours in January 2025. Employee No. 584 reduced annual leave by taking: - 68.40 hours in December 2024/January 2025. Remaining leave accruals are planned to be reduced in the coming year for both employees. The Executive, Management and Human Resources, receive monthly leave accrual reports from Payroll, who highlight those staff with excessive leave accruals. Any excessive leave accruals are discussed with the staff member, and a plan (such as a future leave form) is put in place to reduce the accrual. In addition, the 6-monthly Risk Review, which is reported to the Executive Management Team, incorporates indicators that highlight the percentage of staff with greater than 20 days of accrued leave. Action: the Executive, Management and Human Resources will continue to review leave accrual reports from Payroll on a monthly basis and manage their respective staff with excessive accruals accordingly.	Low	Manager HR	31 st of March 2025	In Progress

Finding 7.2.1:

The purchase of 5 Hyundai Sante Fe was carried out through Council's Tenderlink Software Application platform. Vehicle Dealerships are registered with Tenderlink and there is open opportunity for all participating Hyundai dealerships to supply tenders on the new vehicle supply/purchase. Only 1 tender was received, which is likely due to government set pricing, and market influences ie availability of stock. Also to note, there is only 1 local dealership within with Bunbury/Geographe region, which is the dealership that tendered for the vehicles.

The price for this Tender (RFT F040813 Purchase of Hyundai Sante Fe (5) was above the budgeted expenditure for the acquisition and reported to Council at the Ordinary Council Meeting dated 20th of November 2024 [OCM:294-24].

The Council Resolution acknowledged the over budget expenditure. All processes were followed compliant to legislation and reporting requirements. To note, at the time of budget adoption, the Fleet Review final report was not yet released and no pricing had been released by the manufacturer, hence a lower budgeted amount was based on the previous Fleet Review outcomes.

Pricing was weighted at 95% and Sustainable Procurement at 5%. On this basis, the Tender Response score was only 3.1/10 due to high weighted price and over budget expenditure. This was reported to Council for full transparency.

Conclusion:

Mr Tim Partridge, Director – AMD Chartered Accountants, will attend the Audit and Risk Committee to respond to any questions in relation to the report and/or their findings.

Management will work towards completing their respective action items by the due dates, with update reports to be provided to each Audit and Risk Committee meeting until resolved.

END REPORT

10.5 Title: Business Continuity Plan

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair - Director Sustainable Development</i>
Reporting Officer	<i>Mr Stephen Loiterton – Coordinator Health, Emergency and Ranger Services</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix AAR 10.5A – Business Continuity Plan Appendix AAR 10.5B – Risk Assessment</i>

Overview

At the December 2024 Audit and Risk Committee Meeting, the Draft Business Continuity Plan was presented.

Consideration is now required to publish the Draft Business Continuity Plan as the Final Business Continuity Plan for the Shire of Dardanup.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 06-25 MOVED - Cr. S Gillespie SECONDED - Cr. M Hutchinson

THAT the Audit & Risk Committee recommends that Council receives and endorses the Final Shire of Dardanup Business Continuity Plan (Appendix AAR: 10.5A).

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie	

CARRIED
5/0

Background

The current plan was original adopted by council per resolution [OCM:286-17]. Previous reviews were conducted in 2018, 2019 and 2021. The plan was exercised in October 2022.

The Draft Business Continuity Plan was presented to the December 2024 Audit and Risk Committee meeting with Council receiving the Draft Plan at the 18th of December 2024 Ordinary Council meeting.

Legal Implications

There is no legislative requirement for the Shire to have a Business Continuity Plan, however, it is seen to be best practice to ensure the ongoing delivery of critical services and activities while impacted by an incident.

Council Plan

7.1 - Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.

Environment - None.

Precedents

The current Business Continuity Plan was initially put in place per resolution [OCM:286-17] and updated several times.

Budget Implications

None. The plan has been reviewed in-house, as it has previously, and is expected to be the case in the future.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 10.5B) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Review of Business Continuity Plan	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	The highest risk is high. Putting in place the revised plan will reduce the risk to acceptable levels.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Service Interruption	Retaining the old plan poses an unacceptable risk
	Legal and Compliance	Not updating the plan presents a moderate risk.
	Legal and Compliance	Not updating the plan presents a moderate risk
	Reputational	Not updating the plan presents a moderate risk
	Property	Not updating the plan presents a moderate risk

Officer Comment

The plan has been customised to reflect the Shire’s priorities, stakeholder expectations and existing capabilities. Senior Shire staff were involved in the review of the plan.

In substance the plan has changed little. There has been rationalisation of content, and update of information to reflect the current situation (most notably the contact lists).

The current plan is written in such a way as to provide checklists and prompts, with space to write key information has the events unfold as the organisation copes with an interruption caused by a significant incident. This was a notable strength of the plan. The review kept this feature of the plan.

END REPORT

11. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

12. NEW BUSINESS OF AN URGENT NATURE

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

None.

13. MATTERS BEHIND CLOSED DOORS
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It is recommended that the following item be heard behind closed doors.

Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 - Matters for Which Meeting May Be Closed:

Standing Order and the Local Government Act 1995 provides for Council to resolve to close the meeting to the public and proceed behind closed doors for matters:

- | |
|---|
| <p><i>S 5.23 (1) Subject to subsection (2), the following are to be open to members of the public-</i></p> <ul style="list-style-type: none"> <i>(a) all Council meetings; and</i> <i>(b) all meetings of any committee to which a local government power or duty has been delegated.</i> <p><i>(2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -</i></p> <ul style="list-style-type: none"> <i>(a) a matter affecting an employee or employees;</i> <i>(b) the personal affairs of any person;</i> <i>(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;</i> <i>(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;</i> <i>(e) a matter that if disclosed, would reveal -</i> <ul style="list-style-type: none"> <i>(i) a trade secret;</i> <i>(ii) information that has a commercial value to a person; or</i> <i>(iii) information about the business, professional, commercial or financial affairs of a person,</i> <i>where the trade secret or information is held by, or is about, a person other than the local government;</i> <i>(f) a matter that if disclosed, could be reasonably expected to -</i> <ul style="list-style-type: none"> <i>(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;</i> <i>(ii) endanger the security of the local government's property; or</i> <i>(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;</i> <i>(g) information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and</i> <i>(h) such other matters as may be prescribed.</i> <p><i>(3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.</i></p> |
|---|

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 07-25 MOVED - Cr. T Gardiner SECONDED - Cr. S Gillespie

THAT in accordance with the Local Government Act 1995, S 5.23, the Audit & Risk Committee go Behind Closed Doors [2.30pm] to discuss:

- **(f) (ii) A matter that if disclosed could be reasonably expected to endanger the security of the local governments property**

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie	

CARRIED
5/0

13.1 Title: Information Systems Security Report

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mr Chris Murray - Manager Information Services</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>

REPORT UNDER SEPARATE COVER

Note: In accordance with the Local Government Act 1995 5.23 (2) this report is not available to the public. The Chairperson tables the confidential report on this matter and provides copies to each elected member. The report will be located in the Records Management System of the Council.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 08-25 MOVED - Cr. T Gardiner SECONDED - Cr. J Manoni

THAT the Audit and Risk Committee recommend that Council:

- 1. Note the report containing the findings and recommendations from the 2024 Cyber Security Audit conducted by Zirilio (BCD Confidential Attachment A).**

3. Endorse the actions shown in Table 1 of this report, against each of the findings to remediate the issues that have been reported.

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie	

CARRIED
5/0

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 09-25 MOVED - Cr. E Lilly

SECONDED - Cr. S Gillespie

OFFICER RECOMMENDED RESOLUTION

THAT the Audit & Risk Committee return from Behind Closed Doors [2.36pm].

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie	

CARRIED
5/0

Note: In accordance with Standing Order 5.2(6) the Presiding Officer, may cause the motion passed by the Audit & Risk Committee whilst behind closed doors to be read out.

14. CLOSURE OF MEETING

The date of the next Audit & Risk Committee Meeting will be Wednesday, 11th of June 2025.

There being no further business the Chairperson declared the meeting closed 2.36pm.

**Dardanup – Compliance Audit Return**

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2024?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2024?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2024?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?	N/A	
5	s3.59(5)	During 2024, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	2024-2025 Delegation Register endorsed at OCM 18-12-2024 Council Resolution 314-24 By absolute majority
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2023/2024 financial year?	Yes	2023-2024 Delegation Register endorsed at OCM 13-12-2023 Council Resolution 298-23

(Appendix ORD:12.5.1B)

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Dardanup



Department of
**Local Government, Sport
and Cultural Industries**

6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	2024-2025 Delegation Register endorsed at OCM 18-12-2024 Council Resolution 314-24 By absolute majority
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2023/2024 financial year?	Yes	2023-2024 Delegation Register endorsed at OCM 13-12-2023 Council Resolution 298-23
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes	

Disclosure of Interest

No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	

(Appendix ORD:12.5.1B)

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Dardanup



Department of
**Local Government, Sport
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5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2024?	Yes	
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did	Yes	

(Appendix ORD:12.5.1B)

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Dardanup



Department of
**Local Government, Sport
and Cultural Industries**

		that person disclose the nature and extent of that interest when giving the advice or report?		
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	Resolution 19-24 of OCM held 28-02-2024
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	Resolution 19-24 of OCM held 28-02-2024; Clause 15A Standard of Dress
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	

(Appendix ORD:12.5.1B)

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Dardanup



Department of
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2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	
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Elections

No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	No election in 2024; Between 2015 and 2023 there have been 'no gifts received'
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	No election in 2024; Between 2015 and 2023 there have been 'no gifts received'
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	No election in 2024

Finance

No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	SCM held 25-10-2023; Council Resolution 263-23

(Appendix ORD:12.5.1B)

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Dardanup



Department of
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2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	2024-2025 Delegation Register endorsed at OCM 18-12-2024 Council Resolution 314-24 By absolute majority
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2024 received by the local government by 31 December 2024?	Yes	Endorsed at OCM 18-12-2024 Council Resolution 312-24
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2024 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	No recruitment of Chief Executive Officer in 2024; No 'Senior Employees' at Shire of Dardanup
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	No recruitment of Chief Executive Officer in 2024
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	No recruitment of Chief Executive Officer in 2024

(Appendix ORD:12.5.1B)

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and Cultural Industries**

4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	No 'Senior Employees' at Shire of Dardanup
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	No 'Senior Employees' at Shire of Dardanup

Official Conduct

No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes	

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3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes	
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	Yes	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes	

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Dardanup



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13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes	
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	Yes	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	The Shire of Dardanup did not undertake a Panel of Per-Qualified Suppliers during 2024.
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Dardanup



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22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	
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Integrated Planning and Reporting

No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	24/04/2024 Resolution 107-24
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	22/05/2024 Resolution 133-24
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions

No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2024? If yes, please provide the date of council's resolution to accept the report.	Yes	23/03/2022 Council Resolution 75-22
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial	Yes	27/03/2024 Council Resolution 94-24

(Appendix ORD:12.5.1B)

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return - Dardanup



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		years prior to 31 December 2024? If yes, please provide date of council's resolution to accept the report.		
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes	
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	CnG CP081 Elected Member and CEO Attendance at Events; OCM 23-10-2024 Res 275-24
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	CnG CP112 Councillors' Induction Training and Professional Development
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2023/2024 financial year and publish it on the local government's official website by 31 July 2024?	Yes	
8	s6.4(3)	By 30 September 2024, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2024?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date



Mayor/President

Date

BUSINESS CONTINUITY RESPONSE PLAN

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Activate the Plan?

Has an incident occurred?			No need to activate this plan
The term 'Incident' can be used to indicate a crisis, disaster, emergency, accident, or any other event resulting, or anticipated to result, in a disruption.	Continue to next question		
Will the incident disrupt critical activities for more than 1 day?			No need to activate this plan
	Continue to next question		
Is the incident preventing the use of a building?			Go to React section (p11)
e.g. Admin Building, Depot, Eaton Recreation Centre, etc	Continue to next question		
Is a significant number of staff unable to attend work?			Go to React section (p11)
e.g. information technology down, staff not available	Continue to next question		
Are our internal systems/processes impacted, or delivery of services impeded?			Go to React section (p11)
e.g. information technology down, road closures/quarantine preventing access to external work areas, etc	Continue to next question		
Is the incident impacting our suppliers ability to deliver critical services/supplies?			Go to React section (p11)
e.g. internet service provider, utilities, deliveries, stationery, reporting, banking, fuel, etc	No need to activate this plan		

Background

Principle of Response

An Organisation's behaviours during an incident can significantly damage the trust of elected members, staff, the community and other stakeholders. Therefore, after establishing the safety and wellbeing of all involved, the Shire will seek to:

- Provide regular, concise and meaningful communications internally and externally.
- Strategically manage the incident through strong leadership.
- Work together as a team demonstrating the Shire's principles and values to swiftly return operations to normality.
- Provide the Shire's community, customers, and stakeholders with essential services.
- Provide Shire of Dardanup staff with a safe working environment to support service delivery in a productive manner.
- Minimise the impact on the Shire's operations and public image.
- Provide assurance to the community that the Shire's operations and service to residents remain strong and viable.
- Ensure that the recovery efforts have the necessary resources and support.
- Set critical milestones and time frames for recovery. Plan into the future.
- Ensure all actions are documented for investigators.

Purpose

To offer guidance in restoring the Shire to an acceptable level of operation by focusing on communications, time-critical business activities, staff and community welfare and those people who will need to be contacted or mobilised due to the circumstances of the incident.

Aim

To maintain core services, and deliver as many other services as possible, during or following a disruptive incident.

Objectives

- Identify obstacles to maintaining business-as-usual
- Establish leadership to guide restoration of business-as-usual
- Ensure all staff and stakeholders are informed, and aware of alternative arrangements

Context

The Shire of Dardanup is established per the *Local Government Act 1995*. This plan covers the local government District of the Shire of Dardanup, with specific focus on facilities, personnel and other resources of the organisation.

The Shire has a range of responsibilities to the community in the event of an incident. There would be an expectation within the community that core business should be continued, concurrent to any Shire involvement with any incident response or recovery in relation to the incident itself.

There is no legislative requirement for the Shire of Dardanup to have a Business Continuity Plan. However, having such a plan is viewed by Council as best practice that would ensure the ongoing delivery of critical activities and services during an incident. Also, the Audit and Risk Committee will assess whether a sound and effective approach has been followed in establishing a Business Continuity Plan, including whether planning has been periodically updated and tested.

‘Business continuity’ is defined as the capability of an organisation to continue the delivery of critical activities and services at predefined acceptable levels following a disruptive incident.

An incident may be considered to be: a crisis, disaster, emergency, accident or any other event resulting, or anticipated to result, in a disruption. Disruptive incidents can come in varying types, sizes and levels of impact, they may be a result of a single or multiple events, be intentional or accidental, or occur suddenly or present a long lead time. Incidents include less dramatic events such as power or IT outages right through to major events such as the complete loss of a Shire building due to fire. Incidents may impact the organisation directly, e.g. a cyber-attack, or impact the community in general, e.g. bushfire, and effect the organisation through loss of workforce, utilities, suppliers, etc.

Business continuity planning is a key component in providing an adequate response to those incidents. The Business Continuity Plan focuses on the organisation’s coping with an incident. In contrast, the *Local Emergency Management Arrangements*, and subplans, cover the Shire’s planning to assist the community cope with the impacts of an emergency on the community as a whole.

Scope

This plan focuses primarily on the response to an incident, and the initiation of the organisation’s recovery afterwards. The plan does not guide the strategic business continuity management program.

The plan assumes that external hazard management agencies, and emergency services, are capable of performing their roles in line with their responsibilities.

The plan does not guide the organisation’s response to guiding the community through emergencies – this is within the scope of the *Local Emergency Management Arrangements*.

Responsibilities

In relation to the Shire’s management of an incident impacting business continuity, the following responsibilities apply.

Council is responsible for:

- Reviewing and approving the Shire’s overall business strategies, risk management strategies, risk appetite, frameworks and policies for managing key risks which are incorporated in the Risk Management Governance Framework.
- Providing direction to the Incident Management Team and delegating appropriate authority to accept risk and oversee implementation and outcomes.

The **Shire President** is the Shire’s official spokesperson on all non-operational issues in an Incident Management situation and plays a key role in developing Shire messages.

The **Chief Executive Officer** is the Shire’s official spokesperson on all operational issues in an Incident Management situation. In the CEO’s absence the Deputy CEO or Director acting as CEO must be able to take on the role of official spokesperson.

The **Executive Management Team** is responsible for:

- Regular oversight of the Business and Community Disruption Risk Profile within the Risk Management Governance Framework, including the Business Continuity Program.

- Sharing best practice to improve the overall Business Continuity process.
- Monitoring mandated Divisional activities within the Business Continuity Program.
- Managing Shire-wide activities.
- Advocating cross-Business Units activities such as plan strategies and exercises where applicable.

The **Incident Management Team's** responsibilities include:

- Minimise the impact on the Shire's operations and public image (reputation).
- Strategically managing the incident, through strong organisational leadership and communications.
- Ratify major recovery decisions.
- Ensure that the recovery efforts have the necessary resources and support.
- Set critical milestones and time frames for recovery.
- Ensure that Employees are fit for the role they're being asked to perform.

The **Communications Team** is responsible for:

- Provide advice and specialist guidance regarding internal and external communications.
- Draft internal and external communications.
- Oversee all media liaison.

The **Human Resources Team** is responsible for:

- Provide information on staff as required.
- Facilitate the provision of essential welfare services to staff.
- In liaison with Police, facilitate informing and updating next of kin.
- Manage communications with appropriate external parties (e.g. WorkSafe)

The **Audit & Risk Committee** is responsible for:

- Determining the appropriateness and effectiveness of the Business Continuity Framework.
- Reporting on Framework implementation or specific material risks as they are escalated in line with the underlying Shire of Dardanup Risk Management Governance Framework.
- Provide support and guidance to Incident Management Team on process and Business Continuity matters.
- Continuously monitor achievement of recovery objectives.
- Maintain constant liaison with the Incident Management Team.

The **Coordinator Health, Emergency & Ranger Services** is responsible for:

- Maintaining the Shire's Business Continuity Plan in conjunction with the IMT, EMT and Shire staff.
- Support/guidance/reports for the Incident Management Team
- Providing advice and support to staff in Business Continuity concepts and templates.

The **Information System Team** is responsible for:

- Developing, maintaining and reporting to the Incident Management Team on the Shire's IT Disaster Recovery Framework and capabilities.
- Continually update and provide specialist guidance to Incident Management Team regarding status and actions of IT.
- Manage strategic and operational issues relating to IT & Communications.
- Ensure planned responses (IT DR) are co-ordinated in line with expectations and capabilities.

The **Information Document Services** is responsible for:

- Manage document processing services in accordance with the Shire's Record Keeping Plan.

The **Finance Team** is responsible for:

- Manage all financial aspects of the incident including procurement, financial reporting and cash flow requirements of the Shire.
- Ensure the ongoing capability to remunerate staff.

The **Governance Team** is responsible for:

- Ensure the Incident Management Team is continually aware of any legal or governance aspects of the situation.
- Support the administration of Incident Management Team meetings including preparing agendas and minutes.

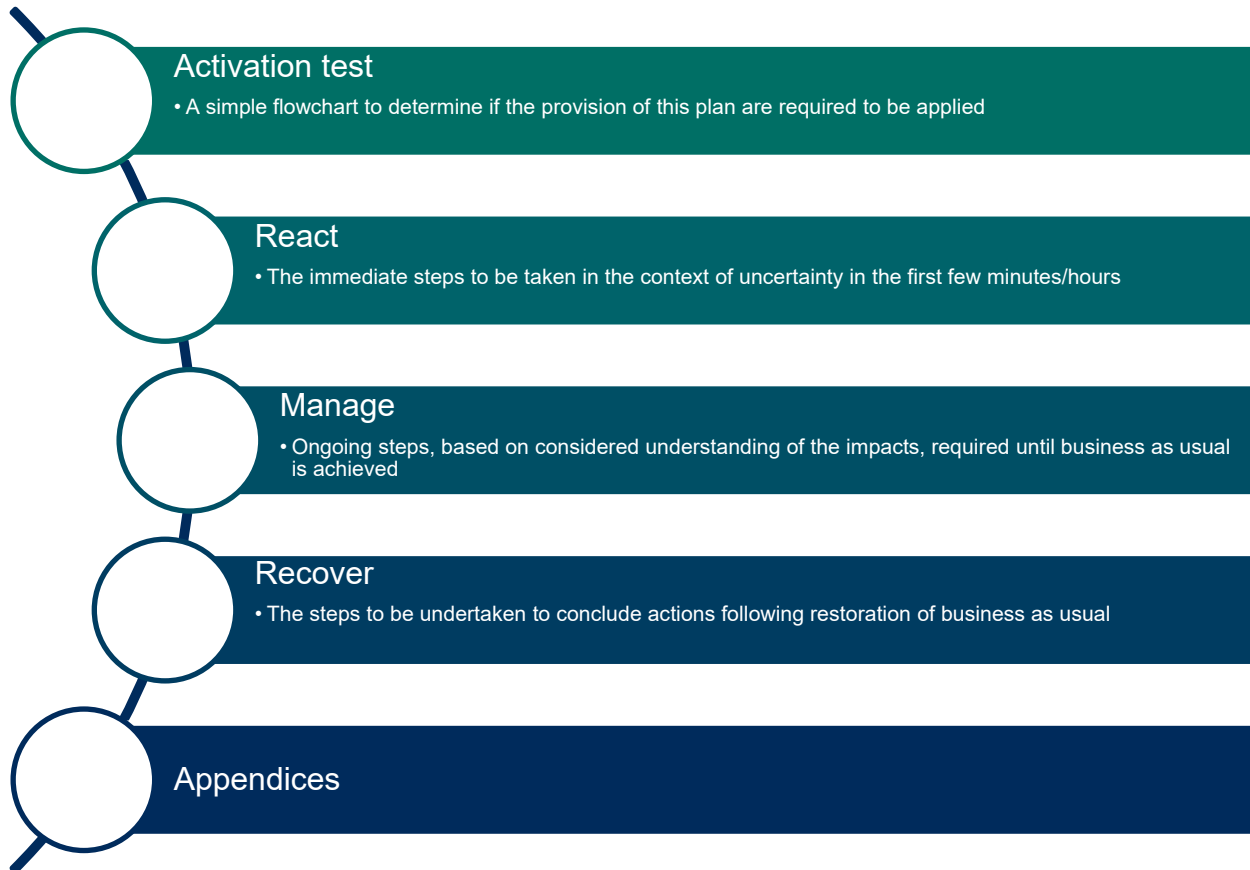
Building Services is responsible for:

- Provide specialist guidance regarding premises and security matters.
- Manage strategic issues relating to liaison with emergency services, recovery sites and salvage.

Managers/Coordinators/Supervisors/Team Leaders are to ensure that actions, decisions and any other requirements of the Incident Management Team are enabled, completed and reported on.

Layout of Plan

This plan is specifically designed to be a practical guide to maintaining business continuity and restoring business as usual following a disruptive incident. The plan is structured to flow as the organisation implements coping mechanisms, maintains them, and winds up when they are no longer required.



This plan is designed to remain a 'paper-based' plan. It is meant to be hand-written on/in as an incident is reacted to and managed through to recovery. One of the events that could trigger the use of this plan is a failure of information technology systems, at which time electronic copies may not be accessible.

Validation

An effective fit-for-purpose plan cannot be considered reliable until it has been exercised and proven as workable, especially since false confidence may be placed in its reliability. Consequently, exercising the plan assumes considerable importance in establishing the business continuity management ability and capability of the Shire.

Exercises do not create pass/fail situations; rather they are designed to expose the areas in the plan that need to be revisited.

The major components of the plan are reviewed periodically and revised upon the results of each test.

Desktop scenario exercises provide a mechanism to validate the plan, identify any improvements that can be made and provide training to those people who would be involved with the enactment of the plan in an actual Incident. Among other things, desktop scenario exercises are designed to identify any potential roadblocks and their solutions, to ensure that when the plan is executed in a real-life situation it will work without fail.

The most recent validations were conducted in:

- December 2021
- March 2018

Document Control

Version	Date	Comments
1	1 November 2017	Adopted by Council – Resolution 286-17
2	May 2018	Reviewed – LGIS & CERS
3	November 2019	Reviewed – CERS & EMO
4	February 2020	Update contacts – CERS
5	September 2020	Updates to content – Michael Sparks LGIS
6	December 2020	Updates to contacts, specialists & deputies – SoD
7	March 2021	Update to contacts – CERS
8	September 2021	Review and contact update – CERS
9	December 2021	Review and Updates contact details and Deputies – Directors/Managers
10	October 2022	Exercise, Review and Update of Recommendations
11	?	Review and updates

Printed copies of this plan are located at:

- Eaton Administration Centre
- Dardanup Administration Centre
- Depot – Martin Pelusey Road
- Chief Executive Officer's Office
- Eaton Recreation Centre
- Emergency Warden grab bags
- Governance Staff

Electronic copies of this plan are saved:

- In TARDIS:
 - [Final Business Continuity Plan](#)
- Staff Intranet

React

Immediate Action

Establish the safety and wellbeing of staff, visitors and the community.

Notify the Incident Management Team

Note time of contacting IMT for investigators

	Contacted	Deputy
André Schönfeldt CEO Mobile: 0427 930 524	Date & Time	
Ms Natalie Hopkins Director Corporate and Governance Mobile: 0427 776 076	Date & Time	Cathy Lee Business 0417 032 030 Personal 0488 388 386
Theo Naude Director Infrastructure Mobile: 0428 213 313	Date & Time	Nathan Ryder 0447 781 021
Ashwin Nair Director Sustainable Development Mobile: 0427 470 852	Date & Time	Patrick Hughes Manager Development Services Mobile (work): 0476 643 536 Mobile (personal): 0406 407 164
Maddie Darch Executive Assistant to CEO Mobile: 0419 944 705	Date & Time	Donna Bailye Personal 0439 098 161
Tyrrell Gardiner Shire President Mobile: 0417 900 811	Date & Time	

*If a Team Member cannot be reached, consider calling their home number or sending someone to notify them

Note time of contacting
Specialist for investigators

Notify Support Specialists

	Support Specialist Title	Deputy
Stephen Loiterton 0427 960 161	Coordinator Health, Emergency & Ranger Services	
Patrick Hughes 0476 643 536 (work) 0406 407 164 (personal)	Manager Development Services	
Kristen McKeachie	Manager Assets	Adrienne Teede
Melanie Ring 0418 346 091 (personal)	Manager Community Development	Samantha Atkinson 0408 958 845 (personal)
Natalie Hopkins 0427 776 076 0439 913 017 (personal)	Manager Financial Services	Ricky Depillo 0420 449 299
Cathy Lee 0417 032 030	Manager Human Resources	Teresa Partridge 0439 977 460
Donna Bailye 0439 098 161	Manager Governance	Cindy Barbetti 0417 939 367
Chris Murray 0407 700 550	Manager Information Services	Kieran O'Brien 0437 905 166
Nathan Ryder 0447 781 021	Manager Infrastructure Planning and Design	James Reilly 0418 284 212
André van der Merwe 0486 049 712	Manager Operations	Belinda Jansen Vanvuuren 0427 783 141
Michael Gibbings 0400 711 200 0407 381 687 (personal)	Manager Recreation Centre	Wills Pomare 0432 243 000
Neil Nicholson 0427 240 092	Principal Environmental Health Officer	Caitlyn Roberts
Teresa Partridge 0439 977 460	Human Resource Coordinator	Jasmine Sillifant
Samantha King 0432 905 143	Work, Health & Safety Officer	Cathy Lee 0417 032 030
Tahniah Creedon	Communications Officer – Media	Breeanna Batrick 0423 650 699 (personal)
Thomas Shook	IT Team Leader	Kieran O'Brien 0437 905 166

Establish Incident Control Centre

Consider the following actions important:

Ideally at

- Council Chambers

Alternatively:

- Depot (Martin Pelusey Road)
- Eaton Recreation Centre
- Glen Huon Oval Football Sports Pavilion
- MS Teams / Zoom, etc

Date & Time

Arrange access and teleconferencing facilities at *Incident Control Centre*.

Date & Time

Convene Incident Management Team

Assign roles and responsibilities:

Appoint Incident Leader to be 'single source of truth' and key contact for the organisation.

Delegated to:

Date & Time

Determine other Leadership Team roles and responsibilities.

Incident
Management
Team Leader

Date & Time

Nominate a scribe (by default, IMT Support Officer).

Delegated to:

Date & Time

Appoint Information Officer with expertise relevant to the incident as a conduit between IMT and workforce and if required backfill Officer role.

Incident
Management
Team Leader

Date & Time

Consider nominating a trusted administrator to assist with working through the checklists and act in an advisory capacity.

Delegated to:

Date & Time

Secure involvement of staff from support areas with expertise relevant to the incident (HR/I.T./Works, etc.) (Support Specialists contact list above).

Incident
Management
Team Leader

Date & Time

Assess the Situation

During the Initial Incident Management Team Meeting...	Delegate	Completed
Conduct an assessment of the situation. (see separate form)	Delegated to:	Date & Time
Establish realistic outcome? Determine objectives.	Incident Management Team Leader	Date & Time
Obtain details of any witnesses, photographic or CCTV evidence (see separate evidence gathering form)	Delegated to:	Date & Time
Contact any relevant contractors to determine if they have been affected by the incident	Delegated to:	Date & Time
If the incident is caused by a pandemic then refer to Administrative Policy AP120 – <i>Pandemic Response</i> for additional guidance	Delegated to:	Date & Time

Communications

During the Initial Incident Management Team Meeting...	Delegate	Completed
Notify all staff currently on duty.		
Contact all staff currently off duty, e.g. on leave or located elsewhere, and provide advice on need to return to work or stay away.	Delegated to:	Date & Time
Contact all relevant stakeholders who need to be informed about the incident. (also refer to Appendix D – Key External Contacts and Appendix E – Contractors)	Delegated to:	Date & Time
Notify neighbours	Delegated to:	Date & Time
Notify insurer and seek advice	Delegated to:	Date & Time
Contact local business, school & community leaders where appropriate	Delegated to:	Date & Time
Notify key contacts of any amended working arrangements	Delegated to:	Date & Time
Provide updates to staff and consider welfare provisions for impacted individuals	Delegated to:	Date & Time
Release external communications if deemed appropriate	Delegated to:	Date & Time
Conduct site visits if deemed appropriate and safe	Delegated to:	Date & Time
Ensure all relevant stakeholders continue to be kept informed	Delegated to:	Date & Time
Provide feedback, information, copies of communications & copies of logs to Admin Support to ensure that an appropriate record of the incident is maintained	Delegated to:	Date & Time

Staffing Considerations

During the Initial Incident Management Team Meeting...	Delegate	Completed
Ensure the safety and wellbeing of staff currently on duty	Delegated to:	Date & Time
Facilitate staff to make contact with their families if they need or want to.		
Determine the minimum number of staff required to continue operations and identify gaps. (Refer to Appendix A or B)	Delegated to:	Date & Time
Cease all non-critical activities where appropriate	Delegated to:	Date & Time
If sending staff home, ensure that they are actually capable of getting home safely. Assess capability to drive (e.g. injuries, emotional distress, etc) or access to public transport. Ask them if a family member or friend can fetch them, or arrange transport for them (e.g. an ambulance, taxi, staff drop-off).	Delegated to:	Date & Time
Nominate a main internal point of contact. Advise all staff of the point of contact should they need to communicate.	Delegated to:	Date & Time
Remind staff about the Shire's Social Media policy (not to talk to the Press, or post anything business related on Facebook). If an employee is approached for a comment, they should refer the enquirer to the Incident Leader.	Delegated to:	Date & Time
Ensure staff understand: • Where they should go • What they should do and how they should do it • The options available to them • Reporting arrangements • That their jobs are safe, if applicable, or the options available to them • When they should come back to work • When the next communication can be expected and how it will be communicated.	Delegated to:	Date & Time

External Considerations

During the Initial Incident Management Team Meeting...	Delegate	Completed
Consider requesting assistance from contractors or stakeholders	Delegated to:	Date & Time
Arrange legal or expert advice if required	Delegated to:	Date & Time

Prepare for Ongoing Considerations

During the Initial Incident Management Team Meeting...	Delegate	Completed
Consider stakeholder and staff communications. (Email, Text messaging, MS Teams, Zoom, WhatsApp, Social Media, White Board, Bulletin board)	Delegated to:	Date & Time
Create a Communication Plan for Councillors, Media, Regulators, other Stakeholders and Staff as required. (see Appendix I – Communications Guidelines)	Delegated to:	Date & Time
Consider staffing requirements for the next 5 days, 10 days, 1 month, 3 months, etc.	Delegated to:	Date & Time
Consider leadership and staff rotation / rostering	Delegated to:	Date & Time
Consider supply requirements for the next 5 days, 10 days, 1 month, 3 months, etc.	Delegated to:	Date & Time
Consider other resources or equipment required for the next 5 days, 10 days, 1 month, 3 months, etc.	Delegated to:	Date & Time
Remind staff to photograph all evidence prior to initiating urgent repairs (for insurance purposes)	Delegated to:	Date & Time
Ensure emergency funds are available if required	Delegated to:	Date & Time
Arrange for phones to be diverted and set up a temporary reception area.	Delegated to:	Date & Time



Situation Assessment

Leadership Team's Assessment of the Situation
Describe what has happened:
What action has been taken so far?
What has changed / is changing? / Will work hours be affected?
Who is impacted? Which areas are impacted, or may still become impacted?
What might happen next?



How long is this Incident likely to continue?
What actions should be taken immediately?
What's the desired realistic outcome?
Can we put plans in place to deal with any backlogs?
How often should the team meet?

Manage

Ongoing Meetings

The following is a basic standing agenda for each regular meeting.

Tasks	Delegate	Completed
Record all decisions, actions and issues.	Delegated to:	Date & Time
Monitor ongoing staff support, Work Health & Safety, and wellbeing requirements (refer to checklist)	Delegated to:	Date & Time
Review effectiveness of recovery actions to date	Delegated to:	Date & Time
Discuss any emerging issues or new information	Delegated to:	Date & Time
Reassess resource requirements and capabilities for the following weeks and months	Delegated to:	Date & Time
Review all working arrangements for affected areas	Delegated to:	Date & Time
Review all Time-Critical business activities	Delegated to:	Date & Time
Review existing / current workload and any backlogs	Delegated to:	Date & Time
Review all deferred activities and arrange resumption where possible	Delegated to:	Date & Time
Assess any risk and insurance implications	Delegated to:	Date & Time
Continue to monitor Incident and issue instructions as appropriate	Delegated to:	Date & Time
Review status of Incident and scale down recovery as situation dictates	Delegated to:	Date & Time
Review and update Communications Plan for Councillors, Media, Regulators, other Stakeholders and staff.	Delegated to:	Date & Time
Set next meeting and venue	Delegated to:	Date & Time

Workforce

This set of tasks focuses on maintaining an effective workforce to deliver services, with a focus on ongoing or managing emerging issues.

Staffing levels	Delegate	Complete
Review staff availability and the minimum staffing levels required to continue or potentially resume operations	Delegated to	Date & Time
Identify staff that may be re-deployed from other areas	Delegated to	Date & Time
Consider whether temporary competent replacements may be arranged from: - Other Local Governments (City of Bunbury, Shires of Capel, Harvey, Collie, Donnybrook-Balingup) - Volunteers (VBFB, SES, DFES, VFRS) - Existing contractors - Recruitment agencies (e.g. LoGo, WALGA) - State Government Agencies - Retired employees (LG Pro WA) - Schools, Tech Colleges or University students	Delegated to	Date & Time
Ensure appropriate inductions, training and supervision to be in place for any replacement staff	Delegated to	Date & Time
Ensure staff fatigue management and determine when staff should be rotated (roster system) or when staff should be specifically appointed/seconded and their position backfilled	Delegated to	Date & Time
If moving staff to a new work facility	Delegate	Complete
Set up a minimum of three workstations and a printer for completion of time-sensitive activities such as Payroll, Communications and Customer Services.	Delegated to	Date & Time
Undertake risk assessments, especially on modified or interim working arrangements, to identify any potential safety issues	Delegated to	Date & Time
Arrange Work Health & Safety assessments for any changes in working arrangements or redeployment	Delegated to	Date & Time
Consider how shifts will be established and allocated (e.g. work two shifts of 5 hours rather than one shift of 8 hours)	Delegated to	Date & Time
Discuss changes with personnel and relevant Union if required and engage specialist Industrial Relations assistance	Delegated to	Date & Time
Identify space to segregate/isolate teams or individuals if necessary. Be mindful of any potential bullying or harassment of any particular demographic.	Delegated to	Date & Time
Notify stakeholders of amended working arrangements (e.g. alternate contacts, schedules, delivery locations, etc)	Delegated to	Date & Time
Other	Delegate	Complete
Develop and distribute return-to-work guidance to staff	Delegated to	Date & Time
Conduct regular Fitness for Work Assessments	Delegated to	Date & Time

Employee's Support & Wellbeing

This set of tasks focuses on the wellbeing and ongoing support to individual staff.

Health and Wellbeing	Delegate	Complete
Support the medical or physical needs of staff. - staff who are ill/injured - persons who may be pregnant - anyone who has undergone a recent operation - person with a disability	Delegated to	Date & Time
Support the psychological needs of staff, e.g. those who - caring for sick family members - were involved/witnessed the incident - are fearful or anxious about the risks - fail to show up to work due to safety concerns	Delegated to	Date & Time
Remind staff of the availability of the Employee Assistance Program	Delegated to	Date & Time
Consider that staff may need time to heal or adjust to any changes, both during recovery and returning to work. Only contact family or next of kin with assistance from Employee Assistance Program or Police.	Delegated to	Date & Time
Support/facilitate staff keeping in contact their family	Delegated to	Date & Time
Organise refreshments, catering and toilet facilities	Delegated to	Date & Time
Other	Delegate	Complete
Update staff (Email, Text messaging, Zoom, WhatsApp, Social Media, White Board, Bulletin board, Other)	Delegated to	Date & Time
Consider travel restrictions.	Delegated to	Date & Time
Organise suitable transport arrangements for employees if required	Delegated to	Date & Time
Organise temporary accommodation if required	Delegated to	Date & Time
Ensure provision of appropriate financial advice to staff who have been financially impacted	Delegated to	Date & Time
Implement flexible working arrangements such as shifts, additional breaks or fewer hours per day or week, as appropriate.	Delegated to	Date & Time

Buildings / Infrastructure / Equipment

Tasks re Loss of (or access to) buildings / infrastructure / equipment	Delegate	Complete
If relocation is necessary; consider: <u>Alternative Locations</u>: • Depot (Martin Pelusey Road) • Eaton Recreation Centre Building • Dardanup Administration Office • Glen Huon Oval Sports Pavilion • Staff to work from home (secure VPN) • External; Schools, Visitors Centre, Convention Centre etc. • Civic Centres in other Local Governments • Portable site offices Set up a minimum of three workstations and a printer in the new facility. <u>Storage Locations</u>: Physical stock or equipment; Council Reserves, vacant land, Depot, Contractors, Local businesses	Delegated to:	Date & Time
Notify current users of the alternate location of your intention to occupy the building	Delegated to:	
Consider how workstations & communications for staff working from home will be organised Staff working from home should be housed at the office 2 days per week wherever possible	Delegated to:	Date & Time
Consider other support areas to assist with relocation	Delegated to:	Date & Time
Familiarise staff with new arrangements and determine communication protocols	Delegated to:	Date & Time
Arrange security access controls for the affected building	Delegated to:	Date & Time
Manage any new Work Health & Safety/Support & wellbeing issues that may arise either • During relocation or • At the new building/s or • With the use of new equipment	Delegated to:	Date & Time
Notify stakeholders of amended working arrangements	Delegated to:	Date & Time
Redirect : Emails, phones, couriers, etc	Delegated to:	Date & Time
Identify necessary people & equipment requirements to maintain Time-Critical Activities	Delegated to:	Date & Time
If possible, begin salvage or restoration activities	Delegated to:	Date & Time



IT or Communications

Tasks re Loss of IT or Communications	Delegate	Complete
Contact IT Contractor / Support / or LGIS Cyber Insurer: Chubb Cyber Incident Response Hotline: 1800 027 428 - Determine potential cause/s - Clarify the extent of the outage - Clarify the extent of any data loss - Determine restoration target timeframes	Delegated to:	Date & Time
Invoke the I.T. Disaster Recovery Plan	Delegated to:	Date & Time
Determine whether there is a need for any other staff to assist I.T.	Delegated to:	Date & Time
Develop a strategy and resources for recovery, including assistance from external contractors, cyber insurer and I.T. specialists. - Communications may require Indesign, Illustrator, Your Voice and SnapComms - Finance may require ERP/SynergySoft- for Payroll - HR will require HIVE for employee contact details and Sharepoint for employee files	Delegated to:	Date & Time
Enable the strategy and resources for recovery, including possible assistance from neighbouring local governments, responders, external contractors, suppliers, insurers and specialists:	Delegated to:	Date & Time
Notify Stakeholders of amended working arrangements	Delegated to:	Date & Time
Ensure ongoing interaction with appropriate IT Incident Management for regular updates and feedback, including updates to the incident management team.	Delegated to:	Date & Time
Ensure protocols for regular updates and feedback	Delegated to:	Date & Time

Supplier

Tasks re Loss of Supplier	Delegate	Complete
Contact the supplier (where possible) and determine: • The nature and extent of the incident • Have operations ceased entirely, or is it limited? • Supply of any goods currently in transit • Whether the supplier has stock on hand that you can collect • Communication updates from the supplier if possible • Assign someone to monitor & communicate with the supplier	Delegated to:	Date & Time
Determine restoration timeframes and clearance of backlogs (if applicable)	Delegated to:	Date & Time
Consider: • Time-Critical activities that rely on this supplier. Can these be prioritised immediately? • Length of time before these activities are impacted • Alternative suppliers? Contact them immediately • Procurement Requirements Purchasing policy • Alternative procedures	Delegated to:	Date & Time
Determine if there are any legal, health and safety, reputation or financial implications	Delegated to:	Date & Time
Depending on the nature of the incident, consider supply requirements for the next 5 days, 10 days, 1 month, 3 months, etc.	Delegated to:	Date & Time
Place additional orders to make up any low supply quantities	Delegated to:	Date & Time
Notify stakeholders of amended working arrangements	Delegated to:	Date & Time

Recover

Tasks	Delegate	Complete
Contact other Local Governments who've experienced a similar incident and request assistance by sharing their post-incident recovery experiences with you.	Delegated to:	Date & Time
Record all decisions, actions and issues.	Delegated to:	Date & Time
Monitor ongoing staff support & wellbeing requirements	Delegated to:	Date & Time
Review and agreement:	Delegated to:	Date & Time
Completed action items	Delegated to:	Date & Time
Recovery objectives	Delegated to:	Date & Time
Plans are in place to deal with any backlogs	Delegated to:	Date & Time
Communication to staff to recognise efforts	Delegated to:	Date & Time
Target date for completion of post incident review	Delegated to:	Date & Time
Provide copies of logs and decisions to Admin Officer for collation	Delegated to:	Date & Time
Undertake post-incident review / debrief, including: - Communication within and between Incident Management Team and Support areas - Effectiveness of communication with affected areas and stakeholders - Cost of recovery arrangements and insurance offsets - Effectiveness of recovery strategies - Advice to external and internal customers - Media arrangements - Impact of incident on Shire's reputation - Timeframes for tasks and achievement of targets - Impact on work flows of affected and interdependent areas - Special staffing arrangements and acknowledgment of contributions. - IT system performance and recovery arrangements.	Delegated to:	Date & Time
Present findings and lessons learnt for review.	Delegated to:	Date & Time
Celebrate achievements and anniversary of incident (if appropriate).	Delegated to:	Date & Time



Appendix A: Time-critical Business Activities (by priority)

Priority	Critical Activity	Business Unit	Minimum Staff	Work Remotely	Guidelines
1	Communications	Executive	2	Yes	Internal and external communication updates to staff, elected members, stakeholders and community, media liaison & official media releases, website, social media, etc) See: 'Key Contact List'
1	Customer Service	Governance	4	Yes	Redirect main office numbers, set up new customer face-to-face office, post messages on Social Media, etc
1	Urgent Ranger-related requests – responses to be prioritised	Ranger Services	2	No	Urgent Ranger-related requests such as Local Law enforcement, animal control, Emergency Management, Police support, bushfire control, camping, illegal burning etc. Parking staff can be re-deployed to compliment staff numbers
1	Traffic Management / Road Projects	Infrastructure	2	No	Assist Emergency Responders, road closures, approvals, events, building works and site safety.
1	Environmental Health – responses to be prioritised	Environmental Health	2	No	Urgent EHO-related requests such as asbestos, pollution, contamination, food poisoning, pests, diseases, applications, Sharps removal, effluent and sewage etc.
1	Payroll	Finance	2	Yes	1 Payroll Officer & 1 Manager. (Require manual paper timesheets input). Requires 2 x Authorised Signatories for Authorising EFT Payroll
1	Procurement	Finance	2	Yes	1 Procurement Officer & 1 Approving Officer
1	WHS, accident investigation and incident reporting	HR	1	Yes	Require incident reporting forms
1	Employee advice, welfare and support	HR	2	Yes	See Employee's support & wellbeing requirements (see p22).
1	Information technology and communications	IT	3	Yes	Cloud services, operating systems, mainframe, core business applications, security, desktop and mobile device services, hardware and software, etc.
1	Set up the Eaton Recreation centre as an emergency evacuation centre	Recreation Centre	2	No	1 Centre Supervisor & ERC Manager. Decision to open up the ERC as an Emergency Evacuation Centre to be approved by the CEO and communicated to relevant Council officers before set up commences in accordance with the adopted Plan.

Priority	Critical Activity	Business Unit	Minimum Staff	Work Remotely	Guidelines
1	Contact all relevant contractors to confirm if they are affected by the incident.	Infrastructure	1	Yes	Contractors include waste, projects, & civil works. See 'Key Contact List'.
1	Prioritised response to urgent building maintenance requests (safety)	Building	1	No	Senior Project Officer or Building Property Management Officer depending on whether it is a leased building or another Council building.
1	Road reserve maintenance – responses to be prioritised	Infrastructure		No	Footpaths, drainage, river walls, bridges, roads, etc. Prioritise urgent situations and make safe.
1	Facilities maintenance & cleaning services	Infrastructure		No	Contracted services to be deferred where appropriate. Urgent reactive maintenance to be prioritised.
1	Infrastructure maintenance - responses to be prioritised	Infrastructure		No	Essential reactive maintenance only
1	Parks and Reserves - responses to be prioritised	Infrastructure		No	Hazard reduction and cleaning - reactive clearing of trees over roads, broken infrastructure or assets, public spaces safe and usable for public, reticulation systems and bores
1	Litter control (Biohazard / Hazardous)	Infrastructure / Enviro Health		No	
2	Accounts Payable, Accounts Receivable, Insurance, Investments, Rates	DCG / Finance / Governance	2	Yes	DCEO or Corporate Excellence & Compliance Officer to liaise with insurers for inquiries and advice. Any claims processed through Accounts Payable Officer. Accounts Payable EFT Requires 2 x Authorised Signatories.
2	Responses to Orders and Requisitions	Building	1	Yes	
2	Employee / Contractor inductions	HR/WHS	2	No	
2	Provide Technical / Building Legislative advice	Building	1	Yes	
2	Banking / receipting / funds management	Finance / Governance	1	Yes	
2	Library	Library Services	3	No	Digital services, Community hub, resources for people to remain occupied, home delivery book services, etc.
2	Record keeping, processing of mail, FOI & retrieval and distribution of archives	IDS	1	No	If these facilities are unavailable, outsource to Australia Post.
2	Special Council meetings	Executive / Governance	1	Yes	Governance & Council – includes statutory decisions, compliance, LG Act, Local Laws, authorisations, etc

Priority	Critical Activity	Business Unit	Minimum Staff	Work Remotely	Guidelines
3	Building approvals (including archive plan searches, customer service & lodging of applications)	Building	1	Yes	Work requiring site inspections. Monitor legislative requirements.
3	Development Approvals (Planning - including building, demolition & occupancy permits)	Building	1	Yes	Work requiring site inspections. Monitor legislative requirements.
3	Burials	Infrastructure / Governance	2	No	1. Cemetery applications and administration undertaken through Manager Governance 2. Principal Works Supervisor undertake operational requirements.

Appendix B: Time-critical Business Activities (by Directorate/Business Unit)

Sustainable Development Directorate

Priority	Critical Activity	Business Unit	Minimum Staff	Work remotely	Comments
1	Prioritised response to urgent building maintenance requests (safety)	Sustainable Development / Governance	1	No	Senior Project Officer or Building Property Management Officer depending on whether it is a leased building or another Council building.
1	Urgent Ranger-related requests – responses to be prioritised	Sustainable Development	2	No	Urgent Ranger-related requests such as Local Law enforcement, animal control, Emergency Management, Police support, bushfire control, camping, illegal burning etc. Parking staff can be re-deployed to compliment staff numbers
1	Set up the Eaton Recreation Centre as an emergency evacuation centre	Sustainable Development	2	No	1 Centre Supervisor & ERC Manager. Decision to open up the ERC as an Emergency Evacuation Centre to be approved by the CEO and communicated to relevant Council officers before set up commences in accordance with the adopted Plan.
1	Environmental Health – responses to be prioritised	Sustainable Development	2	No	Urgent EHO-related requests such as asbestos, pollution, contamination, food poisoning, pests, diseases, applications, Sharps removal, effluent and sewage etc.
2	Responses to Orders and Requisitions	Sustainable Development	1	Yes	
2	Provide Technical / Legislative Development advice	Sustainable Development	1	Yes	
2	Library	Sustainable Development	3	No	Digital services, Community hub, resources for people to remain occupied, home delivery book services, etc.
3	Building approvals (including archive plan searches, customer service & lodging of applications)	Sustainable Development	1	Yes	Work requiring site inspections. Monitor legislative requirements.
3	Development Approvals (Planning - including building, demolition & occupancy permits)	Sustainable Development	1	Yes	Work requiring site inspections. Monitor legislative requirements.

Infrastructure Directorate

Priority	Critical Activity	Business Unit	Minimum Staff	Work remotely	Comments
1	Traffic Management / Road Projects	Infrastructure	2	No	Assist Emergency Responders, road closures, approvals, events, building works and site safety.
1	Road reserve maintenance – responses to be prioritised	Infrastructure		No	Footpaths, drainage, river walls, bridges, roads, etc. Prioritise urgent situations and make safe.
1	Facilities maintenance & cleaning services	Infrastructure		No	Contracted services to be deferred where appropriate. Urgent reactive maintenance to be prioritised.
1	Infrastructure maintenance - responses to be prioritised	Infrastructure		No	Essential reactive maintenance only
1	Parks and Reserves - responses to be prioritised	Infrastructure		No	Hazard reduction and cleaning - reactive clearing of trees over roads, broken infrastructure or assets, public spaces safe and usable for public, reticulation systems and bores
1	Litter control (Biohazard / Hazardous)	Infrastructure / Enviro Health		No	
1	Contact all relevant contractors to confirm if they are affected by the incident.	Infrastructure	1	Yes	Contractors include waste, projects, & civil works. See 'Key Contact List'
3	Burials	Infrastructure	3	No	1. Cemetery applications and administration undertaken through Manager Governance 2. Principal Works Supervisor undertake operational requirements.

Executive Directorate

Priority	Critical Activity	Business Unit	Minimum Staff	Work remotely	Comments
1	Communications	Executive	2	Yes	Internal and external communication updates to staff, elected members, stakeholders and community, media liaison & official media releases, website, social media, etc) See: 'Key Contact List'
2	Special Council meetings	Executive / Governance	1	Yes	Governance & Council – includes statutory decisions, compliance, LG Act, Local Laws, authorisations, etc

Corporate & Governance Directorate

Priority	Critical Activity	Business Unit	Minimum Staff	Work remotely	Comments
1	Payroll	Corporate & Governance	2	Yes	1 Payroll Officer & 1 Manager. (Require manual paper timesheets input). Ensure Payroll Continuity where possible. Requires 2 x Authorised Signatories for Authorising EFT Payroll
1	Procurement	Corporate & Governance	2	Yes	1 Procurement Officer s & 1 Approving Officer
2	Accounts Payable, Accounts Receivable, Insurance, Investments, Rates	Corporate & Governance	2	Yes	DCEO or Corporate Excellence & Compliance Officer to liaise with insurers for inquiries and advice. Any claims processed through Accounts Payable Officer. Accounts Payable EFT Requires 2 x Authorised Signatories.
2	Banking / receipting / funds management	Corporate & Governance	1	Yes	
2	Cash Flow Requirements	Corporate & Governance	1	Yes	Ensure cash flow sustainable for Council operations.
3	Budget Reallocation and Expense Control	Corporate & Governance	1	Yes	Identify areas of Budget that may require significant increase expenditure or decreased expenditure.
1	WHS, accident investigation and incident reporting	Executive	1	Yes	Require incident reporting forms
1	Employee advice, welfare and support	Executive	2	Yes	See Employee's support & wellbeing requirements (see p22)
2	Employee / Contractor inductions	Executive	2	No	
2	Record keeping, processing of mail, FOI & retrieval and distribution of archives	Corporate & Governance	1	No	If these facilities are unavailable, outsource to Australia Post.
1	Information technology and communications	Corporate & Governance	3	Yes	Cloud services, operating systems, mainframe, core business applications, security, desktop and mobile device services, hardware and software, etc.
1	Customer Service	Corporate & Governance	4	Yes	Redirect main office numbers, set up new customer face-to-face office, post messages on Social Media, etc

Appendix C - Key Internal Contacts

General

Main Reception	9724 0000	Redirect to After-Hours Service
Main Email	records@dardanup.wa.gov.au	mail@dardanup.wa.gov.au

Executive

<i>Position</i>		<i>Name</i>	<i>Number</i>	<i>Recovery option</i>
Chief Executive Officer	CEO	André Schönfeldt	0427 930 524	Redirect to DCEO
Director Corporate & Governance	DC&G	Ms Natalie Hopkins	0427 776 076 0439 913 017 (Personal mobile)	Redirect to DI or DSD
Executive Assistant to CEO	PA CEO	Maddie Darch	9724 0306	Redirect to MHR
Personal Assistant – Director Corporate & Governance	PA DC&G	Rebecca Hobby	9724 0310	Redirect to MG
Director Infrastructure	DI	Theo Naude	0427 447 050	Redirect to MO / MA
Personal Assistant – Director Infrastructure	PA I	Stacey Patterson	9724 0304	Redirect to MG
Director Sustainable Development	DSD	Ashwin Nair	0438 930 761	Redirect to MRS
Personal Assistant – Director Sustainable Development	PA SD	Renee Thomson	9724 0335	Redirect to MG

Information Services

<i>Position</i>		<i>Name</i>	<i>Number</i>	<i>Recovery option</i>
Manager Information Services	MIS	Chris Murray	0407 700 550	Redirect to ITTL or BSTL
Information Technology Team Leader	ITTL	Thomas Shook	9724 0369 OR 0400 711 200	Redirect to MIS
Systems & Network Administrator	SSNA	Charle Xu	9724 0358	Redirect to ITTL
IT Help Desk Officer	IO	Brodie Hilder	0427 373 441	Redirect to ITTL
Business Solutions Team Leader	BSTL	Kieran O'Brien	9724 0334 OR 0428 738 254	Redirect MIS

Analyst Programmer	BSD	Phord Bluebelle	9724 0321	Redirect to BSTL
Business Solutions Officer	BSO	David Jewell	9724 0338	Redirect to BSTL
GIS & Data Analyst	GIS	Jun Huang	9724 0311 OR 0413 654 276	Redirect to BSTL
Cyber Security Administrator	CSA	Chris Maley	0407 447 779	Redirect to MIS

Governance

<i>Position</i>		<i>Name</i>	<i>Number</i>	<i>Recovery option</i>
Manager Governance	MG	Donna Bailye	0439 098 161	Redirect to CECO
Senior Governance Officer	SGO	Ella Rafferty / Krystal Harrison	9724 0328	Redirect to CECO
Corporate Excellence & Compliance Officer	CECO	Cindy Barbetti	9724 0375	Redirect to MG
Executive Support Officer	ESO	Brooke Sudbury	9724 0336	Redirect to MG

Human Resources

<i>Position</i>		<i>Name</i>	<i>Number</i>	<i>Recovery option</i>
Manager HR	MHR	Cathy Lee	0417 032 030 0488 388 386 [P]	Redirect to HRC
HR Coordinator	HRC	Teresa Partridge	9724 0362	Redirect to HRO
HR Officer	HRO	Jasmine Sillifant	9724 0351	Redirect to MHR

Development Services

<i>Position</i>		<i>Name</i>	<i>Number</i>	<i>Recovery option</i>
Manager Development Services	MDS	Patrick Hughes	0417 214 402	Redirect CERS or PBS
Coordinator Health Emergency & Ranger Services	CERS	Stephen Loiterton	0427 960 161	Redirect to Manager or Senior Ranger
Senior Ranger	SR	Murray Halden	0409 629 555	Redirect to another Ranger or to Coordinator
Ranger	RPSS	Paul Sydney-Smith	0427 836 132	Redirect to Senior Ranger
Ranger	RDL	Dean Jolly	0400 794 337	Redirect to Senior Ranger
Ranger – Duty Phone			0436 819 519	

Emergency Management Officer (P/T)	EMO	Vacant	0427 240 021	Redirect to Coordinator
Principal Environmental Health Officer	PEHO	Neil Nicholson	0427 240 092	Redirect to EHO or Coordinator
Environmental Health Officer	EHO	Caitlyn Roberts	0407 440 124 [†]	Redirect to PEHO
Principal Building Surveyor	PBS	Peter Jackson	0488 901 300	Redirect to MDS
Senior Planning Officer	SPO	Jan Strijdom	9724 0348	Redirect to PPO
Assistant Planning Officer	APO	Gabby Hayward	?	?
Senior Strategic Planning Officer	STPO	Suzanne Occhipinti	9724 0359	Redirect to DSD

[†] Note: Personal number – not to be disseminated

Operations

<i>Position</i>		<i>Name</i>	<i>Number</i>	<i>Recovery option</i>
Manager Operations	MO	André van der Merwe	0486 049 712	Redirect to PWS or PPES
Principal Works Supervisor	PWS	Michael Jeffery	0427 445 383	Redirect to MO or PPES
Principal Parks & Environment Supervisor	PPES	Nigel Lyon	0436 684 784	Redirect to MO or PWS

Assets

<i>Position</i>		<i>Name</i>	<i>Number</i>	<i>Recovery option</i>
Manager Assets	MA	Kristin McKeachie	0436 652 114	Redirect to DE
Development Engineer	DE	Andrew Coulson	0438 077 874	Redirect to MA
Manager Infrastructure, Planning & Design	MIPD	Nathan Ryder	0447 781 021	Redirect to PDE
Project Development Engineer	PDE	James Reilly	0418 284 212	Redirect to MIPD

Financial Services

<i>Position</i>		<i>Name</i>	<i>Number</i>	<i>Recovery option</i>
Manager Financial Services	MFS	Vacant		Redirect to Accountant
Accountant	AC	Ricky Depillo	0420 449 299	Redirect to Assistant Accountant
Assistant Accountant	AA	Tricia Richards / Katherine Kaurin	9724 0314	Redirect to Accountant

Finance Coordinator	FC	Amy Lawrence	9724 0326	Redirect to MFS
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Place and Community Development

<i>Position</i>		<i>Name</i>	<i>Number</i>	<i>Recovery option</i>
Manager Community Development	MCD	Melanie Ring	0486 049 712	Redirect to CLS
Coordinator Library Services	CL	Andrea Strapp	9724 0475	Redirect MPCD

Recreation Centre

<i>Position</i>		<i>Name</i>	<i>Number</i>	<i>Recovery option</i>
Manager Recreation Centre	MRC	Michael Gibbings	0400 711 200	Redirect to TLSV
Sports and Venue Team Leader	SVTL	Wills Pomare	0432 243 000	Redirect to MRC

Appendix D - Key External Contacts

Key Contacts / Organisations / Contractors to be Contacted	Contact
Alinta Gas	13 13 58
Building Commission	1300 489 099
City of Bunbury	9792 7000
Department of Biodiversity, Conservation & Attractions	9219 9000
Department of Communities	6217 6888
Department of Education	9264 4111
Department of Fire & Emergency Services	9395 9300
Department of Health	9289 1555
Department of Jobs, Tourism, Science & Innovation	9222 0555
Department of Local Government, Sport & Cultural Industries	6551 8700
Department of Mines, Industry Regulation & Safety	1300 136 237
Department of Planning, Lands & Heritage	6551 8002
Department of Primary Industries & Regional Development	9368 3333
Department of Transport	13 11 56
Department of Water and Environmental Regulation	6364 7000
Dial Before You Dig	1100
Landgate	9273 7373
Local Government Insurance Services WA (LGISWA)	9483 8888
Main Roads Western Australia	138 138
Office of Transport Security	1800 075 001
Police (Australind) – non emergency	9797 0222
Police, Fire, Ambulance	000
Public Transport Authority	9326 2000
Shire of Capel	9727 0222
Shire of Collie	9734 9000
Shire of Donnybrook	9780 4200
Shire of Harvey	9729 0300
State Heritage Office	6551 8002
Water Corporation	13 13 85
Western Australian Police	13 14 44
Western Power	13 13 51

Appendix E - Contractors

Service	Contractor	Contact	Number	2 nd contact
After Hours Phone Service	Insight Helpdesk	N/A	9328 0600	
Animal Management Facility	City of Bunbury Rangers	Duty Ranger	9792 7106	9792 7000
Asbestos Analysis	Chemistry Centre		9422 9800	
Banking	Commonwealth Bank (CBA)	Tanya Morris	0459 881 212	Tanya.Morris@cba.com.au
Biological Waste Disposal	Trans Pacific Cleanaway		0427 088 504	
Bitumen Supply & Repair (Contract Ends 30/6/18)	Malatesta Road Paving and Hotmix	Chris Sutton	0427 427 332	Kim Beard 0419 831 924
Building Security	Chubb		131 518	
Building Security Guard Patrols	Nightguard Security Service	Julie/Jo Birch	97913377	
Business Machines	Scope Business Systems		(08) 9245 9900	
Catering	Hooleys Catering		0422 161 849 (Hooleys)	
	The Merchant Café		0407 777 255 (The Merchant Cafe)	
Chemical Analysis	Chemistry Centre		9422 9800	
Chemical Waste Disposal	Tox Free Solutions		9439 2362	
Security company for Administration office, Dardanup Office, Depot, ERC and Library building	Cross Security	John and Tracey Cross	1300 552 276 Monitoring Centre	9728 0288
Couriers	Courier Australia		131 885	
Dardanup Equestrian Centre	President	Michael Dell-Agostino	0408 263 168	Jacky Ynema
Dog / Cat / Pet Food Provider	Coles Eaton Fair	Customer Service Staff	9724 3400	
	Woolworths Eaton Fair	Customer Service Staff	9724 2211	
Electrician-Air Conditioning	WA Mechanical Services P/L		6555 4909	
	Bunbury & Busselton Air		9726 0299	
Electrician-Buildings	Scope Electrical Contracting		0437 783 318	
	Electrical Experts		0499 909 485	
Employee Assistance Program	Access Wellbeing Services	Clive Elliott	9288 2233	1300 667 700
Fuel Supply	Caltex Ampol Australian		1300365 096	

Service	Contractor	Contact	Number	2 nd contact
Funeral Director/Services	William Barrett & Sons	Melody Hibberd	9722 5311	
Funeral Director/Services	Archer & Sons		9725 7811	
Gravel (Supply & Delivery) (Contract Ends 30/6/18)	Carbone Bros	Fred Carbone	0419 931 517	Lyn Scott 9726 1178
Hazardous Waste Disposal	Stanley Road Waste Facility		9797 2404	
Insurers	LGIS	David Wood	0409 024 457	9483 8828
Internet & WAN Services	TPG	Support	1300 799 735	
Internet Services (Secondary Link)	Westnet	Business Support	132 449	
I.T. Backups -	Frontline Services / DATTO	Support	Frontline 1300 612 552	DATTO 02 8015 6826
Managed Firewall	TPG	Support	1300 799 735	
I.T. Network Cabling/Fibre	Bunbury Telecom Service		08 9726 0099	
I.T. Server Hardware	DELL Pro Support	Server Option	1800 662 087	
I.T. Server Hardware – Nutanix (Dell Hardware)	DELL Pro Support	Storage Option	1800 662 087	
I.T. Server Hardware - Nutanix	Nutanix support		1800 285 799	
I.T. Software Microsoft Licensing	DATA 3	Sally Adams	08 9420 0518	
I.T. Synergy	IT Vision	Jo Arpjn	0424 841 700	
I.T. Vision		Helpdesk	1300 042 669	
Lawyer	McLeods		9383 3133	
Lone Worker System	SafeTCard Aust		07 4037 4800	
Mail	Australia Post		9237 5394	1300 365 772
Mechanic	Dardanup Garage & Service Station	Dave Morgan	9728 1012	0439 688 900
Mechanic	DAPCO Tyre & Auto Service	Belinda Dawson	9725 0877	
Mechanic	Geographe Ford		9780 0400	
Mechanic	Bunbury Toyota		9721 3644	
Mechanic	Bunbury Subaru		9780 7444	
Media Outlets – Newspaper	Omnicom Media		6280 2059	
Media Outlets – Newspaper	Bunbury Mail	Andrew Elstermann	9722 5555	
Media Outlets – Newspaper	SW Times / Bunbury Herald	Wayne Vitali	9780 0800	
Media Outlets - Radio	ABC Radio SW		9792 2711	

Service	Contractor	Contact	Number	2 nd contact
Media Outlets - Radio	Radiowest/Hit FM		9726 5555	
Microchip Databases	Central Animal Records	On-Call Staff	1800 333 202	Security Pin: 1353 (not for public information)
Microchip Databases	Australasian Animal Register (AAR)	On-Call Staff	02 9701 4006	Security Pin 08089724 (not for public information)
Mowing Of Council Reserves (Contract Ends 30/6/18)	Perfect Landscapes	Daniel Sissoev	0439 979 984	
Network Services	NEC	Justin Jones	6250 7900	Chris Kovaceski
Network Services	Ciphertel	Pawel Mgrauski	0438 410 003	
Network Switch Hardware	DELL Pro Support	Network Option	1800 662 087	
Newspaper Delivery	WA Newspapers Ltd		9482 3488	
Pest Control	Western Allpest Services		0438 994 494	9726 2550
Phone - Incoming Lines Faults	Telstra Faults		1800 730 053	
Phone System Shoretel	Bunbury Telecom Service	Gordon Morrison	0499 077 803	08 9721 6622
Phone System Shoretel	Shoretel Support		1800 258 533	02 9959 8080
Plumbing	G&RP Brookes Plumbing		9721 4218	0418 932 658
Plumbing	Boyles Plumbing and Gas		0418 411 286	
Plumbing	RMC Plumbing Services		0429 427 889	
Records Storage	Grace Information and Records Management	Donald	9791 9179	
Records Management Software	RecordPoint		(02) 9078 8250	
Rehoming Group – Dog/Cat	South West Animal Rescue	Co-ordinator	gdee@bigpond.com	0424 139 284
Rehoming Group - Dog	Save Animals from Euthanasia	Co-ordinator	safebunburydogs@live.com	0435 041 093
Rehoming Group - Cat	Save Animals from Euthanasia	Co-ordinator	safebunburycats@live.com	0435 041 093
RSPCA			1300 2783 589	9209 9300
Sharps Containers & Disposal	South West Population Health Unit	Amanda Whittle	9781 2350	
Sharps Containers & Disposal	Naturaliste Hygiene		0409 294 659	
Stationery	Office works		9792 1600	
Stationary	Winc Australia		9721 9322	
Telecommunications	Telstra Business	Jonathon Thornton	9726 7324	6224 5605

Service	Contractor	Contact	Number	2 nd contact
Tyres	Australind Tyre Service	9725 9111		
	DAPCO Tyre & Auto Service	Belinda Dawson	9725 0877	
VBFB Call Out SMS System	Qmani	On-Call Staff	Email: Qmani.com Password Required	03 9855 2013
Vehicle Towing	Blues Towing Service		0417 279 483	9721 9483
Vehicle Towing	Dardanup Towing	Craig	0429 688 900	
Vet - Eaton Pet Vet	Veterinary Surgeon	Kerry Wallis	9725 2008	0411 538 332
Vet - Eaton Vet Clinic	Veterinary Surgeon	Braden Collins	9725 0399	Joe Cockerill
Vet - Dardanup Vet Clinic	Veterinary Surgeon	Liz Suter	9728 0132	
Waste – Disposal Of Domestic Waste & Recycling (Contract Ends 30/6/18 & 30/6/19)	Veolia Recycling and Recovery			
Water Sampling Equipment	PathWest		9346 3280	
Web Hosting	Market Creations			
Web Hosting	NEC	Justin Jones	6250 7900	Chris Kovaceski
Web Hosting	Zoodata	Robyn Hukin	9485 0725	Andrew Hukin
Web Hosting	Tech 1	Luke Handcock	6436 2402	
Web Hosting	Bunbury Telecom		9726 0088	
Web Hosting	Ciphertel (I.T.)	Pawel Mrugalski	9791 5226	
Wildcare Helpline (DPAW)			9794 9055	

Appendix F - Resources

Vital Resources

Item	Item
Drainage Plans (Shire Spatial)	Infringement books
State Law Publisher Legislation	Local laws / Acts / Reg's file
Depot key / alarm codes	Contractor Induction List and Process
Planning & Building applications	Shire building plans
Approvals issued	Sewer / septic areas
Council meeting & agenda templates	Insurance Policies
Impound file	Mosquito control file
Employee timesheets	TMP, daily diaries
Password database (Enterprise Vault)	Subdivision referrals
EH Crisis handbook	I.T. DR Plan and Cyber Incident Response Plan
Emergency Management Plans - Local Emergency Management Arrangements - Local Recovery Plan - Local Emergency Relief and Support Plan - Local Evacuation Support Plan - Local Bushfire Response Plan - Animal Support Welfare Plan - Bushfire Risk Management Plan - Memorandum of Understanding for Provision of Mutual Aid during emergencies and Post Incident Recovery	Council Plans - Public Health Plan - Community Safety and Crime Prevention Plan - Disability Access & Inclusion Plan - SoD Record Keeping Plan (RKP) - SoD Risk Management Governance Framework

Information

Fact sheets and other information resources

LGIS Commercial Crime and Cybersecurity fact-sheet

[https://lgiswa.com.au/documentlibrary/documentnew/publicindex?documentId=251&fileName=Commercial Crime and Cyber Protection.pdf&libraryGuid=892c2b10-8544-411b-9e4e-0f6ae08c214a](https://lgiswa.com.au/documentlibrary/documentnew/publicindex?documentId=251&fileName=Commercial%20Crime%20and%20Cyber%20Protection.pdf&libraryGuid=892c2b10-8544-411b-9e4e-0f6ae08c214a)

Chubb. How to Report a Cyber Incident

<https://www.chubb.com/au-en/business/how-to-report-a-cyber-incident.html>

Other Resources

Infrastructure, Plant and Equipment

Asbestos investigation kit	Trailer-mounted generator
Banking Security Tokens (x4)	Fuel
Purchasing Cards: Credit Cards (1 x Active) Debit Cards (2 x Active) Fuel Cards	
Bulletin board	Mobile phone chargers
Dog / Cat cages	Animal pound food & water
Eftpos/Cash	Manual credit card machine & forms
Notifiable Disease Investigation Kit	Event equipment
Food poisoning investigation kit	Two-way with Base Station
Mosquito Control Equipment	Sand, blue metal, limestone, asphalt
Network & server Infrastructure	Noise monitoring equipment
Rat baits / traps	Padlocks
Reserve electrical power supply	Emergency kits
Safe	PPE Kits (vehicles/lab)
SAT Phones	Car mobile chargers
Spare batteries and chargers for radios	Environmental Health Emergencies Kit & Shire of Dardanup Master Key
Telephony Infrastructure	Sharps Containers
Tools / Pumps / PPE / Consumables	DELL 4032F 10G Switch x2 + Stacking Cables
Truck and Vehicle Driver Keys	DELL 2048P 1G Switch x 1
White Board & Markers	Nutanix Cluster (4 Nodes)
Fortinet firewall	
Appassure DL4000 Recovery node	UPS APC 3kw + Battery Bank (x2)
10G Twinax Connectors 2M (x8)	Ethernet Patch Leads 1M, 2M, 3M, 5M, 10M (48 ea)
Appassure DL4000 Recovery node (x1)	LC-LC MultiMode Patch Leads 2M, 3M, 5M (24 ea)
Server Rack 48RU 1100mm Deep (x1)	Mobile data services
Server Power distribution Unit 48RU (x2)	Server Power Cables 2M C13-C14 (x24)
Server Power Cables 3M C19-C20 (x6)	10G SFP + Multimode Nutanix Adapters (x8)
1G SFP Multimode Adapters (x6)	Ross terminated 8-core Multimode LC-LC Fibre 150M

Other Resources

	Priority	Delegated to:
Animal poles for Rangers		
Bulletin board		
Car Mobile Chargers		
Coffee & tea		
Dog / Cat cages		
Eftpos/Cash		
Emergency Management Arrangements (also available from other LG's)		
Environmental Health sample equipment		
Fuel		
Manual Timesheets		
Purchase Orders (generated within ERP System only)		
Mobile phone chargers		
Office safe		
Pens, paper & stationery		
Signage (roads, etc)		
White board & markers		

Appendix H - Activities and Events

Compliance Calendar

Refer to the Shire of Dardanup Compliance Calendar for key due dates of statutory obligations. The calendar is maintained by the Corporate Excellence & Compliance Officer and reinforces the function of the Compliance Annual Return (CAR), and in supporting Shire staff with meeting their compliance and integrity management.

Major events

Bull and Barrell

Spring Out Festival

Public Holidays

Month	Recurring Activity
January	New Year's Day and Australia Day public holidays.
March	Labour Day Public Holiday (WA: first Monday in March).
March/Apr	Good Friday and Easter Monday Public Holidays.
April	ANZAC Day Public Holiday
June	Western Australia Day (formerly Foundation Day) – typically the first Monday in June.
September	King's Birthday Public Holiday (typically the last Monday of September)
November	Melbourne Cup Day (held on the first Tuesday of November).
December	Christmas Day and Boxing Day Public Holidays.

Appendix I – Communications Guidelines

Spokesperson

Only an authorised spokesperson may speak to the media (Only the Shire President unless the Shire President authorises the CEO and/or Communications Officer).

Communications Team responsibilities

Primary	Deputy	Role / Responsibility
Shire President / CEO	Deputy Shire President / Deputy CEO	- Works with Management Team / Council, to issue statements to the media. - Serves as lead representative at press conferences with assistance as required. - Approves all publicly disseminated information. - Identifies spokespersons if required.
		- Works in close liaison with the spokesperson to ensure message accuracy and delivery. - Assists with media relations.
		- Provides legal advice on communications strategies. - Provides legal advice on messaging to victim(s), family members, media, etc. - Approves messages before release.

Press Release

New York Mayor Rudy Giuliani's format for providing 9/11 disaster information is given as an example of best practice:

- this is what we know (& this is who is impacted)
- this is what we don't know
- this is what we are doing
- this is what we want you to do

A sample format for a press release is:

On (insert day and date) at approximately (insert time) the Shire of Dardanup experienced a business interruption event (describe event • this is what we know, • this is what we don't know, etc, as above). See 'Notification Chart' below for Likely questions from Stakeholders and 'Message Mapping' below for a template.

Prompts

Verify the Incident	
WHAT happened? WHAT is impacted?	
WHERE did it happen?	
WHEN did this happen?	
WHO is involved? WHO is impacted?	
HOW did it happen?	
WHY did it happen?	
WHAT is currently being Completed?	

When collecting information, it is important to consider the following:

- Have all the facts been obtained (to the best of your knowledge)?
- What other information is needed?
- Have the details of the situation been confirmed?
- Are the information sources credible?
- Is the information consistent from several sources?
- Other?

Stakeholders

Stakeholder	Organisational Context	Likely Questions
Employees	- Organisational impact of event - Continuing operational capability - Alternate work arrangements	- What has happened and why? - What will happen in the immediate future? - Where is assistance available? - Where should we go? - What should we do? - How do we do it? - What are we allowed to say? - Will I get paid? - Is my job safe? - When do I come back to work?
Family / Next of kin	- Immediately - The extent of the event - Names of individuals involved and injuries - Access to counseling services	- What has happened? - Who are they staff members involved and are they safe? - What do we do now? Or later? - How could it happen? - Who is to blame?
Board / Council / Committee	- Impact on local Communities / customers - Timeline to normal capability and capacity	- What has happened and why? - What is being done to fix it? - What are the impacts on local communities / customers and how are these being managed? - When will normal capability and capacity be restored?
Auditors / Shareholders	- The nature of the event - Immediate impacts on operational capability - Expected recovery performance	- Immediate impacts on sales, profits, cash flow? - Financial and brand/image impacts, short term viability etc? - Longer term impacts on organisation? - Asset valuation changes? - What is being done to prevent it from happening again?
Local Community	- Immediately - That an event has occurred - Safety concerns for the local area	- What has happened? - Is it safe? - Could it happen again? - What is being done to ensure that it does not happen again?

Stakeholder	Organisational Context	Likely Questions
Customers	• That an event has occurred • Impact on service/product delivery • Alternate delivery arrangements •	• What is the impact on product/service quality? • How will delivery be affected? • How will contractual conditions be affected? • Will the organisation be able to continue? • What compensation will be made available? • What other alternate sources of the product/service exist? • What is the customer's relative priority/ importance to the organisation?
Suppliers	• That the event has occurred • Changes in supply requirements • Alternate arrangements for receipt of supplies • Alternate arrangements for accounts payable	• Will my bills be paid? • Changes to supply requirements? • How long will inventory be required to be held for? • Capacity for changed pricing? • Likely duration of supply changes? • Compensation available under contractual conditions?
Regulators	• That the event has occurred and how • How it will be fixed • How it will be prevented from happening again	• What has happened? • How did it happen? • What is being done to fix it? • What is being done to prevent it happening again? • What are the compliance / capability / performance of other related areas? • Are all relevant rules and regulations being adhered to?
Media	• That an event has occurred • Factual. Only what is known. No assumptions • What measures are being put in place	• What has happened and how? • Who is to blame? • Can it happen again? • What similar events have happened previously?



Appendix J - Event Log

Date	Time	Information / Decision / Action	Requested by	Referred to	Time completed	Initials
End of page.....of.....pages						

Appendix L – IMT Agenda Template



Business Continuity & (Insert Event)

(Insert Date)

(Insert Time)

A G E N D A

1. IMT Attendees/Apologies:

- 1.1 Attendance
- 1.2 Apologies
- 1.3 Appoint Incident Team Leader

2. Meeting Purpose:

The purpose of the meeting is to discuss and agree on how the Shire will manage its critical business activities while ensuring the safety and wellbeing of its employees, volunteers and community. Please note this first meeting is not aimed at responding to the emergency on a broader scale, but should be specific to the Shire's operations and how to ensure business continuity.

3. Background:

(Insert brief information on event) This should include:

- 3.1 What has happened / is happening?
- 3.2 What do we know about it?
- 3.3 What more would we like to know about it?
- 3.4 What is being done about it by other agencies?
- 3.5 Are there any directions from State or Federal Government requiring us to do certain things?

- 3.6 Situation Assessment (This is what we know, this is what we don't know, this is what we need to do, this is what we are doing)

4. Objectives:

To support the safety and wellbeing of staff;

To ensure business continuity of the Shire of Dardanup critical activities;

To support the needs of Shire of Dardanup community.

4.1 (Insert Objectives – what is the desired realistic outcome?)

4.2 etc..

5. Items for Discussion

5.1 Leadership Roles & Responsibilities

5.2 Support Staff Roles & Responsibilities

5.3 Employee Support & Wellbeing Requirements

5.4 Critical Activities – Corporate Services & Governance

5.4.1 Finance

5.4.2 Procurement

5.4.3 Governance & Risk

5.4.4 HR Services

5.4.5 Information Services

5.5 Critical Activities – Infrastructure

5.5.1 Assets

5.5.2 Operations

5.5.3 Parks & Environment

5.5.4 Works

5.5.5 Planning & Design

5.6 Critical Activities – Sustainable Development

5.6.1 Planning

5.6.2 Building

5.6.3 Emergency & Ranger Services (including volunteers)

5.6.4 Health

5.6.5 Community

5.6.6 Library

5.6.7 Eaton Recreation Centre

5.7 Media Management

5.8 Fatigue Management Plans

6. Next Meeting

The next meeting of the IMT will be held (Insert Time & Date) at (Insert Location).

SHIRE OF DARDANUP

MINUTES FOR THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 12TH MARCH 2025, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, declared the meeting open at 7:02pm welcomed those in attendance and referred to the Disclaimer 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 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 Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DCFCO (South) / FCO Waterloo District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Jeff Duncombe	-	FCO Joshua/Crooked Brook District
Mr Russel Harvie	-	FCO Wellington Mill District
Mr Alan Charlton	-	Fire Weather Officer
Mr. Ricky Southgate	-	Department of Fire & Emergency Services
Cr. T Gardiner	-	Elected Member (Chairperson)
Cr. A Jenour	-	Elected Member
Cr. T Bell	-	Elected Member (Proxy)

Staff Members

Mr Ashwin Nair	-	Director Sustainable Development
Mr Stephen Loiterton	-	Coordinator – Ranger & Emergency Services
Mr Paul Sydney-Smith	-	Senior Ranger
Mrs Donna Bailye	-	Manager Governance
Mrs Renée Thomson	-	PA to Director Sustainable Development

Observers

Mr. Keith Hynam	Capt. Wellington Mill BFB
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2.2 Apologies

Mr. Brendon Putt	FCO Dardanup Central District (Deputy Chair Person)
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3. PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Bushfire Advisory Committee Meeting Held 9th of October 2024

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION

BFAC 01-25 MOVED - Mr. Chris Hynes SECONDED - Cr. Tyrell Gardiner

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 9th October 2024, be confirmed as true and correct subject to no corrections.

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. DECLARATION OF INTEREST

“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.”

None

7. ACTION SHEET UPDATE

No actions outstanding.

8 REPORTS OF OFFICERS AND COMMITTEES**8.1** Title: Update Report from Chief Bush Fire Control Officer

Reporting Department CBFCO - Dardanup

Reporting Officer Mr Chris Hynes

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

No Report Submitted.

Item/s For BFAC Discussion.

Discussion:

Chief Bush Fire Control Officer Mr Chris Hynes advised the committee that it has been a busy period. Issues arising have been addressed at the Leadership meeting with the Shire. Mr Hynes reported a number of fires outside our area including a big fire within the Shire along with concerns with an arsonist which are now in hand. Mr Hynes highlighted the importance of reporting any information you see or hear.

8.2 Title: Department of Biodiversity, Conservation & Attractions – Officer Report

Reporting Department Department of Biodiversity, Conservation and Attractions

Reporting Officer Mr Jewell Crossberg

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

No Report provided.

Item/s For BFAC Discussion - None.

8.3 Title: Department of Fire & Emergency Services (DFES) – Mr Ricky Southgate

Reporting Department

DFES

Reporting Officer

Mr Ricky Southgate

*(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)***Activity Report Since Last BFAC Meeting**

No Report provided.

Item/s For BFAC Discussion

Note: Department of Fire & Emergency Services, Mr Ricky Southgate read allowed the following report to the Committee:

Fire Season 24/25

We continue to sit in very dry conditions with the SDI still sitting at 1900 in Harvey and 2000 in Collie with a strong likelihood of dry conditions like the 23/24 season, with the season extending till July. We have had a very busy and consistent season across the Southwest and the Department acknowledges and thanks every volunteer and Shire of Dardanup staff member that has aided across the Southwest. The professionalism, organisation and effective response has seen fires controlled effectively. The DFES regional office has made application for the High threat period response protocols to be extended including the extension of Aircraft resources.

Training

The DFES Southwest region has emailed the 2025 training calendar, please make sure this has been emailed to all members, and they are aware of the application process through Eacademy for additional training requirements.

Brigade training Nights

I would like to congratulate all the Shire brigades on the work to facilitate brigade level training. The uptake of training has been well received and as always, I am happy to attend brigade training nights to support and assist as required.

High Season Fleet

The Shire of Dardanup have a high season fleet 2.4 and have crewed this extensively this fire season supporting fires within and outside the Shire of Dardanup. This work from Shire of Dardanup crews has been extensive and extremely appreciated by the Department and surrounding LGA.

Lessons from recent burn over

This fire season has seen an unfortunate accident involving a burn over in a local Shire and fortunately the crew had minor injuries due to the training and actions of the crew. Its import we always conduct burn over training preseason and ensure we capture the small detail items to prevent serious injury including

Don PPE before turning out

Ensure the vehicle windows and doors are closed
Always conduct LACES
Check communications before entering fire ground
Always have a safe zone identified and communicated

Discussion:

Mr. Ricky Southgate, expressed his gratitude for everyone's help and acknowledged professional Leadersip in the Brigades. Discission continued regarding the efficiency of the AVL system, FCO's and crews encouraged to use AVL. Mr Southgate assured the Committee that "the button works and is the first call to action".

Mr. Chris Hynes supported Mr Southgates comments and again reiterated to the Committee the importance of being prepared before rolling out.

FCO Burekup District, Mr Clay Rose agreed with Mr Hynes comments and highlighted the importance of preparation prior to entering the fire gounds. Key number one is to be ready to go before watching and waiting.

8.4 Title: Burekup District Fire Control Officer Report – Mr Clay Rose

Reporting Department Burekup BFB
Reporting Officer Mr Clay Rose - FCO

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	28-11-24 – Rolands 29-11-24 – Dowdells Line 02-01-25 – Yarloop 07-01-25 – Wagerup 18-01-25 – Giumelli Road 26-01-25 – Dowdells Line 04-02-25 – Bunbury 16-02-25 - Waterloo
<i>Appliance and Equipment</i>	Good condition (intermittent issue with four wheel drive selector solenoid)
<i>Training</i>	Training : monthly training continues.
<i>Meetings Held</i>	Committee meeting 3-12-25
<i>Membership – Recruitment/Resignation</i>	One resignation.
<i>Concerns</i>	Proposed closure of car park / turn area eastern end Collie River Road will affect turning of emergency service vehicles, discussion with Shire & landowner ongoing.
<i>Initiatives</i>	Brigades attended Shire “ Summer in the park “ event Burekup Oval in December & Santa lollie run Christmas Eve.
<i>Other News</i>	Planning Tyndale farm escape route & general reconnoiter for Harvey & Dardanup BFB leadership group.

Item/s For BFAC Discussion*Discussion:*

Mr. Clay Rose FCO Burekup District informed the committee that Harvey Water would be turning the water off for maintenance from the property next door to his through to Dardanup on Sunday 16th March 2025.

8.5 Title: Dardanup Central District Fire Control Officer Report – Mr Brendan Putt

Reporting Department Dardanup Central BFB
Reporting Officer Mr Brendan Putt

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	14 calls over the summer period, we have been able to provide crews for all requests with support from Dardanup West members, sharing crews has been a great initiative.
<i>Appliance and Equipment</i>	Appliance in good working order, repairs to auxiliary pump completed at Collie fire recently.
<i>Training</i>	Currently every two weeks.
<i>Meetings Held</i>	Two brigade meetings
<i>Membership – Recruitment/Resignation</i>	Although good membership, not all have completed aims induction, plus shire induction despite a lot of contacting members, and providing training nights.
<i>Concerns</i>	-
<i>Initiatives</i>	Monthly social meets to encourage membership.
<i>Other News</i>	Dardanup Cadets Meeting is set with plans for upcoming season already underway. Program has a lot to offer all young people of the Dardanup shire between 12 and 16 years of age.

Item/s For BFAC Discussion

1. Item One – Bush Fire Brigade Work Instructions Book

Recently I requested guidance from the Shire in regards to breeches of Shire Code of Conduct, and failure to follow DFES guidelines for safe operating procedure.

I had to follow the existing draft which is not signed off on as pointed out by Chris Hynes, I understand this is under review? I would request that guidance be given to all brigades regarding procedure to follow regarding membership termination, I refer to email sent 5 February to brigade mailbox requesting guidance from the shire.

I would also request this document be revised asap to avoid difficult situations.

Officer Comment

Due to a change in staff, the work towards a BFB Handbook had been delayed. The new Emergency Management Officer will, now that the fire season is winding down, work with brigades to progress the Handbook towards completion.

The Shire's Human Resources staff have advised that managing an incident such as that explained above would be per the Shire's policy and procedure for handling grievances. The BFB Handbook will

incorporate these references. Officers are also looking into the potential of having workshops with the brigades facilitated by an independent facilitator on dealing with grievances, conflict and conduct.

8.6

Title: Ferguson Fire Control Officer Report – Mr Lyndon Skeers

Reporting Department

Ferguson BFB

Reporting Officer

Mr Lyndon Skeers

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	6 (including deployment to Busselton)
<i>Appliance and Equipment</i>	• Still awaiting repairs to external light that was damaged during electrical fault last year. • Still awaiting stand pump repairs. • Light Tanker serviced in January. We request future services be completed prior to the start of the fire season. In the case of the Ferguson Brigade we are without any type of appliance and cannot attend fires in our district during the service period. • More noticed to be given before trucks are taken.
<i>Training</i>	Fortnightly training is ongoing. We are encouraging members to enroll in courses from the Regional Training Calendar.
<i>Meetings Held</i>	Christmas party held in December, plus 'lolly run' for local children (thanks to Dardanup Central for the use of their truck).
<i>Membership – Recruitment/Resignation</i>	Nil
<i>Concerns</i>	The Brigade email is receiving very few emails. We request that the fergusonbfb@gmail.com email be included in correspondence where possible to ensure that information communicated to individual members is not overlooked. This email is accessed by our FCO, Captain, Secretary/Treasurer.
<i>Initiatives</i>	• Our community has set up an incorporated body to make it easier to apply for external grants. • Our recycling shed donated by ATCO has been completed by members and other small donations.
<i>Other News</i>	-

Item/s For BFAC Discussion

1. Item One – Fuel Cards

We continue to travel long distances to utilise the Ampol card and on some occasions also travel to a second fuel station if the initial one is not operational. A multiple option card would be more efficient, especially for the brigades further out of town. We have brought this up in the past and were advised that it may affect the Shires purchasing power. Has this been confirmed? If we have the option to change the cards we believe that <https://www.wexinc.com/motorpass>, <https://www.fleetcard.com.au/> or similar would work, or perhaps two or three fuel cards to different suppliers to enable us to use different stations.

2. Item Two – Building Works

There have been large gaps in communication to us regarding the progress of the shed upgrades. We have been advised that progress must be made by 30th June to keep the funding that has been allocated. We request that this be made a priority and that the Ferguson Brigade is kept up to date and involved in the process.

Officer Comment

The Shire will revisit the arrangements to see if there is another option. The issuing of WEX Motorpass Fuel Cards has been investigated previously and was not suitable at that time.

The building works at Ferguson Station are funded by an Asset Management Fund grant. Unfortunately, the grant is insufficient to cover the cost of the proposed works. There have been delays in obtaining advice from the grantor on how this problem may be rectified. Very recently, advice that there is no avenue for additional AMF funds, however, an extension of time to end of December has been granted, as long as works begin by the end of June to provide the Shire time in conjunction with the brigade to explore options.

The two main options going forward are to reduce the scope of works, or partially build according to the current scope. In both cases additional funding will be sought through the Local Government Grant Scheme.

Discussion:

FCO Ferguson BFB, Mr Lyndon Skeers thought there would be more discussion, he acknowledged there is funding issues but was disappointed they had not seen any plans and requested they be kept in the loop.

Director of Sustainable Development, Mr Ashwin Nair acknowledged the brigades frustration and agreed to investigating obtaining fuel cards that will allow use at all fuel stations.

In regards to the upgrades Mr Nair also advised that discussions with the brigades will be undertaken regarding the works and apologised for any gaps in communication.

8.7 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Jeff Duncombe

Reporting Department Joshua Creek / Crooked Brook BFB
Reporting Officer Mr Jeff Duncombe

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	5
<i>Appliance and Equipment</i>	Serviced – Needs low water alarm fuse holder in LT
<i>Training</i>	Commenced and joint training with Upper Ferguson
<i>Meetings Held</i>	2 meetings held
<i>Membership – Recruitment/Resignation</i>	-
<i>Concerns</i>	-
<i>Initiatives</i>	Washing machine installed and shed improvements
<i>Other News</i>	-

Item/s For BFAC Discussion - None.

8.8 Title: Upper Ferguson District Fire Control Officer Report – Mr Ryan Gibbs

Reporting Department Upper Ferguson BFB

Reporting Officer Mr Ryan Gibbs - Captain

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	1 on 6/12/24
<i>Appliance and Equipment</i>	No Issues – appliance serviced and operational
<i>Training</i>	In combo with JCB fortnightly outside holiday period
<i>Meetings Held</i>	-
<i>Membership – Recruitment/Resignation</i>	Stable. All inductions up to date
<i>Concerns</i>	-
<i>Initiatives</i>	Compiling maps with water points and access to land holdings in our area.
<i>Other News</i>	-

Item/s For BFAC Discussion - None.

8.9

Title: Waterloo District Fire Control Officer Report – Mr Rob Drennan

Reporting Department

Waterloo BFB

Reporting Officer

Mr Rob Drennan

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	19 call-outs with a total of 99 crew member positions filled and 64 hours on fire ground.
<i>Appliance and Equipment</i>	New Waterloo LT delivered and working well. Waterloo 3.4 reversing camera not working.
<i>Training</i>	-
<i>Meetings Held</i>	-
<i>Membership – Recruitment/Resignation</i>	-
<i>Concerns</i>	Outer Bunbury area. The total inactivity of any mitigation procedures in this area is of great concern. East of Willinger drive, in the Dardanup shire and West of the Bunbury airport going through to College grove.
<i>Initiatives</i>	-
<i>Other News</i>	-

Item/s For BFAC Discussion*Discussion:*

FCO Waterloo District, Mr Rob Drennan brought attention to the contributing weeds at the back of College Grove regarding the Prison fire. Mr Drennan advised that the large amount of fuel load in the area is dangerous, with no control burning been undertaken this pre-season Mr Drennan was concerned that Bunbury was unable to undertake the required works and suggested that the Department might need to take the lead and step up.

Chairperson Cr. Tyrell Gardiner stated that east of Willinger Drive is in our Shire. Mr. Ricky Southgate, DFES responded, acknowledging that the area has been identified, with portions of the area are being transitioned into regional park with DBCA and treatments are being scheduled. Mr Southgate advised that the Department has offered to facilitate controlled burning, and that the matter has been noted, and the works will be undertaken.

Note: CBFCO, Mr Chris Hynes left the meeting at 7:18pm and returned at 7:18pm

8.10 Title: Wellington Mill District Fire Control Officer Report – Mr Russell Harvie

Reporting Department Wellington Mill BFB
Reporting Officer Mr Russell Harvie

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	Nil activity Supported Davenport fire
<i>Appliance and Equipment</i>	Serviced
<i>Training</i>	4 sessions – radio, burnover, foam, power pole scenario
<i>Meetings Held</i>	4
<i>Membership – Recruitment/Resignation</i>	3 new members awaiting PPE 4 awaiting training
<i>Concerns</i>	-
<i>Initiatives</i>	-
<i>Other News</i>	-

Item/s For BFAC Discussion

1. Item One – Provision of Training
2. Item Two – BART Usage

Discussion:

FCO – Wellington Mill District, Mr Russell Harvie highlighted that the support given by the Shire for the recent control burn was good but they will need to review traffic management for control burn, cost is prohibiting. South Road is being looked at for next season as it is dangerous.

Further discussion stated BART Calls have been sorted. Review of training provisions is in need as there are people waiting to do training. Mr Harvie advised that we need a smarter approach to be able to service training needs and requests at the time people put their hands up. Mr. Ricky Southgate suggested combining training options in the future. Mr. Chris Hynes confirmed that BART messaging in regards to training should not be sent between the hours of 7am – 7pm.

8.11 Title: West Dardanup District Fire Control Officer Report – Mr Neil Dyer

Reporting Department West Dardanup BFB
Reporting Officer Mr Neil Dyer

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	26 callouts within the period
<i>Appliance and Equipment</i>	Have had a seasonal 2.4 and our 1.4 available for this season. The Seasonal unit has been used by other brigades during its time with us when we were unable to provide a crew.
<i>Training</i>	training has continued throughout this quarter and thanks to Shayne and the training team for their efforts in providing interesting and informative training sessions for members.
<i>Meetings Held</i>	Brigade has been holding regular meetings with the executive to ensure the smooth running of the brigade.
<i>Membership – Recruitment/Resignation</i>	We have had a couple of members leave the brigade as they have relocated out of the area however we have also had more new members join which has ensured we have maintained our operational capacity
<i>Concerns</i>	-
<i>Initiatives</i>	-
<i>Other News</i>	-

Item/s For BFAC Discussion - None.

8.12 Title: Coordinator Emergency & Ranger Services Report – Mr Stephen Loiterton

Reporting Department

Shire of Dardanup

Reporting Officer

Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Bushfire Risk Management Plan

The Shire's current Bushfire Risk Management Plan 2019-2024 was endorsed by council on 6 November 2019. The plan is due for review by end of May.

The Shire has reviewed the plan and made a number of amendments, including transforming the plan to conform to the latest template. This draft was submitted to the Officer of Bushfire Risk Management for initial comments. These comments have been received.

The current draft of the plan is attached (Appendix BFAC: 8.12). Could comments be made asap.

The final draft is to be submitted to the Office of Bushfire Risk Management in mid-April.

The plan will be put to the Local Emergency Management Meeting of 8 May for endorsement, and thence to Ordinary Council Meeting of 22 May for final approval.

Discussion:

Coordinator – Health, Emergency and Ranger Services, Mr Stephen Loiterton spoke to the report and requested that the committee forward any comments and requested they be submitted by the end of the month.

Fire Prevention Order – Potential amendment

Any revisions to the Fire Prevention Order in preparation for the next fire season will go to the June meeting of the committee for endorsement.

A request has been submitted to the Shire to amend the Order.

I am concerned about the Shire of Dardanup 2024 -2025 Fire Prevention order

In particular where it relates to Small holdings

Within that order it states that a firebreak must be installed immediately inside and along all property boundaries, 2 metres in width and 4 metres in height.

My concern is that based on the wording of the order a property that has garden beds, lawn or manicured scrubs on any perimeter regardless if the area is irrigated or not is treated the same as unkempt scrub or bush and is to be cleared of all trees, bushes, grasses and any other object or thing which may be flammable, leaving a surface of bare mineral earth.

The order gives no provision for property improvement or beautification and significantly impacts on property owners efforts to improve the overall property both in general improvement and value.

Whilst nothing is effectively fire proof irrigated lawns, gardens, and manicured scrubs offer far less a fire risk than non irrigated unkempt scrubs. With this in mind I believe consideration should be given to modify this and future fire prevention orders for small holdings to include the following wording

Firebreaks are NOT required on irrigated portions of land that is being actively and regularly irrigated throughout the entire restricted and prohibited burning periods.

I note there is a BFAC meeting in March 2025, I am happy to attend this meeting to discuss my concerns to achieve a positive outcome

I have discussed this issue with other community members and they have similar concerns and are supportive of this letter

I look forward to your response

Discussion:

General discussion took place regarding the request to amend the order for firebreaks on regularly irrigated lawns in comparison to non irrigated and unkept areas. Further discussion to take place and to be workshoped before the next Bush Fire Advisory Committee meeting in June. The Committee agreed to carry out a meeting to workshop the matter.

Mitigation Activity Fund

The Shire of Dardanup has been granted \$242,350 to assist in undertaking 27 bushfire mitigation activities. Mitigation activities include mechanical treatments to reduce fuel levels, the creation of firebreaks and planned burns.

Table of Approved Treatments

Mechanical works	Gavins Gully, West Dardanup	Completed
25975 Mechanical works	Maquire Place, Dardanup West	Completed
27010 Planned burn	Marri Reserve, Tulip Grove Eaton	Not commenced
27011 Chemical works	Marri Reserve, Millard St, Eaton	Not commenced
27012 Mechanical works	Reserve, Hale Street, Eaton	Completed
27013 Mechanical works	Reserve, Charterhouse Street, Eaton	Completed
27014 Mechanical works	Reserve, Charterhouse Street, Eaton	Completed
27027 Fire access way	Millar Creek Reserve, Hazelgrove Cr, Millbridge	In progress
27037 Mechanical Works	Millars Creek Reserve, Primrose Vista, Millbridge	Completed
27038 Mechanical works	Eaton Foreshore Reserve, Pratt Rd, Eaton	In progress
27039 Mechanical works	Reserve, Charolais Mews, Eaton	In progress
27040 Mechanical works	Reserve, Charolais Mews, Eaton	In progress
27041 Mechanical works	Reserve, Bailey Loop, West Dardanup	Completed
27042 Chemical works	Verges, Fire Access Way, The Dress Circle, Henty	Not commenced
27058 Fire access way	Reserve, Bailey Loop, West Dardanup	Completed
27059 Fire access way	Reserve, Bailey Loop, West Dardanup	Completed
27060 Fire access way	Reserve, Vera Place, West Dardanup	Completed
27061 Mechanical Works	Reserve, Dardanup Rd, West Dardanup	Completed
27062 Fire access way	Reserve, Dardanup Rd, West Dardanup	Completed
27063 Fire access way	Leicester Reserve, Collie River, Eaton	In progress
27069 Planned burn	Wellington Pine Plantation, King Tree Road Wellington Mills	Completed
27070 Planned burn	Wellington Mills Road Wellington Mills	Completed
27071 Planned burn	Wellington Mills Road Wellington Mills	Completed
27085 Planned burn	Fire Access Way, Padbury Road West Dardanup	Completed
27340 Planned burn	Joshua Creek Rd Crooked Brook	Not commenced
27816 Access gate	Cormo Court, Eaton	In progress
37359 Planned burn	Gnomesville, Wellington Mill	Completed

Local Government Grant Scheme

Funding for Bush Fire Brigades and State Emergency Service units is allocated via the Local Government Grant Scheme, which itself is funded by moneys collected through the Emergency Services Levy. The Shire uses Local Government Grant Scheme to fund the operational and capital expenses of its eight brigades.

To 21 February the Local Government Grant Scheme expenditure was \$198,569.05 out of the allocation of \$230,554, leaving \$31,984 remaining.

Discussion:

Mr. Stephen Loiterton advised the committee that the Shire is moving towards a three year grant program and looking to secure one large grant to cover the 3 year period which will save a lot of work.

AMF – Waterloo Bore

Asset Management Fund grant funding was received to drill a bore at Waterloo Brigade. The bore has been drilled, and a pump connected.

It should be noted that there is no water licence for this bore. There is a general exemption when the water is being used for fire fighting. Water may not be drawn for training and other activities.

AMF – Ferguson Station

Asset Management Fund grant funding was received to upgrade the Ferguson station. The Shire has worked with the brigade to develop plans for the upgrade. In December a request for quotation was issued. Unfortunately, no quotes were received that came under budget.

The Department of Fire and Emergency Services has advised that additional funding is not available as the grant funding is fully subscribed. The Shire has liaised with the Department to identify possible courses of action to progress the project. The time-frame for completion has been extended by 6 months. Also partial completion would be acceptable, with Local Government Grant Scheme funding open for applications for residual funding to complete the project. Officers will be investigating the available options with the brigade.

Bush Fire Brigade Work Instructions

The current Work Instructions are a single document. A review is currently underway that will break the work instructions into a suite of documents, each to be developed and reviewed separately, that together will form the Bush Fire Brigades Handbook of the Shire of Dardanup.

Due to the change of the Emergency Management Officer, and the bushfire season, the project has been delayed. Once the fire season eases the project will be re-initiated.

Brigade Annual General Meetings

A reminder that the brigade annual general meetings are due to be conducted by 15 April 2025 per the *Bush Fire Brigades Local Law 2021*. A copy of the minutes and reports tabled are to be submitted to the Shire as soon as practicable after the meeting.

All brigade members, excluding cadets, are eligible to nominate and be nominated and invited to attend and participate in the selection process. Members of the public are not eligible to vote.

A Treasurer's report and an Equipment Officer's report are also both due 15 April 2025, per the *Bush Fire Brigades Local Law 2021*. These can be tabled at the Annual General Meeting.

A reminder that each brigade is to submit a Secretary's report to the Chief Bushfire Control Officer by 31 May 2025, per the *Bush Fire Brigades Local Law 2021*.

Discussion:

Further discussion took place regarding the working of the 2025/26 Fire Notice. It was agreed that a meeting would be scheduled to discuss before any changes put forward.

8.13 Title: Firebreak Exemption – Ranger Services

Reporting Department

Shire of Dardanup

Reporting Officer

Mr Paul Sydney-Smith - Senior Ranger

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Fire Prevention Order – Temporary exemptions

Seven temporary firebreak exemptions for the 2024/25 season have been received for consideration by the committee (applications attached separately).

Lot No.	House No.	Property Address
Lot 5	47	Hollyford Place, West Dardanup
514	19	Killarney Road, West Dardanup
104	433	Wellington Mill Road, Wellington Mills
453	133	Padbury Road, West Dardanup
4	233	Garvey Road, Crooked Brook
20	18	Tweed Chase, Crooked Brook
9008		Guernsey Street, Eaton

These exemptions are temporary and for less 12 months, these will be considered by the Shire's Chief Executive Officer as per the Shire of Dardanup Register of Delegations Authority 2024-2025.

Note: Further information was provided and tabled at the meeting. The information provided was a correction to the details provided in the Appendices (Appendix BFAC 8.13B) and the following resolution was provided for the Committees consideration.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 02-25 MOVED - Mr. Chris Hynes SECONDED - Mr. Lydon Skeers

THAT the Bushfire Advisory Committee

1. Receives and supports the following firebreak exemption/variations for the 2024/25 firebreak season

Applicant	Property	Assessment	Fire Season Expiry
Brian Kennewell	Lot 5 (47) Hollyford Place Dardanup West	A8075	2025
Theresa Pamela Barker & Daniel Vivian Barker	Lot 514 (19) Killarney Road Dardanup West	A11684	2025
Elizabeth Eastman	Lot 104 (433) Wellington Mill Road Wellington Mills	A7192	2025
Ashley Gilbert	Lot 453 (133) Padbury Road Dardanup West	A10879	2025
Danial Willcocks	Lot 4 (233) Garvey Road Crooked Brook	A11619	2025
Jason Collard	Lot 20 (18) Tweed Chase Crooked Brook	A11943	2025

2. Receives and supports the following firebreak exemption subject to the signature of the Fire Control Officer, and the address being confirmed.

Applicant	Property	Assessment	Fire Season Expiry
Parkridge Group Pty Ltd	Lot 9010 Guernsey Street Eaton	A12533	2025

CARRIED

9. NEW BUSINESS OF AN URGENT NATURE

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

Discussion:

The Committee discussed the restricted burning period and it was agreed that the prohibited period be extended. This information will be sent through to the Ranges, advertising to be checked and a current notice to be sent to all FCO's.

Cr. Tyrrell Gardiner acknowledged and welcomed Mr Paul Sydney-Smith as the new Shire of Dardanup Senior Ranger.

10. CLOSURE OF MEETING.

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting is Wednesday, 11th June 2025.

There being no further business the Chairperson declared the meeting closed at 7:38pm .

SHIRE OF DARDANUP

MINUTES FOR THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 12TH MARCH 2025, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairperson, Cr Tyrrell Gardiner declared the meeting open at 10.02am, welcomed 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****Voting:**

Cr. Tyrrell Gardiner	-	Shire President
Cr. Ellen Lilly	-	Deputy Shire President
Cr. Mark Hutchinson	-	Elected Member
Cr. Jack Manoni	-	Elected Member
Cr. Taneta Bell	-	Elected Member
Cr. Tony Jenour	-	Elected Member

Non-Voting:

Mr André Schönfeldt	-	Chief Executive Officer
Mrs Natalie Hopkins	-	Director Corporate Governance
Mr Theo Naudé	-	Director Infrastructure
Mr Ashwin Nair	-	Director Sustainable Development
Mr Kristin McKeachie	-	Manager Assets
Mr Thomas Shook	-	IT Team Leader
Mrs Rebecca Hobby	-	PA to Director Corporate & Governance

2.2 Apologies

Cr. Annette Webster	-	Elected Member
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3 PRESENTATIONS

None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Minutes - Integrated Planning Committee - April 2024

INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 01-25 MOVED - Cr. E P Lilly SECONDED – Cr. S L Gillespie

THAT the Minutes of the Integrated Planning Committee Meeting held on 10th April 2024, be confirmed as true and correct subject to no corrections.

CARRIED
7/0

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie Cr A C Jenour Cr T Bell	

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

Discussion:

Chairperson, Cr. T G Gardiner asked Councillors and Staff if there were any Declarations of Interest to be declared.

- *Elected member, Cr. S Gillespie declared an Impartiality Interest in Item ‘8.11 – Community Budget Requests 2025/26 – 2034/35’ which contains a budget request by made by the Coastal Rowing Club, Cr Gillespie has attended some ‘She Paddles’ events.*

SUSPEND STANDING ORDERS

INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 02-25 MOVED - Cr. T G Gardiner SECONDED – Cr. A C Jenour

THAT the Integrated Planning Committee Suspend Standing Orders [10.03am] so that the agenda items could be workshopped prior to making any formal decisions.

CARRIED
7/0

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. M R Hutchinson	
Cr. J D Manoni	
Cr S L Gillespie	
Cr A C Jenour	
Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 03-25 MOVED - Cr. T G Gardiner SECONDED – Cr. E.P Lilly

THAT the Integrated Planning Committee Resume Standing Orders [11.53am].CARRIED
7/0

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie Cr A C Jenour Cr T Bell	

Note: All those present prior to the Suspension of Standing Orders were present at the resumption except for Mr Thomas Shook, IT Team Leader, who left the meeting at 10.27am.

RESUME STANDING ORDERS**MEETING ADJOURNED****INTEGRATED PLANNING COMMITTEE RESOLUTION**

04-25 MOVED - Cr J D Manoni SECONDED - Cr S L Gillespie

THAT the Integrated Planning Committee adjourn the Integrated Planning Committee Meeting [11.55am] to allow a short recess.CARRIED
7/0

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie Cr A C Jenour Cr T Bell	

INTEGRATED PLANNING COMMITTEE RESOLUTION

05-25 MOVED - Cr S L Gillespie SECONDED - Cr T G Gardiner

THAT the Integrated Planning Committee reconvene the Integrated Planning Committee Meeting [12.03pm]

CARRIED
7/0

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie Cr A C Jenour Cr T Bell	

MEETING RECONVENED

Note: All those present prior to the adjournment were present at the time the meeting reconvened except for Mr Ashwin Nair.

8 REPORTS OF OFFICERS

8.1 Title: Eaton Recreation Centre Equipment Asset Management Plan 2025/26 – 2034/35

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mr Michael Gibbings - Manager Recreation Centre</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix IPC: 8.1A – Eaton Recreation Centre AMP Appendix IPC: 8.1B – Risk Assessment</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Eaton Recreation Centre Equipment Asset Management Plan 2025/26 - 2034/35, together with the Eaton Recreation Centre Equipment Asset Management Plan and Equipment Replacement Program 2025/26 - 2034/35, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 06-25 MOVED - Cr. E P Lilly SECONDED – Cr. T G Gardiner

THAT the Integrated Planning Committee recommends that Council:

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

	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	100	100	100	130	130	130	130	130	200	200

- Endorses the 10 year Eaton Recreation Centre Equipment Asset Management Plan 2025/26 - 2034/35 inclusive of the acquisition and replacement program (Appendix 8.1A).**

CARRIED

7/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie Cr A C Jenour Cr T Bell	

Background

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

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

The Program has been reviewed in preparation for the 2025/26 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

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

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

Council Plan

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

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None

Precedents

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

Budget Implications

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

The following summary table from the Eaton Recreation Centre Equipment 10 Year Asset Management Plan is provided with the agenda and indicates the projected expenditure and income for the next ten years. (Appendix IPC: 8.1A):

- Equipment Expenditure Summary; and
- Recreation Centre Equipment 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	111	169	143	82	130	87	115	98	98	543	122
Reserve Fund Balance	325	266	232	258	266	318	343	387	432	103	184

A complete copy of the Eaton Recreation Centre Equipment 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.

	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	100	100	100	100	130	130	130	130	130	200	200
Draft 2025/2026 LTFP		100	100	100	130	130	130	130	130	200	200

Budget – Whole of Life Cost

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Eaton Recreation Centre Equipment 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 Adoption of this is required for funding of Recreation Services Equipment
	Service Interruption Supply of Equipment is required for the operation of the Centre

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Risk of negative community response if assets are not maintained or replaced when required.

Officer Comment

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

END REPORT

8.2 Title: IT Asset Management Plan 2025/26 – 2034/35

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Mr Chris Murray - Manager Information Services
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC: 8.2A – IT Asset Management Plan 2025/26 – 2034/35 Acquisition & Replacement Program Appendix IPC: 8.2B – Risk Assessment

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for Information Technology expenditure, together with the Information Technology Asset Management Plan 2025/26 -2034/35 together with the IT Equipment Replacement Program 2025/26 -2034/35, which has been updated as part of the annual review of the Long-Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation - No Change.

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

IPC 07-25 MOVED - Cr. A C Jenour SECONDED – Cr. M R Hutchinson

THAT the Integrated Planning Committee recommends that Council:

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

	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	350	375	375	375	400	425	425	500	500

- Endorses the 10-year Information Technology Asset Management Plan 2025/26-2034/35 inclusive of the acquisition and replacement program (Appendix IPC 8.2A).**

CARRIED
7/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie Cr A C Jenour Cr T Bell	

Background

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

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

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

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

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

Year one of the Asset Management Plan will be incorporated into the 2025/26 Annual Budget.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

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

Council Plan

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

Environment - None.

Precedents

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

Budget Implications

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

The following summary table from the IT 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.2A):

- Information Technology Expenditure Summary; and
- Information Technology 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
Operating & Capital Expenditure	1,695	1,738	1,437	1,404	1,443	1,494	1,450	1,473	1,556	1,586	1,704
Reserve Fund Balance	751	555	527	500	449	354	367	393	383	445	413

A copy of the IT 10 Year Asset Management Plan Works Program is attached (Appendix IPC: 8.2A).

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	350	375	375	375	400	425	425	500	500
Draft 2025/2026 LTFP		350	350	375	375	375	400	425	425	500	500

Budget – Whole of Life Cost

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	IT 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	Adoption of this Item is required for funding of IS and IT services
	Service Interruption	Services of IT and IS dependent on adoption of IT Asset Management Plan
	Reputational	Compromised Quality of IT and IS might affect the reputation of council in providing services.

Officer Comment

This year’s IT Asset Management Plan has again incorporated the ERP project, with this major IT project dominating IT and IS development and resources over the next term. The remaining hardware and software replacement and maintenance activities reflect the longer-term IT and IS requirements required to service the needs of the Council.

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

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

- The Council Plan 2022 – 2032 (CP);
- The ICT Strategic Plan 2020-2030; and
- Information Services Operational requirements to service business need.

The specific and aligned key priorities for the next term include continuing the work on the ERP project that is replacing the aging and legacy SynergySoft system. Perfect Gym has been rolled out to the Eaton Recreation Centre and ongoing licensing will continue.

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

END REPORT

8.3 Title: Executive and Compliance Vehicle Asset Management Plan 2025/26 – 2034/35

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate & Governance
Reporting Officer	Mr Rehan Shahid - Manager Financial Services Mr Natalie Reid - Procurement Officer
Legislation	Local Government (Financial Management) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC: 8.3A - Asset Plan 2025/26 – 2034/35 – Executive and Compliance Vehicle Asset Management Plan Appendix IPC: 8.3B – Risk Assessment Tool

Overview

The Integrated Planning Committee is requested to consider and endorse the Annual Transfer to Reserve for the Executive & Compliance Vehicle Asset Management Plan 2025/26 - 2034/35, together with the Executive & Compliance Vehicle Asset Management Plan and Vehicle Replacement Program 2025/26 – 2034/35, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 08-25 MOVED - Cr. E P Lilly SECONDED – Cr. S L Gillespie

THAT the Integrated Planning Committee recommends that Council:

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

	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	135	135	165	175	150	155	165	195	215	215

- Endorses the 10 year Executive & Compliance Vehicle Asset Management Plan 2025/26 - 2034/35 inclusive of the vehicle acquisition and replacement program (Appendix IPC: 8.3A).

CARRIED

7/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie Cr A C Jenour Cr T Bell	

Background

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

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

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

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

The Program contains estimates of purchase and sales prices, together with recommended reserve transfers to fund changeovers and new purchases. The Program closely aligns with the Shire of Dardanup Workforce Plan. The Program has been reviewed in preparation for the 2025/26 Long Term Financial Plan and Corporate Business Plan process and is provided to Council for consideration and adoption. Year one of the Asset Management Plan will be incorporated into the 2025/26 Annual Budget.

Legal Implications

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

Local Government (Administration) Regulations 1996, Part 5, Division 3, Regulation 19DA 19DA. Corporate business plans, requirements for (Act s. 5.56)

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

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

Budget Implications

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

The following summary tables from the Draft 2025/26 Executive & Compliance Vehicle 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.3A):

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

Consolidated Summary	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	490	47	98	112	835	124	83	234	739	320	92
Sales Revenue	233	23	39	56	346	62	0	106	353	141	46
Reserve Fund Balance	135	251	335	456	159	252	332	380	203	246	424

A complete copy of the Executive & Compliance Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 8.3A).

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

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
Annual Transfer (x \$1,000)											
2024/2025 LTFP	120	135	135	165	175	175	175	175	195	215	
Draft 2025/2026 LTFP		135	135	165	175	150	155	165	195	215	215

Budget – Whole of Life Cost

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

Council Policy Compliance

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

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

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Executive & Compliance Vehicle 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	Health	Keeping the Council fleet updated ensures that vehicles have the latest emissions and safety controls fitted.
	Financial	Increased costs associated with maintenance and changeover prices if vehicles are not changed over in the changeover period.
	Service Interruption	Older vehicles breaking down, which leads to vehicles not being available to provide the required services to the community.
	Legal and Compliance	Council not being compliant with its own policies and associated Acts and Regulations.
	Reputational	Council staff not driving up to date quality vehicles may lead to reputational risk.
	Environmental	Keeping our fleet updated ensures that vehicles have the latest emission and an environmental controls fitted.

Officer Comment

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

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

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

These Draft 2025/26 Executive and Compliance Vehicle Asset Management Plan incorporates the changeover periods as identified in the Council endorsed *Light Vehicle Fleet Review 2023*. The next Light Vehicle Fleet Review is scheduled for 2025/26.

Employees who have been allocated a Motor Vehicle Allowance (i.e. an approved Employee Benefit Vehicle) is budgeted within the Salaries and Wages section of the budget and reflected in the draft 2025/26 Long Term Financial Plan. *Should an Employee negotiate a Motor Vehicle Allowance during the budget cycle, and amendment to the Salaries and Wages budget would be required.*

It should be noted that the sourcing of new vehicles still remains a moderate supply issue. That is, whilst the procurement process may commence in July each year, due to timing of the Request for Tenders and / or Quotation process, this may extend the changeover date to the following financial year.

Furthermore, the Executive and Compliance Reserve Balance remains positive throughout the 10 Year Plan.

END REPORT

8.4 Title: Plant and Vehicle Asset Management Plan 2025/26 – 2034/35

Reporting Department	<i>Infrastructure Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Andre van der Merwe - Manager Operations</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix IPC: 8.4A – Plant & Vehicle AMP</i> <i>Appendix IPC: 8.4B- Risk Assessment</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Infrastructure Plant and Vehicle Asset Management Plan 2025/26 - 2034/35 (PVAMP), together with the Infrastructure Plant & Vehicle Asset Management Plan and Vehicle Replacement Program 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

THAT the Integrated Planning Committee recommends that Council:

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

	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	276	315	355	355	355	385	410	415	554	673

- Endorses the 10 year Infrastructure Plant and Vehicle Asset Management Plan 2025/26 - 2034/35 acquisition and replacement program (Appendix IPC: 8.4A).

Change to Officer Recommendation

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

- Due to the graders being high value assets it is requested a report is presented to Council prior to a commitment of funds for the purchase detailing all relevant information to enable an informed decision.*

INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 09-25 MOVED - Cr. E P Lilly

SECONDED –

Cr. T Bell

THAT the Integrated Planning Committee recommends that Council:

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

	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	276	315	355	355	355	385	410	415	554	673

2. **Endorses the 10 year Infrastructure Plant and Vehicle Asset Management Plan 2025/26 - 2034/35 acquisition and replacement program (Appendix IPC: 8.4A).**
3. **Receives a report investigating the pricing, usage and lifespan of the two graders contained in the 2025/26 Plant and Vehicle Asset Management Plan prior to committing to the purchase of the graders.**

CARRIED
7/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie Cr A C Jenour Cr T Bell	

Note: Mr Ashwin Nair returned to the meeting at 12.05pm.

Background

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

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

Legal Implications

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

Local Government (Administration) Regulations 1996

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

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

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

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

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

Council Plan

13.1 - Adopt best practice governance.

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

Environment - None.

Precedents

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

Budget Implications

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

The following tables from the Infrastructure Plant & Vehicle 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.4A):

- Plant Expenditure Summary;
- Plant Revenue Summary; and
- Plant 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	395	852	394	623	537	273	616	411	999	565	145
Sales Revenue	106	224	117	124	136	57	177	144	330	195	40
Reserve Fund Balance	596	255	292	146	96	227	170	307	52	226	790

A complete copy of the Infrastructure Plant & Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 8.4A);

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

	Current Year 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	256	276	315	355	355	355	385	410	415	554	673
Draft 2025/2026 LTFP		276	315	355	355	355	385	410	415	554	673

Budget – Whole of Life Cost

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

Council Policy Compliance

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

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

Risk Assessment

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

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

Officer Comment

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

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

END REPORT

8.5 *Title: Storm Water Program of Works 2025/26 – 2034/35*

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i>
	<i>Mr Kristin McKeachie - Manager Assets</i>
Legislation	<i>Local Government Act 1995</i>
	<i>Local Government (Function & General) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix IPC: 8.5A – Stormwater Asset Management Plan Work Program 2025/26 - 2034/35</i>
	<i>Appendix IPC: 8.5B – Summary of Transfers 2025/26 – 2034/35</i>
	<i>Appendix IPC 8.5C – Risk Assessment</i>

Overview

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

Change to Officer Recommendation - No Change.

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

IPC 10-25 MOVED - Cr. S L Gillespie SECONDED – Cr. E P Lilly

THAT the Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to the Storm Water Reserve for the delivery of the 10 Year Storm Water 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	30	50	50	50	50	50	50	50	50	50

- Endorses the 10 year Storm Water Drainage Asset Management Plan 2025/26 - 2034/35 Works Program (Appendix IPC: 8.5A).**

CARRIED

7/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. M R Hutchinson	
Cr. J D Manoni	
Cr S L Gillespie	
Cr A C Jenour	
Cr T Bell	

Background

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

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

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

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

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

Legal Implications

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

Local Government (Administration) Regulations 1996

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

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

Council Plan

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

Environment - None.

Precedents

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

Budget Implications

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

The proposed annual reserve transfer for storm water has not changed from that adopted in the Long Term Financial Plan (LTFP) of 2024/25. A summary of the transfers is provided for in (Appendix IPC:8.5B).

The following summary tables from the Storm Water Drainage Program of Works 2025/26-2034/35 are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.5A):

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

Annual Transfer (x \$1,000)	Current Year 24/25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	33-34	34-35
Expenditure	0	93	95	11	51	53	0	0	0	0	0
Reserve Fund Balance	187	125	80	120	119	116	167	218	269	320	371

A complete copy of the Draft Storm Water Drainage Program of Works 2025/26-2034/35 is attached (Appendix IPC: 8.5A).

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	30	30	30	50	50	50	50	50	50	50	
Draft 2025/2026 LTFP		30	30	50	50	50	50	50	50	50	50

Budget – Whole of Life Cost

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

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Stormwater 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 Storm Water Drainage Program of Works continues the work undertaken in preparation of the previously adopted 2025/26 Program.

In line with the reviews of the Roads and Buildings Asset Management Plans, it is proposed to commence a full review of the Storm Water Drainage 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 storm water drainage systems, similar to the corresponding exercises previously conducted for Roads, Buildings and Paths & Trails.

It is expected that (once complete) the updated Asset Management Plan will require a full review of the Storm Water Drainage Program of Works. It is highly probable that outcomes of the proposed condition assessment and treatment prioritisation activities will result in additional future works proposals (in particular) for the years 2030/31 and beyond.

The current Storm Water Drainage Program of Works 2025/26 is therefore considered an interim Program intended to ensure continuity of delivery in the meantime.

END REPORT

8.6 Title: Pathway Program of Works - 2025/26 – 2034/35

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mr Kristin McKechie - Manager Assets</i> <i>Mr Theo Naudé - Director Infrastructure</i>
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Function & General) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix IPC: 8.6A – Draft Program of Works – Paths 2025/26 – 2034/35</i> <i>Appendix IPC: 8.6B – Summary of Transfers - Draft Program of Works – Paths 2025/26 – 2034/35</i> <i>Appendix IPC: 8.6C – Proposed Project Location Maps – Draft Program of Works – Paths 2025/26 – 2034/35</i> <i>Appendix IPC 8.6D – Risk Assessment Tool – Draft Program of Works – Paths 2025/26 – 2034/35</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Program of Works - Paths 2025/26 – 2034/35, together with the Program of Works – Paths 2025/26 – 2034/35.

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

Change to Officer Recommendation - No Change.

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

IPC 11-25 MOVED - Cr. E P Lilly SECONDED – Cr. A C Jenour

THAT the Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to the Pathways Reserve for the delivery of the 10 Year Pathways 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	150	200	200	200	200	200	200	250	200	200

2. Endorses the 10 year Program of Works – Paths 2025/26 – 2034/35 (Appendix IPC: 8.6A).

CARRIED

7/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. M R Hutchinson	
Cr. J D Manoni	
Cr S L Gillespie	
Cr A C Jenour	
Cr T Bell	

Background

Asset Management of Pathways 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 Pathways.

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

Legal Implications

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

Local Government (Administration) Regulations 1996

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

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

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

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

Budget Implications

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

The detail of the proposed works to be carried out in the Draft Program of Works – Paths 2025/26 – 2034/35 has altered in line with the recommendations of the revised Asset Management Plan (Paths and Trails) adopted by Council at the Ordinary Council Meeting of 18th of December 2024 (OCM 311-24). However, the proposed annual reserve transfer for pathways has not changed from that adopted in the Long Term Financial Plan (LTFP) of 2024/25. A summary of the transfers is provided for in (Appendix IPC: 8.6B).

The following summary tables from the 2025/26 Draft 10 Year Program of Works - Paths are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.6B):

- Pathways Expenditure Summary; and
- Pathways 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	235	165	183	141	264	235	180	254	248	169	249
Reserve Fund Balance	147	151	194	265	216	188	213	165	171	226	183

A complete copy of the Draft 10 Year Program of Works - Paths is attached (Appendix IPC: 8.6A). The draft proposed project location maps can be found in (Appendix IPC: 8.6C)

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	150	150	200	200	200	200	200	200	250	200	200
Draft 2025/2026 LTFP		150	200	200	200	200	200	200	250	200	200

Budget – Whole of Life Cost

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Program of Works – Paths 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. Risk that assets are not upgraded or created to meet demand. Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

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

The Draft Program of Works – Paths 2025/26 – 2034/35 has been completely revised in line with the Asset Management Plan (Paths and Trails) adopted by Council at the Ordinary Council Meeting of 18th of December 2024 (OCM 311-24).

As foreshadowed in the previous (2024/25) IPC Report to Council (*Item 8.13 – Draft Pathways Program of Works 2024_25 - 2033_34, March 2024*), significant changes in the Program have occurred at a detail level because of the outcomes of the updated Asset Management Plan investigations. However, costs have been controlled to remain in line with previous Council direction regarding annual transfers to Reserves.

It is not expected that significant future adjustment of this scale will be required for at least the useful life of the updated Asset Management Plan (4 Years).

END REPORT

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

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Kristin McKeachie - Manager Assets</i>
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Function & General) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix IPC 8.7A – Draft Program of Works - Parks & Reserves 2025/26 – 2034/35</i> <i>Appendix IPC 8.7B – Summary of Transfers – Draft Program of Works - Parks & Reserves 2025/26 – 2034/35</i> <i>Appendix IPC 8.7C - Risk Assessment Tool – Draft Program of Works - Parks & 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.

Change to Officer Recommendation - No Change.

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

IPC 12-25 MOVED - Cr. T G Gardiner SECONDED – Cr. M R Hutchinson

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 Road 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

CARRIED
7/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie Cr A C Jenour Cr T Bell	

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

Legal Implications

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

Local Government (Administration) Regulations 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 2024/25. A summary of the transfers is provided for in (Appendix IPC: 8.7B). 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: 8.7A):

- 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	1,480	757	187	71	197	138	207	212	217	83
Reserve Fund Balance	398	234	50	113	292	347	460	505	546	581	751

A complete copy of the Parks & Reserves Upgrades 10 Year Asset Management Plan is attached (Appendix IPC: 8.7A).

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

	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: 8.7C) 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
Garry Engel Park	New Leederville Bore			2025	\$330,000	New Item
Burekup Reserve	Design & Construct new Skate Park			2025	\$900,000	New Item 1/3 External Grant Funding (Lotteries West) assumed. Shire Co-contribution to be funded from 'Cash-in-Lieu of PoS' Trust funds plus Reserves

With respect to the Burekup Skate Park proposal it should be noted that, unless the assumed 1/3rd external grant funding is forthcoming, delivery of this item 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

8.8 Title: Buildings Program of Works 2025/26 – 2034/35

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Mr Kristin McKeachie - Manager Assets</i> <i>Mr Theo Naudé - Director Infrastructure</i>
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Function & General) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix IPC: 8.8A – Draft Program of Works – Buildings 2025/26 – 2034/35</i> <i>Appendix IPC: 8.8B – Summary of Transfers 2025/26 – 2034/35</i> <i>Appendix IPC: 8.8C – 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 the recommendations of the updated Asset Management Plan (Buildings), adopted by Council at the Ordinary Council Meeting of 03 March 2024 (OCM 60-24).

Change to Officer Recommendation - No Change.

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

IPC 13-25 MOVED - Cr. A C Jenour SECONDED – Cr. T G Gardiner

THAT the Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to the Building Maintenance Reserve for the delivery of the 10 Year Program of Works – Buildings 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

2. Endorses the 10 year the 10 Year Program of Works – Buildings 2025/26 – 2034/35 (Appendix IPC: 8.8A).

CARRIED

7/0

FOR THE MOTION		AGAINST THE MOTION
Cr. T G Gardiner		
Cr. E P Lilly		
Cr. M R Hutchinson		
Cr. J D Manoni		
Cr S L Gillespie		
Cr A C Jenour		
Cr T Bell		

Background

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

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

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

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

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

Legal Implications

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

Local Government (Administration) Regulations 1996

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

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually and the Buildings Program of Works as and when amendments are made.

Council adopted an updated Asset Management Plan (Buildings) at the Ordinary Council Meeting of 03 March 2024 (OCM 60-24).

Budget Implications

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

The proposed annual reserve transfer for buildings has changed from that adopted in the Long Term Financial Plan (LTFP) of 2024/25. A summary of the transfers is provided for in (Appendix IPC: 8.8B). The reasons for the changes are discussed in the Officer Comments section of this report.

The following summary tables from the Draft Program of Works – Buildings 2025/26 – 2034/35 are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.8A):

- Building Expenditure Summary; and
- Building Maintenance 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

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	630	100	100	300	300	300	300	300	300	200	

Draft 2025/2026 LTFP		400	400	400	400	400	450	450	450	450	450
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Budget – Whole of Life Cost

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

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Building 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	Risk that assets are not renewed at the end of their useful lives.
	Reputational	Risk that assets are not upgraded or created to meet demand.
	Service Interruption	Risk that customer levels of service are reduced or maintained to meet public expectation.
	Legal & Compliance	Risk to service for public buildings if assets are not renewed or maintained to an operational standard
		Possible damages claims against the Council if there is injury due to buildings not being maintained.

Officer Comment

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

Review of the Buildings Asset Management Plan

The proposed 10 Year Program of Works – Buildings 2025/26 – 2034/35 represents a significant change over previous years.

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.

END REPORT

8.9 Title: Road Program of Works 2025/26 – 2034/35

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Kristin McKeachie - Manager Assets</i>
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Function & General) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix IPC: 8.9A – Draft Program of Works – Roads 2025/26 - 2034/35</i> <i>Appendix IPC: 8.9B - Summary of Transfers - Draft Program of Works – Roads 2025/26 - 2034/35</i> <i>Appendix IPC: 8.9C – Location Maps - Draft Program of Works – Roads 2025/26 - 2034/35</i> <i>Appendix IPC: 8.9D – Risk Assessment Tool - Draft Program of Works – Roads 2025/26 - 2034/35</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Road Program of Works 2025/26 - 2034/35, together with the Draft Program of Works - Roads 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 – Roads 2025/26 – 2034/35 has been prepared in line with the recommendations of the updated Asset Management Plan (Roads), adopted by Council at the Ordinary Council Meeting of 3rd of March 2024 (OCM 60-24).

Change to Officer Recommendation - No Change.

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

IPC 14-25 MOVED - Cr. T Bell SECONDED – Cr. J D Manoni

THAT the Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to the Road Construction & Major Maintenance Reserve for the delivery of the 10 Year Road Works Program 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	35-36
	Annual Transfer (x \$1,000)									
2025/26 Draft LTFP	* (300)	250	500	750	800	900	1,000	1,050	1,000	1,000

* Note: Negative transfer in 2025/26 represents transfer of \$300k from the Road Construction and Maintenance Reserve to Buildings Construction and Maintenance Reserve. Increased transfer to Buildings Construction and Maintenance Reserve is shown in the Summary of

Transfers – Buildings (see Appendix IPC 8.8B – Summary of Transfers – Draft Program of Works – Buildings 2025_26 - 2034_35)

2. Endorses the 10 year Program of Works - Roads 2025/26-2034/35 (Appendix IPC: 8.9A).

CARRIED

7/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. M R Hutchinson	
Cr. J D Manoni	
Cr S L Gillespie	
Cr A C Jenour	
Cr T Bell	

Background

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

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

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

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

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

Legal Implications

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

Local Government (Administration) Regulations 1996

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

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

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

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment

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

Precedents

Council reviews and adopts the 10 Year Program annually and the Buildings Program of Works as and when amendments are made.

Council adopted an updated Asset Management Plan (Roads) at the Ordinary Council Meeting of 3rd of March 2024 (OCM 60-24).

Budget Implications

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

The proposed annual reserve transfer for roads 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: 8.9B). The reasons for the changes are discussed in the Officer Comments section of this report.

The following summary tables from the Draft Program of Works - Roads 2025/26 - 2034/35 are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.9B):

- Road Expenditure Summary; and
- Road Construction & Maintenance 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	2,277	1,321	1,522	2,017	1,723	2,060	2,110	2,093	2,276	1,803	1,889
Reserve Fund Balance	1,473	937	883	782	801	816	784	1053	587	550	364

A complete copy of the Road 10 Year Program of Works - Roads is attached (Appendix IPC: 8.9A).

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	0	0	550	550	800	900	1,000	1,100	1,150	1,000	
Draft 2025/2026 LTFP		* (300)	250	500	750	800	900	1,000	1,050	1,000	1,000

** Note: Negative transfer in 2025/26 represents transfer of \$300k from the Road Construction and Maintenance Reserve to Buildings Construction and Maintenance Reserve. Increased transfer to Buildings Construction and Maintenance Reserve is shown in the Summary of Transfers – Buildings (see [Appendix IPC 8.8B – Summary of Transfers – Draft Program of Works – Buildings 2025 26 - 2034 35](#))*

Budget – Whole of Life Cost

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

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

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Roads 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 Financial Risk that assets are not renewed at the end of their useful lives. Risk that assets are not upgraded or created to meet demand.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

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

Review of the Roads Asset Management Plan

The proposed 10 Year Road Program of Works 2025/25-2034/35 represents a significant change over previous years.

The Draft Program of Works – Roads 2025/26 – 2034/35 has been reviewed in line with the Asset Management Plan (Roads) adopted by Council at the Ordinary Council Meeting of 03 March 2024 (CR 60-24).

The Draft Program of Works - Roads 2025/26-2034/35 allows for completion of already commenced, Grant funded, projects and delivery of recent Council Decisions related to necessary Upgrades. All subsequent Years of the Program of Works have been amended to allow for a greater volume of Renewals works as recommended by the revised Asset Management Plan (Roads) 2024 – 2028.

Review of Cost Estimates for Proposed Projects

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

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

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

5 Year Roads Funding Program

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

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

Initial allocation of prospective Grant funds revenue (pending approval of Draft Program by Council and confirmation of Grant Applications from Grant Providers) over the first five years of the Draft Program of Works - Roads 2025/26-2034/35 is as follows:

Year	Road Name	RRG	Black Spot (State or Federal)	RTR
2024 (Carry Over)	BUSHER ROAD	294,000		131,831
	EATON DRIVE	1,520,000		316,000
2025	EATON DRIVE RIGHT			33,899
	GARVEY ROAD			113,000
	GLENHUON BOULEVARD			289,487
	HAMILTON ROAD	89,500		
	HENTY ROAD		184,716	
	MARTIN PELUSEY ROAD	106,000		54,500
	MOORE ROAD	119,000		61,000
2026	DARDANUP WEST ROAD			209,000
	DOWDELLS LINE	122,570		
	EATON DRIVE LEFT	88,000		44,000
	EATON DRIVE RIGHT	224,000		112,000
	GARVEY ROAD			113,000
	HAMILTON ROAD	166,000		51,000
	HYNES ROAD	52,000		28,500
2027	DARDANUP WEST ROAD			81,500
	DOWDELLS LINE	390,000		197,700
	EATON DRIVE RIGHT	324,000		162,500
	FERGUSON ROAD	108,000		
2028	BANKSIA ROAD	27,000		
	CHARTERHOUSE STREET			142,000
	DOWDELLS LINE	142,110		52,000
	EATON DRIVE LEFT	11,000		
	FERGUSON ROAD	113,000		55,000
	GOLDING CRESCENT			173,263
	MARTIN PELUSEY ROAD	17,000		
	PRATT ROAD			235,000
2029*	DOWDELLS LINE	294,000		148,000
	EATON DRIVE LEFT	110,000		
	EATON DRIVE RIGHT	16,000		
	FERGUSON ROAD	148,000		76,000
	HALE STREET			249,500
	HAMILTON ROAD	34,000		
	HAYWARD STREET			33,000
	HYNES ROAD	88,000		46,000
	MOORE ROAD	50000		
Grand Total		4,653,180	184,716	3,328,983

** Note: RTR allocation for FYE 2029 assumes continuation of RTR program beyond the currently announced Program Window.*

Bunbury Outer Ring Road

It is anticipated that the Bunbury Outer Ring Road project will continue to see works being done to Shire roads until (approximately) the end of the second quarter of 2025. The following works remain outstanding as of March 2025:

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

Traffic redirection around the BORR during financial year 2024/25 caused significant damage to Dowdells Line, which increased the usual numbers, and types of vehicles on that road. The Shire was able to secure assistance from both the South West Gateway Alliance (SWGA) and the RRG to carry out emergency repairs to Dowdells Line during 2024/25.

However, while the BORR completion works are still ongoing, there can be no guarantee that further damage may not occur to this or other Shire roads. Officers therefore recommend retention of the prior allocation of \$50,000 in 2025/2026 for works that might result from the BORR activities or from urgent works required due to the BORR detour roads that will be taking more traffic than they were intended for.

First four years of the 10 Year Road Asset Program of Works 2025/26-2034/35

The first four years of the 10 Year Road Asset Program of Works 2025/26-2034/35 including 2024/25 Carry Over Projects) are listed below:

Road Name	Budget Reporting Classification	Design Description	Budget Year
BORR - impacted Local Roads	Road Reconstruction	SPECIFIC DESIGN: Various Repairs as Required	2024/25
BUSHER ROAD	Road Reconstruction	SPECIFIC DESIGN: Intersection Upgrade in Accordance with Road Safety Audit	2024/25
GOLDING CRESCENT	Road Reconstruction	SPECIFIC DESIGN: Golding Crescent and Delmarco Drive Intersection upgrade.	2024/25
EATON DRIVE (2880)	Road Reconstruction	SPECIFIC DESIGN: Signalised intersection at Glen Huon Boulevard	2024/25
EATON DRIVE (2880)	Road Reconstruction	SPECIFIC DESIGN: Intersection improvements to Hands Avenue/Eaton Drive Intersection.	2024/25

Road Name	Budget Reporting Classification	Design Description	Budget Year
MARTIN PELUSEY ROAD	Asphalt Reseals	Reseal (Asphalt)	2025/26
MOORE ROAD	Asphalt Reseals	Reseal (Asphalt) Replace Kerb: Left = 0m; Right = 51m	2025/26
SCOTT STREET	Asphalt Reseals	Reseal (Asphalt)	2025/26
HAMILTON ROAD	Asphalt Reseals	Reseal (Asphalt)	2025/26
HAMILTON ROAD	Asphalt Reseals	Reseal (Asphalt)	2025/26
GLENHUON BOULEVARD	Asphalt Reseals	Reseal (Asphalt)	2025/26
EATON DRIVE RIGHT	Asphalt Reseals	DESIGN FOR: Rehabilitation (Asphalt)	2025/26
GARVEY ROAD	Bitumen Reseals	Reseal (Bitumen)	2025/26
BUREKUP ENTRANCE	Bitumen Reseals	Reseal (Bitumen) Replace Kerb: Left = 7m; Right = 7m	2025/26
EATON DRIVE RIGHT	Bitumen Reseals	DESIGN FOR: Rehabilitation (Asphalt)	2025/26
HENTY ROAD	Road Reconstruction	SPECIFIC DESIGN: Pavement Widening (Various Locations)	2025/26
HAMILTON ROAD	Road Reconstruction	DESIGN FOR: Reconstruction (Bitumen)	2025/26
HAMILTON ROAD	Road Reconstruction	SPECIFIC DESIGN: Anne Street Left Out (Construction)	2025/26
COUNCIL DRIVE	Road Reconstruction	SPECIFIC DESIGN: Council Drive Kerb rectification	2025/26
HYNES ROAD	Asphalt Reseals	Reseal (Asphalt)	2026/27
MILLARD STREET	Asphalt Reseals	Reseal (Asphalt)	2026/27
MILLARD STREET	Asphalt Reseals	Reseal (Asphalt)	2026/27
MILLARD STREET	Asphalt Reseals	Reseal (Asphalt)	2026/27
HAMILTON ROAD	Asphalt Reseals	Reseal (Asphalt)	2026/27
ABE COURT	Asphalt Reseals	Reseal (Asphalt)	2026/27
VELVET GROVE	Asphalt Reseals	Reseal (Asphalt)	2026/27
LUSITANO AVENUE	Asphalt Reseals	Reseal (Asphalt)	2026/27
EATON DRIVE LEFT	Asphalt Reseals	Reseal (Asphalt)	2026/27
DOWDELLS LINE	Bitumen Reseals	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
GARVEY ROAD	Bitumen Reseals	Reseal (Bitumen)	2026/27
DARDANUP WEST ROAD	Bitumen Reseals	Reseal (Bitumen)	2026/27
DARDANUP WEST ROAD	Bitumen Reseals	Reseal (Bitumen)	2026/27
TANK STREET	Gravel Resheets	Gravel Re-sheeting	2026/27

Road Name	Budget Reporting Classification	Design Description	Budget Year
DOWDELLS LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
DOWDELLS LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Asphalt)	2026/27
DOWDELLS LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
DOWDELLS LINE	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
OFFER ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
OFFER ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
OFFER ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
DARDANUP WEST ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Bitumen)	2026/27
HAMILTON ROAD	Road Reconstruction	Reconstruction (Bitumen)	2026/27
EATON DRIVE RIGHT	Road Reconstruction	Rehabilitation (Asphalt)	2026/27
RECREATION ROAD		DESIGN FOR: Rehabilitation (Bitumen)	2026/27
DOWDELLS LINE		DESIGN FOR: Reconstruction (Bitumen)	2026/27
DIADEM STREET	Asphalt Reseals	Reseal (Asphalt)	2027/28
MURDOCH CRESCENT	Asphalt Reseals	Reseal (Asphalt)	2027/28
FERGUSON ROAD	Bitumen Reseals	Reseal (Bitumen)	2027/28
WELLINGTON MILL ROAD	Bitumen Reseals	Reseal (Bitumen)	2027/28
WELLINGTON MILL ROAD	Bitumen Reseals	Reseal (Bitumen)	2027/28
JOSHUA BROOK ROAD	Gravel Resheets	Gravel Re-sheeting	2027/28
CATALANO ROAD	Gravel Resheets	Gravel Re-sheeting	2027/28
FERGUSON ROAD	Road Reconstruction	DESIGN FOR: Rehabilitation (Asphalt)	2027/28
RECREATION ROAD	Road Reconstruction	Rehabilitation (Bitumen)	2027/28
DOWDELLS LINE	Road Reconstruction	Reconstruction (Bitumen)	2027/28
DARDANUP WEST ROAD	Road Reconstruction	Rehabilitation (Bitumen)	2027/28
EATON DRIVE RIGHT	Road Reconstruction	Rehabilitation (Asphalt)	2027/28

Maps detailing the proposed location of the first year of each Project are attached at (Appendix IPC: 8.9C).

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

END REPORT

8.10 Title: Elected Member Fees, Expenses and Allowances – 2025/26

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Mr Rehan Shahid - Manager Financial Services</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Legislative.</i>
Voting Requirement	<i>Absolute Majority.</i>
Attachments	<i>8.10A – DLGSC Fact Sheet - Superannuation for Council Members</i> <i>8.10B – Risk Assessment Tool</i>

Overview

Council is requested to review elected member fees and allowances as part of the formulation of the 2025/26 Corporate Business Plan, Long Term Financial Plan and Annual Budget. This report also includes the option for Elected Members to be paid **Superannuation (12%)** as part of 2025/26 budget deliberations.

Change to Officer Recommendation - No Change.

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

IPC 15-25 MOVED - Cr. S L Gillespie SECONDED – Cr. E P Lilly

THAT the Integrated Planning Committee recommends that Council:

- 1. Sets the Shire President and Elected Member 2025/26 Annual Attendance Fee at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2025, as determined by the Salaries and Allowances Tribunal.**
- 2. Sets the Shire President and Deputy Shire President 2025/26 Annual Local Government Allowance at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2025, as determined by the Salaries and Allowances Tribunal.**
- 3. Sets the Elected Member 2025/26 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2025, as determined by the Salaries and Allowances Tribunal.**
- 4. Reimburse child care expenses at the lesser of actual cost or \$35 per hour (as determined by the Salaries & Allowances Tribunal). Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for child care expenses.**

5. **Reimburse travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the *Local Government (Administration) Regulations 1996* and Council Policy CnG CP042 - Councillor Fees.**
6. **Include Superannuation to Elected Members of Council at a rate equivalent to the Superannuation Guarantee, applying from 1st July 2025.**

CARRIED

5/2

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie Cr T Bell	Cr. T G Gardiner Cr A C Jenour

OR

OFFICER RECOMMENDED RESOLUTION TO THE
INTEGRATED PLANNING COMMITTEE MEETING RESOLUTION 'B'

THAT the Integrated Planning Committee recommends that Council:

1. Sets the Shire President and Elected Member 2025/26 Annual Attendance Fee at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2025, as determined by the Salaries and Allowances Tribunal.
2. Sets the Shire President and Deputy Shire President 2025/26 Annual Local Government Allowance at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2025, as determined by the Salaries and Allowances Tribunal.
3. Sets the Elected Member 2025/26 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2025, as determined by the Salaries and Allowances Tribunal.
4. Reimburse child care expenses at the lesser of actual cost or \$35 per hour (as determined by the Salaries & Allowances Tribunal). Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for child care expenses.
5. Reimburse travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the *Local Government (Administration) Regulations 1996* and Council Policy CnG CP042 - Councillor Fees.

Background

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

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

Section 5.98 of the *Local Government Act 1995* (LGA) permits the reimbursement of prescribed expenses and the payment for Councillors to attend meetings and committees.

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

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

Council is anticipating the 2025/26 Salaries and Allowances Determination will be released mid-April with an effective date of the 1st of July 2025. There was an increase of 4.0% applied to the 2024/25 Salaries and Allowances, therefore it is anticipated a small increase around 3% may be applied from the 1st of July 2025.

The following table sets out the current minimum and maximum Meeting Attendance Fees as determined by the SAT on the 5th of April 2024 for the 2024/25 financial year.

MINIMUM & MAXIMUM MEETING ATTENDANCE FEES – 2024/25				
<u>BAND 3</u>				
	Members other than President or Mayor	President or Mayor	Minimum – Independent Member	Maximum – Independent Member
Council Meeting (per meeting)	Minimum Fee - \$213 Maximum Fee - \$447	Minimum Fee - \$213 Maximum Fee - \$686	N/A	N/A
Committee Meeting (per meeting) and Prescribed Meeting Fees per meeting	Minimum Fee - \$104 Maximum Fee - \$224	Minimum Fee - \$104 Maximum Fee - \$224	\$0	\$224
Annual Fee in Lieu of fees for attending meeting per s5.99 LGA	Minimum Fee - \$8,320 Maximum Fee - \$17,711	Minimum Fee - \$8,320 Maximum Fee - \$27,425	N/A	N/A

It has been the practice of Council to pay elected members an Annual Fee in lieu of an attendance fee for each Council meeting under *section 5.99 Local Government Act 1995*.

MEETING ATTENDANCE FEES TO SHIRE OF DARDANUP ELECTED MEMBERS – 2024/25		
CURRENTLY PAID		
	Members other than the President	President
Annual Fee in Lieu of fees for attending meeting per s5.99 LGA	\$14,169 Equates to 80% of the Maximum Fee	\$21,940 Equates to 80% of the Maximum Fee

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

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

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

** Absolute majority required.*

In addition to the Meeting Attendance Fee, a President or Mayor may be paid an Annual Allowance in accordance with Section 5.98(5) and Section 5.98A of the LGA.

Deputies may also be paid an Annual Allowance being up to 25% of that payable to Presidents or Mayors. The following tables' set out the Annual Allowance for Band 3 as per the Salaries and Allowances Tribunal, and the Annual Allowance (Local Government Allowance) as adopted by Council for the 2024/25 financial year calculated as 80% of the Maximum Fee.

ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2024/25		
BAND 3		
	President or Mayor	Deputy President or Mayor (up to 25% of President or Mayor)
Band 3 Allowance	Minimum Fee = \$1,113 Maximum Fee = \$39,988	Minimum Fee = \$278 Maximum Fee = \$9,997

ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2024/25		
CURRENTLY PAID		
	President or Mayor	Deputy President or Mayor (up to 25% of President or Mayor)
Local Government Allowance	\$31,990 Equates to 80% of the Maximum Fee	\$7,998 Equates to 80% of the Maximum Fee

Members are entitled to be reimbursed for prescribed expenses in accordance with Section 5.98 of the LGA. In addition, Council may resolve to reimburse additional prescribed expenses.

Expenses that are required to be reimbursed are regulated as follows and in accordance with the Local Government (Administration) Regulations 1996 Regulation 31. *Expenses that are to be reimbursed in accordance with s. 5.98(2)(a) and (3) of the Local Government Act 1995.*

Local Government (Administration) Regulations 1996 Regulation 31

31. *Expenses to be reimbursed (Act s. 5.98(2)(a))*

- (1) *For the purposes of section 5.98(2)(a), the kinds of expenses that are to be reimbursed by all local governments are —*
- (a) *rental charges incurred by a council member in relation to one telephone and one facsimile machine; and*
 - (b) *child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member; and*
 - (c) *child care and travel costs incurred by a council member in completing the training required by section 5.126(1).*

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

The extent to which child care costs referred to in sub-regulation (1)(b) can be reimbursed is the actual cost per hour or \$35.00 per hour (2024/25), whichever is the lesser amount.

As contained in the Determination of the Salaries and Allowances Tribunal, the extent to which a council member can be reimbursed for reasonable travel costs referred to in regulation (1)(b) of the Local Government (Administration) Regulations is:

- (a) *if the person lives or works in the local government district or an adjoining local government district, is the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or*
- (b) *if the person does not live or work in the local government district or an adjoining local government district, is the actual cost, in relation to a journey from the person's place of residence or work and back —*
 - (i) *for the person to travel from the person's place of residence or work to the meeting and back; or*
 - (ii) *if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.*

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

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

Elected Members are paid an annual Information and Communications Technology (ICT) Allowance of \$2,800 pa which is 80% of the prevailing maximum band value of \$3,500. The ICT allowance shall be paid in accordance with Section 5.99A of the Local Government Act. This allowance validates all costs relating to telephone usage including plans and contracts, rentals, mobile phones, mobile devices, extra telephone lines, call costs, internet service provider fees, and consumables incurred while performing the functions of a Councillor.

The minimum ICT annual allowance determined by SAT is \$500 per annum; the maximum being \$3,500 per annum (2024/25).

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

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

- *Reimbursements*

Council currently pays the following allowances and expense reimbursements.

- Travel / Accommodation - \$0.6866 per km (1600c to 2600cc), \$0.9554 (over 2600cc), \$0.5669 (under 1600cc) or actual cost incurred.
- Child Care – Maximum \$35 per hour.

Superannuation for Council Members

New provisions streamline the provision of superannuation to council members. Following passage of the *Local Government Amendment Act 2024*, new sections 5.99B to 5.99E of the *Local Government Act 1995* (the Act) will allow local governments to resolve by absolute majority to make superannuation contributions for council members from 1 February 2025.

Prior to this, if a local government wanted to offer superannuation to council members, it would need to become an “Eligible Local Governing Body” (ELGB) under Division 446 of the *Taxation Administration Act 1953* (Cth), which requires a unanimous council resolution.

The option to pay Superannuation on Council Members Fees is a decision on Council.

- From 19th of October 2025, it will become mandatory for class 1 and 2 local governments to make superannuation contributions.
- For class 3 and 4 local governments, the payment will remain optional for each council to **decide if they want to make superannuation contributions to council members**. *Where a local government is required to, or resolves to, make superannuation contributions, individual council members may choose to 'opt out' of receiving superannuation.*

Based on the current 2024/25 Elected Member Fees and Allowances, it is estimated that an increase of 12% Superannuation Guarantee as follows:

ANNUAL ATTENDANCE FEE		SUPERANNUATION GUARANTEE 1/7/25 (12%)
Shire President	\$21,940	\$2,633
Elected Members other than Shire President	\$14,169 / \$113,352	\$13,602
ANNUAL LOCAL GOVERNMENT ALLOWANCE		
Shire President	\$31,990	\$3,839
Deputy Shire President	\$7,998	\$960
TOTAL SUPERANNUATION (Estimate)		\$21,034

Further information is attached in 8.10A – *DLGSC Fact Sheet - Superannuation for Council Members*.

Legal Implications

Only reimbursement of permissible expenditure and allowances up to prescribed amounts are payable in accordance with Section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*.

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Precedents

Council currently pays the following Elected Member fees:

ANNUAL ATTENDANCE FEE	
Shire President	\$21,940
Elected Members other than Shire President	\$14,169
ANNUAL LOCAL GOVERNMENT ALLOWANCE	
Shire President	\$31,990
Deputy Shire President	\$7,998
ALLOWANCES PER ANNUM	
Information and Communications Technology	\$2,800
REIMBURSEMENTS	
Travel / Accommodation	\$0.68 km or actual expense incurred
Child Care	Reimburse expenses up to a maximum of \$35 per hour

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

At the Integrated Planning Committee meeting held on the 13th of March 2024 [IPC: 13-24] Council resolved to set the Annual Attendance Fees, Annual Local Government Allowance and the Annual ICT fee at 75% of the Maximum Band 3 Value.

However, at the Ordinary Council Meeting dated 27th of March 2024 [OCM 79-24], the percentage was increased from 75% to 85% of the prevailing Maximum Band 3 Value.

At the Special Council Meeting dated 29th of May 2024, as part of the 2024/25 draft Budget adoption, the previous adopted percentage of 85% via Council Resolution [OCM79-24] was revoked [OCM 149-24], and the percentage was endorsed at 80% of the prevailing Maximum Band 3 value [OCM 150-24].

ELECTED MEMBER RESOLUTION "A" AND COUNCIL RESOLUTION

149-24 MOVED - Cr M Hutchinson SECONDED - Cr J Manoni

THAT Council revokes Resolution (79-24) parts 1 to 3 inclusive from the Ordinary Council meeting dated 27th March 2024, that reads:

THAT Council:

1. *Sets the Shire President and Elected Member 2024/25 Annual Attendance Fee at 85% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2024, as determined by the Salaries and Allowances Tribunal.*
2. *Sets the Shire President and Deputy Shire President 2024/25 Annual Local Government Allowance at 85% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2024, as determined by the Salaries and Allowances Tribunal.*
3. *Sets the Elected Member 2024/25 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 85% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2024, as determined by the Salaries and Allowances Tribunal.*

CARRIED

By Absolute Majority

8/1

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni Cr. A L Webster Cr. A C Jenour Cr. S L Gillespie Cr. M R Hutchinson Cr. T Bell	Cr L W Davies

AND

ELECTED MEMBER RESOLUTION 'B' AND COUNCIL RESOLUTION

150-24 MOVED - Cr M Hutchinson SECONDED - Cr J Manoni

THAT Council:

1. *Sets the Shire President and Elected Member 2024/25 Annual Attendance Fee at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2024, as determined by the Salaries and Allowances Tribunal.*
2. *Sets the Shire President and Deputy Shire President 2024/25 Annual Local Government Allowance at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2024, as determined by the Salaries and Allowances Tribunal.*
3. *Sets the Elected Member 2024/25 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 80% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2024, as determined by the Salaries and Allowances Tribunal.*

CARRIED

By Absolute Majority

9/0

FOR THE MOTION		AGAINST THE MOTION
Cr. T G Gardiner		
Cr. E P Lilly		
Cr. J D Manoni		
Cr. L W Davies		
Cr. A L Webster		
Cr. A C Jenour		
Cr. S L Gillespie		
Cr. M R Hutchinson		
Cr. T Bell		

Council Policy *CnG CP042* adopted on the 23rd of October 2024 [OCM 275-24] incorporates the 80% of the maximum band value for Council Meeting Attendance Fees, Local Government Allowances, Reimbursement of ICT (Information and Communications Technology) Allowances.

Budget Implications

Each year Council includes in the annual budget the anticipated elected member fees, expenses and allowance based on 80% of the SAT Band 3 allowance, together with any increase determined by SAT.

Elected Member Superannuation is not currently budgeted within the Long-Term Financial Plan. As determined by the Superannuation Guarantee (Administration) Act 1992 (SGAA), through the Australian Taxation Office, the Superannuation Guarantee rate **effective 1st of July 2025** is **12%**.

If Council elects to pay Superannuation to Council Members, based on the current Elected member allowances paid, it is estimated that an additional expense of \$21,034 will be incurred. This would be incorporated into the draft 2025/2026 -2034/35 Long Term Financial Plan.

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

CnG CP042 Councillor Fees Policy was reviewed and amended in October 2024 which includes a provision of 80% of the Maximum Band Value for Councillor Fees and Allowances.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Elected Member Fees, Expenses and Allowance – 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.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Financial	Elected Member & Staff Budget requests form part of the Annual Budget Process
	Legal and Compliance	Risk of Council breaching the Local Government Act 1995 – Risk that the Member Fees, Expenses and Allowances is not adopted

Officer Comment

Elected Member remuneration is reviewed annually by the Salaries and Allowances Tribunal. As at the reporting date, the SAT had not released the determination for Local Government Elected Members for payments and allowances effective 1st of July 2025.

In line with Council’s decision, it is proposed that Council adopts the following set percentages for the Annual Attendance Fee, the Local Government Allowance, and the ICT Allowance for the 2025/26 financial year:

ANNUAL ATTENDANCE FEE		
	Current 2024/25	Proposed 2025/26
Shire President	\$21,940 equates to 80% of maximum band value (Band 3)	80% of the maximum band value (Band 3)
Councillors other than Shire President	\$14,169 equates to 80% of the maximum band value (Band 3)	80% of the maximum band value (Band 3)

LOCAL GOVERNMENT ALLOWANCE		
	Current 2024/25	Proposed 2025/26
Shire President	\$31,990 equates to 80% of maximum band value (Band 3)	80% of the maximum band value (Band 3)
Deputy Shire President	\$7,998 equates to 80% of maximum band value (Band 3 up to 25% of Shire President)	80% of the maximum band value (Band 3 = up to 25% of Shire President)*

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

ANNUAL INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) ALLOWANCE		
	Current 2024/25	Proposed 2025/26
All Councillors		80% of the maximum band value

	\$2,800 per annum equates to 80% of maximum band value (Band 3)	(Band 3)
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The minimum ICT annual allowance for determined by SAT is \$500 per annum; the maximum being \$3,500 per annum (2024/25).

Council Superannuation

Council must also decide whether they wish to pay superannuation in addition to the Elected Member Fees and Allowances as set out in this report. The Superannuation Guarantee rate for 1st July 2025 is 12%. Should Council decide to do so, it is expected that SG cost will be around \$21,034 (based on current 2024/25 allowances).

END REPORT

8.11 *Title: Community Budget Requests 2025/26 – 2034/35*

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Legislation	<i>Local Government (Financial Management) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix IPC: 8.11A – Wells Recreation Park – Dardanup Sporting & Community Clubs Inc – Fencing, Lighting</i> <i>Appendix IPC: 8.11B – Eaton Basketball Association – Third Fan at ERC</i> <i>Appendix IPC: 8.11C – Ferguson Valley Marketing – Contribution towards Mobile Community and Information Pop Up Van/Trailer</i> <i>Appendix IPC: 8.11D – Ferguson Valley Marketing – Lost & Found Festival</i> <i>Appendix IPC: 8.11E – Ferguson Hall Committee – Condition Report</i> <i>Appendix IPC: 8.11F – Coastal Rowing WA Inc – Sea Containers (2)</i> <i>Appendix IPC: 8.11G – Risk Assessment Tool</i>

DECLARATION OF INTEREST

Cr. S L Gillespie declared an Impartiality Interest in this item.
Please refer to Part 8 'Declaration of Interest' for full details.

Overview

Council is to consider the community budget requests received as part of the development of the 2025/26 Annual Budget development process.

OFFICER RECOMMENDED RESOLUTION

THAT the Integrated Planning Committee recommends that Council:

1. Continue to financially support the following tourism groups, events and partnerships in the draft 2025/26 Annual Budget and 2025/26 – 2034/35 Long Term Financial Plan:

	2025/26	2026/27	2027/28	2028/29
Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$23,500	\$23,500	\$24,205	\$24,931
Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, Dardanup Arts Spectacular \$11,500 - CP044; Lost and Found Festival \$15,000	\$40,000	\$40,000	\$40,000	\$40,000
Bunbury Geographe Tourism Partnership	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL	\$83,500	\$83,500	\$84,205	\$84,931

2. Supports the investigation and cost estimate of Wells Recreation Park – fencing southern boundary and requests the Chief Executive Officer to incorporate this into the Shire’s Parks and Reserve Asset Management Plan Review to be conducted during 2025/2026;
3. Supports the investigation and cost estimate of Wells Recreation Park - lights on the western side of the oval and requests the Chief Executive Officer to incorporate this into the Shire’s Parks and Reserve Asset Management Plan Review to be conducted during 2025/2026;
4. Supports, in principal, the acquisition of a Third Industrial Fan at the Eaton Recreation Centre on the basis of the expenditure being grant funded to cover the majority of the costs;
5. Does not Support Ferguson Valley Marketing – One Off Funding Contribution towards a Mobile Community and Information Pop Up for \$10,000 and requests the Chief Executive Officer to work with the Ferguson Valley Marketing Association to further develop the proposed concept of a pop up or a more permanent Information Centre at Gnomesville as part of a review of the Gnomesville Master Plan to be conducted in 2025/2026.
6. Supports Ferguson Valley Marketing – Lost and Found Festival 2025 Additional Contribution of \$5,000, to a total of \$20,000.
7. Does not Support Ferguson Hall Committee contribution request to professionally project scope the long-term fix drainage/water run-off issues at an estimated cost of \$15,000, and requests the Chief Executive Officer incorporate this into the Council Plan Review as an action to be undertaken during 2025/2026;
8. Does not Support Coastal Rowing WA Inc to purchase two (2) Sea Containers at a cost of \$16,000.

Note: Not recommended for inclusion in draft budget, however, an option exists for Coast Rowing WA Inc to apply for Shire of Dardanup Community Grants and leverage other funding.

Change to Officer Recommendation

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

- *Items 1,2,3,4,5 and 7 - Supported.*
- *Item 6 - “Supports Ferguson Valley Marketing – Lost and Found Festival 2025 Additional Contribution of \$5,000, to a total of \$20,000” – This item was voted on separately from the other items.*
- *Item 8 – Cr Gillespie put forward an amendment to item 8 - “Does not Support Coastal Rowing WA Inc to purchase two (2) Sea Containers at a cost of \$16,000” to Support the purchase of one (1) Sea Container.*

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 16-25 MOVED - Cr. S L Gillespie SECONDED – Cr. J D Manoni

THAT the Integrated Planning Committee recommends that Council:

1. Continue to financially support the following tourism groups, events and partnerships in the draft 2025/26 Annual Budget and 2025/26 – 2034/35 Long Term Financial Plan:

	2025/26	2026/27	2027/28	2028/29
Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$23,500	\$23,500	\$24,205	\$24,931
Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, Dardanup Arts Spectacular \$11,500 - CP044; Lost and Found Festival \$15,000)	\$40,000	\$40,000	\$40,000	\$40,000
Bunbury Geographe Tourism Partnership	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL	\$83,500	\$83,500	\$84,205	\$84,931

2. Supports the investigation and cost estimate of Wells Recreation Park – fencing southern boundary and requests the Chief Executive Officer to incorporate this into the Shire’s Parks and Reserve Asset Management Plan Review to be conducted during 2025/2026;
3. Supports the investigation and cost estimate of Wells Recreation Park - lights on the western side of the oval and requests the Chief Executive Officer to incorporate this into the Shire’s Parks and Reserve Asset Management Plan Review to be conducted during 2025/2026;
4. Supports, in principal, the acquisition of a Third Industrial Fan at the Eaton Recreation Centre on the basis of the expenditure being grant funded to cover the majority of the costs;
5. Does not Support Ferguson Valley Marketing – One Off Funding Contribution towards a Mobile Community and Information Pop Up for \$10,000 and requests the Chief Executive Officer to work with the Ferguson Valley Marketing Association to further develop the proposed concept of a pop up or a more permanent Information Centre at Gnomesville as part of a review of the Gnomesville Master Plan to be conducted in 2025/2026.
6. Does not Support Ferguson Hall Committee contribution request to professionally project scope the long-term fix drainage/water run-off issues at an estimated cost of \$15,000, and requests the Chief Executive Officer incorporate this into the Council Plan Review as an action to be undertaken during 2025/2026;

7. **Support Coastal Rowing WA Inc to purchase one (1) Sea Container at a cost of \$8,000.**

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. M R Hutchinson Cr. J D Manoni Cr S L Gillespie Cr T Bell Cr A C Jenour	

CARRIED
7/0

INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 17-25 MOVED - Cr. T Bell SECONDED – Cr. T G Gardiner

THAT the Integrated Planning Committee recommends that Council supports Ferguson Valley Marketing – Lost and Found Festival 2025 Additional Contribution of \$5,000, to a total of \$20,000.

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. J D Manoni Cr T Bell Cr A C Jenour	Cr. E P Lilly Cr. M R Hutchinson Cr S L Gillespie

CARRIED
4/3

Background

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

Council advertised on its website, social media and in the South West Times on the 23rd of January 2025 seeking submissions from community and not-for-profit community groups for the 2025/26 Budget closing on 14th of February 2025. Council received seven (7) individual Community Budget Requests which are included in the Officer Comments section of this report.

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 and Long Term Financial Plan (LTFP) development process Councillors, community and staff are provided the opportunity to put forward budget requests for consideration. The 2025/26 budget and Long Term Financial Plan adopted by Council included specific allocations to community groups.

Budget Implications

Any approved Community Budget requests will be included in Council's four-year 2025/26 – 2028/29 Corporate Business Plan, and the 2025/26 Annual Budget.

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

	2025/26	2026/27	2027/28	2028/29
Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$23,500	\$23,500	\$24,205	\$24,931
Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, Dardanup Arts Spectacular \$11,500 - CP044; Lost and Found Festival \$15,000)	\$40,000	\$40,000	\$40,000	\$40,000
Bunbury Geographe Tourism Partnership	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL	\$83,500	\$83,500	\$84,205	\$84,931

As per the table in the Background section of this report, if Council supports any or all of the budget requests, an additional income may need to be obtained in 2025/26 through increased rates, other revenue sources, or through a reduction in other expenditure areas. *Expenditure endorsed in this report will then be updated into the draft 2025/26 Long Term Financial Plan.*

Budget – Whole of Life Cost

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

A number of the budget requests relate to capital works and assets, which will require ongoing maintenance and eventual replacement in future years. This capital acquisition, maintenance and renewal has no budget funding allocated in the LTFP or 2025/26 draft Budget.

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.

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

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.11G) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Community Budget Requests – 2025/26
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Community Budget requests form part of the Annual Budget Process.
	Reputational	Shire brand can be impacted if Community requests are not provided
	Legal & Compliance	Failure to comply with Council policy <i>CP 018 – Corporate Business Plan & Long Term Financial Plan</i> could result in non-compliance

Officer Comment

Full details of the Community Budget Request submissions received for the 2025/26 are contained within the appendices of this report, as per attachments (Appendix IPC:8.13A, Appendix IPC:8.13B, Appendix IPC:8.13C, Appendix IPC:8.13D, Appendix IPC:8.13E and Appendix IPC:8.13F)

Council has received the following Community Budget Requests:

Project	Comment/Summary of Request from Budget Submitter	Requested By	Asset Program	Financial Year	Cost	Net Budget Impact 2025/26	EMT Comment
Wells Recreation Park – Fencing Southern Boundary	The reason for this is that during soccer and cricket games balls often end up in the irrigation drain where they need to be retrieved out of the water or the ball flies over the drain and ends up near or on Ferguson Rd. Both scenarios are hazardous for the player collecting the ball especially if they are young as well as disrupting play. The fence would also stop stray dogs easily entering the oval which does happen reasonably frequently.	Dardanup Sporting and Community Clubs Inc	Parks	2025/26	Unknown	Unknown	To be considered at IPC; not included the current draft Parks AMP. Recommend it be included in the Parks AMP review due for 2025/2026.
Wells Recreation Park – Lights on Western Side of Oval	The Dardanup Cricket Club would like to see lights on the western side of the oval which would greatly assist with training. The lights would also assist other Clubs using the oval as well as the Bull and Barrel Festival. The Cricket Club is now steadily growing with 2 Senior and 2 junior teams now that the changerooms have been built.	Dardanup Sporting and Community Clubs Inc on behalf of Dardanup Cricket Club	Lighting	2025/26	Unknown	Unknown	To be considered at IPC; not included the current draft Parks/Lighting AMP. Recommend it be included in the Parks AMP review due for 2025/2026.
Eaton Recreation Centre – Third Industrial Fan	Basketball is the fastest growing sport in Australia right now with Australia wide participation exceeding 1.3 million in 2022. And the Eaton association itself seeing a doubling in participation in the past 5 years! We now host more than 140 teams during our summer regular season (one of the largest associations in the South-West) and we have extended ourselves into kindy and pre-primary programs and a winter basketball comp for juniors. The primary season for basketball is during the summer and you are likely aware that the heat on the east court on Saturday lunch sessions getting so hot we have to consider shorter games and other heat controls.	Eaton Basketball Association	Buildings	2025/26	Quote \$27,895 (dated 2014)	No impact if 100% Grant Funded	Recommendation for inclusion based on external Grant Funding to cover majority of costs.

Project	Comment/Summary of Request from Budget Submitter	Requested By	Asset Program	Financial Year	Cost	Net Budget Impact 2025/26	EMT Comment
Ferguson Valley Marketing – One off Contribution towards Mobile Community Information Pop Up	The introduction of a mobile community and information pop up in the form of a kitted van/tailer will allow the team of volunteers to readily increase their reach across the community. The pop up is a perennial project. Grant funding would be a key portion of the purchase price of a fit for purpose second-hand vehicle registered and insured by FVM The Vehicle will be garaged in a secure space and maintained by FVMFVM will undertake any fit out required. Operating out of a car boot, to date the pop up has had 27 operating days.	Ferguson Valley Marketing	Tourism Expense	2025/26	\$10,000	\$10,000	Not Supported. Requests the Chief Executive Officer to work with the Ferguson Valley Marketing Association to further develop the proposed concept of a pop up or a more permanent Information Centre at Gnomesville as part of a review of the Gnomesville Master Plan to be conducted in 2025/2026.
Ferguson Valley Marketing – Lost and Found Festival 2025 Contribution	Lost and Found Festival 2025 The festival will be held from Friday, 13th October to Sunday, 19th October 2025 inclusive. The Event stakeholder briefing for Lost and Found 2025 has been set for March 18th when the new Participant Packages will be detailed and explained. FVM seek the Shire of Dardanup's ongoing and continued support of this iconic festival. The Lost and Found festival brand is highly regarded and is recognised across the tourism and hospitality industries as an exciting festival on its way to reaching its full potential. The festival is regarded as a key event in the region by Tourism WA.	Ferguson Valley Marketing	Tourism Expense	2025/26	\$20,000 (increase of \$5,000 from 24/25)	Additional Expense of \$5,000	Supported. Presentation at Councillor Concept Forum on 5/3/25. \$15,000 is allocated within the draft 25/26 LTFF. Supports Ferguson Valley Marketing – Lost and Found Festival 2025 Additional Contribution of \$5,000, to a total of \$20,000.
Ferguson Hall Committee	Funding request to professionally project scope the long term fix drainage/water run-off issues. Some years ago the Shire paved the carpark in the front of the hall. During rain events this has caused significant issues with water run off. The result is that the Hall has a major damp problem. This is the causal factor with the Hall white ant issues. After several failed attempts to redirect the water run off by the Shire Maintenance Department. What we are requesting is that the Shire budget \$15,000 in funds for the 2026 period to professionally scope the long term fix for the issue.	Ferguson Hall Committee	Maintenance	2025/26	\$15,000	\$15,000	Does not Support Ferguson Hall Committee contribution request to professionally project scope the long-term fix drainage/water run-off issues at an estimated cost of \$15,000, and requests the Chief Executive Officer incorporate this into the Council Plan Review as an action to be undertaken during 2025/2026 <i>Structural alterations are the responsibility of the Lessor (ie Council).</i>

Coastal Rowing WA Inc – Sea Containers (2)	Request for two (2) x 40 foot Sea Containers to be located at either Eaton Foreshore and or Watson Reserve estimated at \$8,000 per container (acquisition).	Coastal Rowing WA Inc	Parks	2025/26	\$16,000	\$16,000	Not recommended for inclusion in draft budget. Option for Coast Rowing WA Inc to apply for Shire of Dardanup Community Grants and leverage other funding. Does not Support Coastal Rowing WA Inc to purchase two (2) Sea Containers at a cost of \$16,000.
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A separate report for Councillor and Staff Budget Requests will be presented at the April 2025 Integrated Planning Committee meeting to be held on the 9th of April 2025.

END REPORT

9 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

10 NEW BUSINESS OF AN URGENT NATURE
--

None.

11 MATTERS BEHIND CLOSED DOORS

None.

12 CLOSURE OF MEETING

The Chairperson advises that the date of the next Integrated Planning Committee Meeting will be Wednesday, 9th April 2025.

There being no further business the Chairperson declared the meeting closed at 12.39pm.



10 Year
Asset Management Plan

Recreation Centre Equipment

2025/26
TO
2034/35

(Appendix ORD: 12.5.3B)

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Introduction

The purpose of this document is to provide a strategy for funding the acquisition and replacement of Councils Recreation Centre Equipment.

This strategy will plan for the timing and financing of;

- a) Essential Recreation Centre Equipment.
- b) Cyclical replacement of existing items of Recreation Centre Equipment.

It is necessary to plan for their cyclical replacement of these assets for the following reasons;

- a) Increase maintenance costs due to age.
- b) Demand for improved functionality of equipment.
- c) Redundancy of equipment due to technological advancements.
- d) To remain competitive against other centres.

With continued growth predicted well into the foreseeable future, demand for new and improved equipment will be placed on Council in order to enable staff to maintain service levels to the community.

This asset management plan will assist the current and future Councils by ensuring the Shire of Dardanup has a financial capacity to meet the demands of funding the Recreation Centre's equipment in order for it to remain contemporary and competitive.

Basis of Costings

This defines the way costs have been arrived at for the plan.

Year 1 - Budget Accuracy (ie actual quotes)

Years 2 & 3 - Current Cost + Price Indexation

Years 4 to 10 - Indicative

Price Indexing

Forward estimates for price increases are estimates a rate of 3.2% pa

Funding

It is recommended that all capital expenditure be funded 100% from Reserve Funds. By determining an annual budget allocation to Reserve, Council can be confident that all new and replacement items of equipment can be funded from a predetermined, fixed annual budget allocation.

Reserve Funds

Council will maintain Reserve Funds for the acquisition of assets within this plan. Once an item of equipment is scheduled, annual budget allocations will commence to ensure the required funds are available in the planned year.

Equipment Purchase and Lease

Council has determined that it will lease cardio fitness equipment for a period of 5 years and will purchase strength equipment for a period of 15 years. The procurement of both cardio fitness equipment and strength equipment will be in accordance with CnG CP035 - Procurement Policy.

Risk Management

All equipment will be fully insured even if leased. Staff shall be trained to operate equipment safely and if required also trained on how to perform routine equipment maintenance.

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2025/26

CONSOLIDATED SUMMARY

	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
EXPENDITURE										
Eaton Recreation Centre:										
- Purchased Gym and Fitness Equipment	107,797	82,153	21,134	68,901	25,248	47,004	29,455	29,035	474,232	53,530
- Leased Gym and Fitness Equipment	55,883	55,883	55,883	55,883	55,883	62,919	62,919	62,919	62,919	62,919
- Sundry Furniture & Equipment	5,500	5,500	5,500	6,000	6,000	6,000	6,000	6,500	6,500	6,500
TOTAL EXPENDITURE	169,180	143,536	82,517	130,784	87,131	115,922	98,374	98,453	543,651	122,949
	52,231	26,586	-34,433	13,334	-30,319	-8,563	-26,112	-26,532	418,666	-2,037
FUNDING										
Loans	0	0	0	0	0	0	0	0	0	0
Grant Revenue	0	0	0	0	0	0	0	0	0	0
TOTAL FUNDING	0	0	0	0	0	0	0	0	0	0
OWN SOURCE FUNDS REQUIRED	169,180	143,536	82,517	130,784	87,131	115,922	98,374	98,453	543,651	122,949
Opening Balance - ERC Equipment Reserve	325,636	266,631	232,428	258,046	266,294	318,483	343,707	387,363	432,467	103,953
Interest	10,175	9,332	8,135	9,032	9,320	11,147	12,030	13,558	15,136	3,638
Recommended Annual Reserve Transfer	100,000	100,000	100,000	130,000	130,000	130,000	130,000	130,000	200,000	200,000
RESERVE SURPLUS (DEFICIT)	266,631	232,428	258,046	266,294	318,483	343,707	387,363	432,467	103,953	184,642

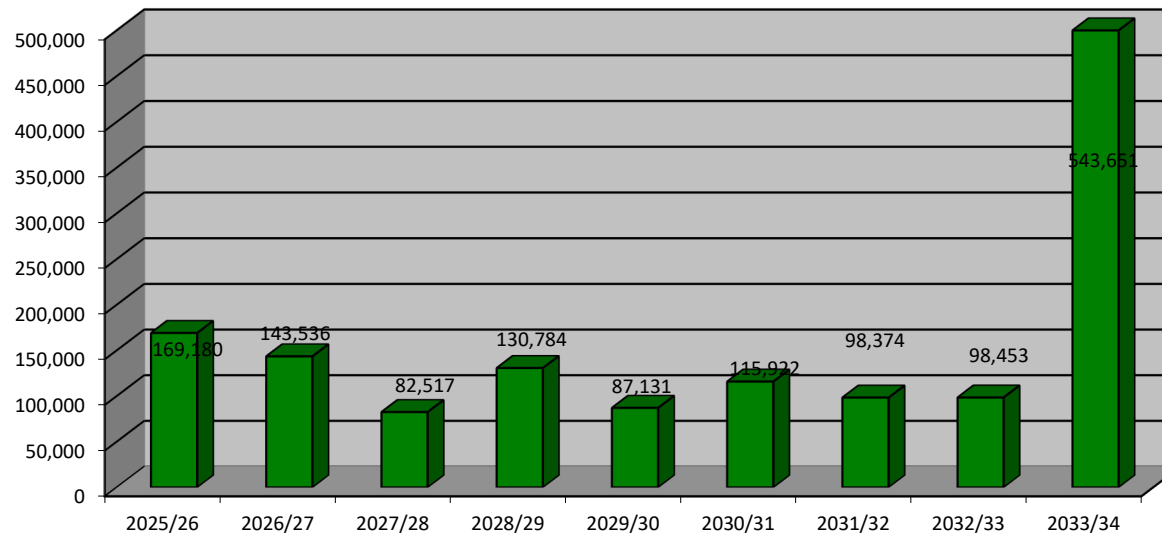
Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2025/26

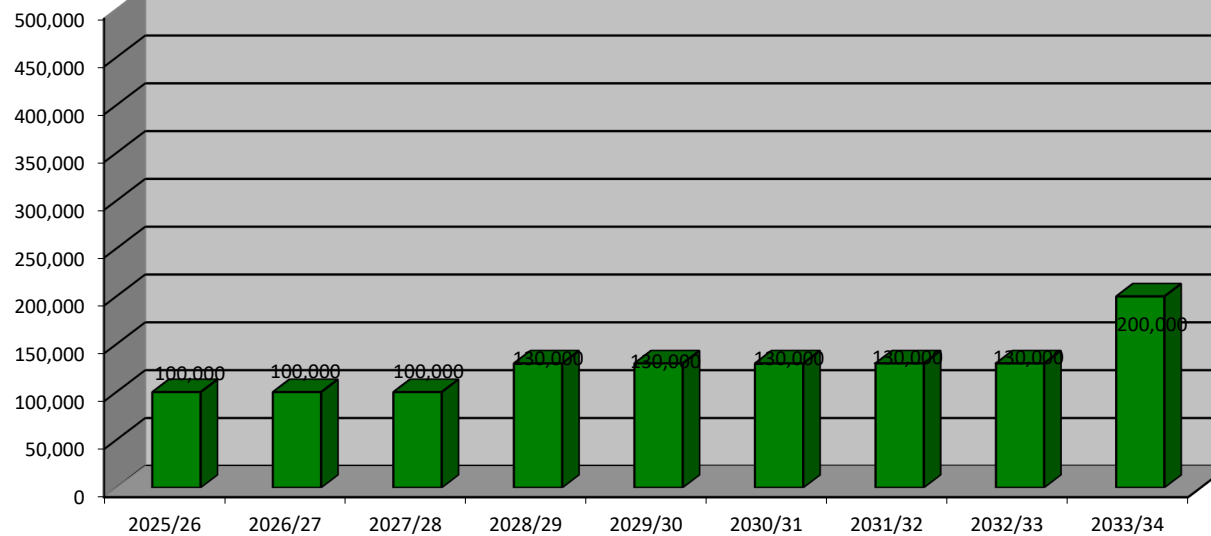
RECREATION CENTRE EQUIPMENT RESERVE FUND SUMMARY

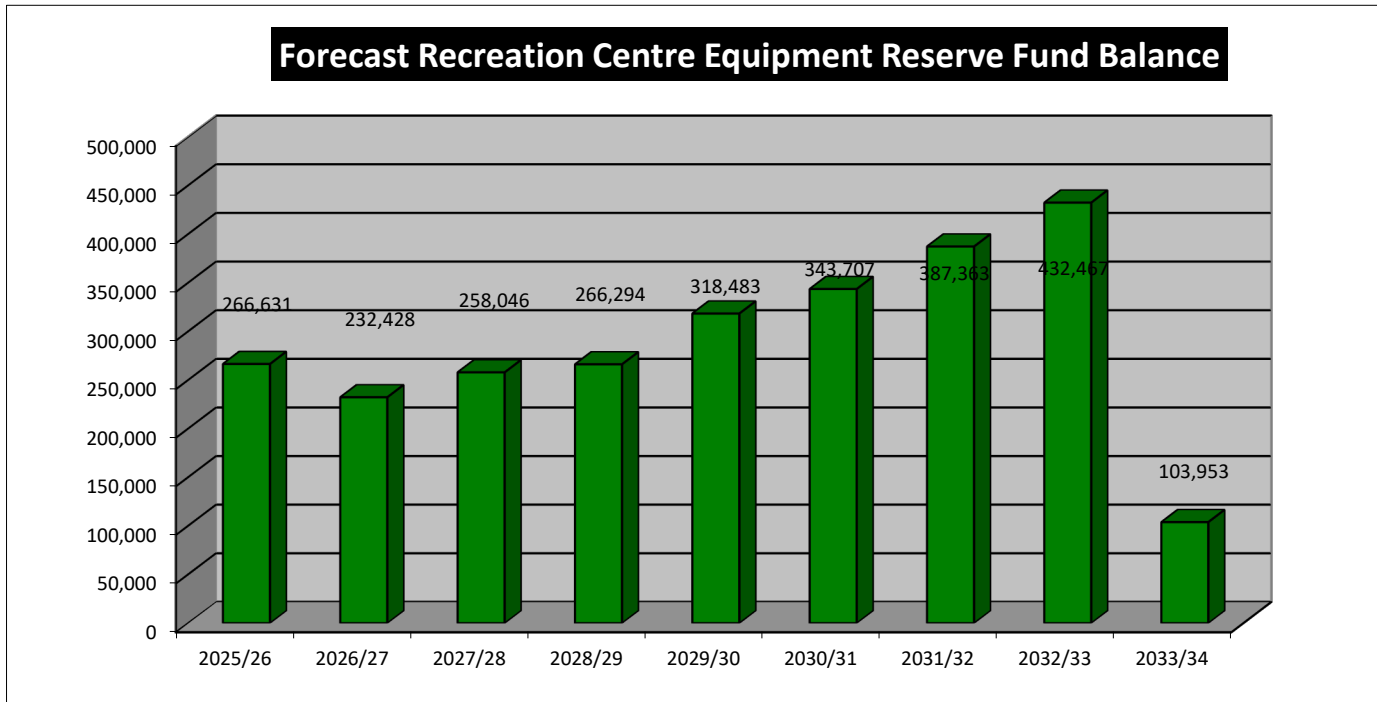
	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
RESERVE										
Recreation Centre - Sporting & Fitness Equipment	163,680	138,036	77,017	124,784	81,131	109,922	92,374	91,953	537,151	116,449
Sundry Furniture & Equipment	5,500	5,500	5,500	6,000	6,000	6,000	6,000	6,500	6,500	6,500
TOTAL RESERVE FUNDS REQUIRED	169,180	143,536	82,517	130,784	87,131	115,922	98,374	98,453	543,651	122,949
Annual Reserve Transfer Allocation	100,000	100,000	100,000	130,000	130,000	130,000	130,000	130,000	200,000	200,000
Additional Reserve Required	0	0	0	0	0	0	0	0	0	0
Interest Earnings	10,175	9,332	8,135	9,032	9,320	11,147	12,030	13,558	15,136	3,638
Grant	0	0	0	0	0	0	0	0	0	0
RESERVE SURPLUS (DEFICIT)	266,631	232,428	258,046	266,294	318,483	343,707	387,363	432,467	103,953	184,642

Forecast Recreation Centre Equipment Reserve Fund Requirements



Recommended Budget allocation to Recreation Centre Equipment Reserve Fund





Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2025/2026

Recreation Centre - Sporting & Fitness Equipment

		Replacement cycle in years	Current Cost	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
EXPENDITURE													
Fitness Centre equipment - Recreation Centre Assets & Equipment GL 11 3 4002													
Asset Number	Purchase Date												
01967	1/07/2020 Seated Leg Press - Insignia Series - Life Fitness (SSLC-SLP)	15	10,980	0	0	0	0	0	0	0	0	0	0
01966	1/07/2020 Leg Extension - Insignia Series - Life Fitness (SSLC-LE)	15	8,012	0	0	0	0	0	0	0	0	0	0
01965	1/07/2020 Seated Leg Curl - Insignia Series - Life Fitness (SSLC-SLC)	15	8,210	0	0	0	0	0	0	0	0	0	0
01964	1/07/2020 Chest Press - Insignia Series - Life Fitness (SSLC-CP)	15	8,012	0	0	0	0	0	0	0	0	0	0
01963	1/07/2020 Pectoral Fly/Rear Deltoid - Insignia Series - Life Fitness (SSLC-FLY)	15	7,353	0	0	0	0	0	0	0	0	0	0
01968	1/07/2020 Assist Dip Chin - Insignia Series - Life Fitness (SSLC-ADC)	15	7,221	0	0	0	0	0	0	0	0	0	0
01969	1/07/2020 Dual Adjustable Pulley - Cable Motion Series - Life Fitness (CMDAP) with accessories inc.	15	9,886	0	0	0	0	0	0	0	0	0	0
01970	1/07/2020 Linear Leg Press - Plate Loaded - HAMMER - (HSLLP)	15	8,398	0	0	0	0	0	0	0	0	0	0
01971	1/07/2020 V Squat - Plate Loaded - HAMMER - (PLVSQ)	15	7,683	0	0	0	0	0	0	0	0	0	0
01974	1/07/2020 Chest Press/Lat Pulldown - Iso-Lateral - HAMMER - (ILCB)	15	6,558	0	0	0	0	0	0	0	0	0	0
01972	1/07/2020 Oblique Crunch - Plate Loaded - HAMMER - (PLAB)	15	5,807	0	0	0	0	0	0	0	0	0	0
01973	1/07/2020 Kneeling Leg Curl - Iso-Lateral - HAMMER - (ILKLC)	15	5,520	0	0	0	0	0	0	0	0	0	0
00443	1/07/2020 Iso Leg Extension	15	5,312	0	0	0	0	0	0	0	0	0	0
01975	1/07/2020 Power Rack - HD Athletic - Hammer Strength - with power pivot, wing, single leg squat bar, band pegs and battle rope attachment.	15	7,983	0	0	0	0	0	0	0	0	0	0
01976	1/07/2020 6x8 HD Athletic Platform w/Power Rack Insert - No Logo	15	7,523	0	0	0	0	0	0	0	0	0	0
01967	2/07/2020 6x8 HD Athletic Platform w/Half Rack Insert - No Logo	15	6,845	0	0	0	0	0	0	0	0	0	0
01978	1/07/2020 Hammer Strength Rubber Dumbbell Set 2.5kg - 50kg in 2.5kg increments	15	10,044	0	0	0	0	0	0	0	0	0	0
01979	1/07/2020 Evolt 360 Digital Body Scanner - Includes 12 months access to Evolt-Insights owners portal.	15	16,981	0	0	0	0	0	0	0	0	0	0
01398	21/06/2023 Matrix 5 Stack Multi Station	7	18,200	0	0	0	0	0	0	21,487	0	0	0
00534	21/06/2024 Gym Stereo system	8	14,000	0	0	0	0	0	0	0	16,925	0	0
	7/07/1905 Metra australia Lockers	10	46,000	47,104	0	0	0	0	0	0	0	0	0
Group Fitness Equipment - Recreation Centre Assets & Equipment GL 11 3 4002													
01986	1/11/2021 Virtual Group Fitness Kiosk Les Mills Upgrade	5	6,600	6,758	0	0	0	0	7,609	0	0	0	0
01428	27/06/2018 Aeromic, receiver and fitness audio bluetooth station	5	7,291	0	0	7,829	0	0	0	0	0	9,026	0
	20/07/2020 Les Mills smart bars, steps, weights, Smartbands	7	28,344	0	29,721	0	0	0	0	0	0	35,088	0
Sports and Venue - Recreation Centre Assets & Equipment GL 11 3 4002													
01988	27/02/2022 Millenium Scoreboard	7	5,933	0	0	0	0	0	6,840	0	0	0	0
01989	28/02/2022 Millenium Scoreboard	7	5,933	0	0	0	0	0	6,840	0	0	0	0
01987	1/03/2022 Shotclocks and scoreboards	7	17,803	0	0	0	0	0	20,526	0	0	0	0
00504	30/10/2003 Acromat Stadium Retractable Seating (7 Tier - 604 seats)	30	330,000	0	0	0	0	0	0	0	0	408,520	0
01761	26/08/2016 Tennant T7 Ride-On Floor Scrubber	12	30,000	30,720	0	0	0	0	0	0	0	0	0
AI000268	10/03/2016 Mirage 400 Compact Scrubber (Court Floor Cleaner)	10	5,500	0	0	0	0	0	0	0	6,649	0	0
01054, 01055, 01056	8/10/2010 Swiftset Folding Chairs *135 - Navy/Silver & Trolleys	13	27,500	0	28,836	0	0	0	0	0	0	0	0
01953	27/06/2018 4 x Cameras for CCTV	7	6,750	0	0	0	0	0	0	7,969	0	0	0
01428	28/05/2014 AV projector data screen - 2440 x 1830 mm and 2000 x 1830	8	5,891	6,032	0	0	0	0	0	0	0	7,293	0
	20/11/2020 Sports equipment - Netball post, Badminton Post, volleyball post, Basketball backboard systems	25	16,230	0	17,018	0	0	0	0	0	0	0	20,574
	Divider nets and curtains	25											
AI000274	28/06/2018 Tropical Island Bouncy Castle	5	5,225	0	0	0	0	5,883	0	0	0	0	6,623
Café and reception - Recreation Centre Assets & Equipment GL 11 3 4002													
New	24/02/2023 Coffee Machine - LaCarimal 2 Group Espresso Coffee Machine	7	4,800	0	0	0	0	5,404	0	0	0	0	0
01787	22/12/2016 Combo Vending Machine	8	6,273	0	6,577	0	0	0	0	0	0	0	7,952
	Unknown 6 Burner Oven	10	8,716	0	0	0	0	0	0	0	0	10,790	0
	Unknown 31lt Single Pan Fryer	7	6,000	0	0	0	0	6,755	0	0	0	0	0
Total Purchased Gym and fitness				751,318	90,615	82,153	7,829	0	18,043	41,815	29,455	23,574	470,717
													35,149

(Appendix ORD: 12.5.3B)

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment

2025/2026

Recreation Centre - Sporting & Fitness Equipment

		Current Cost	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
EXPENDITURE		Replacement cycle in years										
Leased Cardio Equipment												
*No asset numbers Purchase Date												
	1/07/2020 Recumbent Cycle	5	9,180		0	0	0	0	0	0	0	0
	1/07/2020 Recumbent Cycle	5	9,180		0	0	0	0	0	0	0	0
	1/07/2020 Air Bike - Assault	5	1,747		0	0	0	0	0	0	0	0
	1/07/2020 Treadmill - Motorised	5	16,350		0	0	0	0	0	0	0	0
	1/07/2020 Treadmill - Motorised	5	16,350		0	0	0	0	0	0	0	0
	1/07/2020 Treadmill - Motorised	5	16,350		0	0	0	0	0	0	0	0
	1/07/2020 Treadmill - Motorised	5	16,350		0	0	0	0	0	0	0	0
	1/07/2020 Treadmill - Motorised	5	16,350		0	0	0	0	0	0	0	0
	1/07/2020 Treadmill - Motorised	5	16,350		0	0	0	0	0	0	0	0
	1/07/2020 Treadmill - Motorised	5	16,350		0	0	0	0	0	0	0	0
	1/07/2020 Treadmill - Non-Motorised	5	13,800		0	0	0	0	0	0	0	0
	~~1/07/2020 Treadmill - Non-Motorised~~	~~5~~	~~6,797~~		~~0~~	~~0~~	~~0~~	~~0~~	~~0~~	~~0~~	~~0~~	~~0~~
	1/07/2020 Elliptical Cross Trainer	5	13,000		0	0	0	0	0	0	0	0
	~~1/07/2020 Elliptical Cross Trainer~~	~~5~~	~~10,545~~		~~0~~	~~0~~	~~0~~	~~0~~	~~0~~	~~0~~	~~0~~	~~0~~
	1/07/2020 Full Body Arc Trainer- Replace with Vario	5	13,500		0	0	0	0	0	0	0	0
	1/07/2020 Upper Body Ergo	5	10,140		0	0	0	0	0	0	0	0
	2/07/2020 Ski ERG - Replace with Skill Up	5	5,260		0	0	0	0	0	0	0	0
	1/07/2020 Upright Cycle	5	8,560		0	0	0	0	0	0	0	0
	1/07/2020 Upright Cycle	5	8,560		0	0	0	0	0	0	0	0
	1/07/2020 Stepper - Climb Mill - Replace with Climb	5	14,000		0	0	0	0	0	0	0	0
	1/07/2020 Stepper - Climb Mill - Replace with Climb	5	14,000		0	0	0	0	0	0	0	0
	1/07/2020 Stepper - Climb Mill - Replace with Climb	5	14,000		0	0	0	0	0	0	0	0
	1/07/2020 Rower - Concept 2 - Replace with Skill Row	5	5,000		0	0	0	0	0	0	0	0
	Technogym Ride	5	5,700									
	Technogym Ride	5	5,700									
	Checkup - replacing Evolt Body Scanner	5	22,000									
	1/07/2020 Fitness Management System - Halo		32,000				0	0	0	0	0	0
Total Leased Cardio Equipment			271,427	55,883	55,883	55,883	55,883	55,883	62,919	62,919	62,919	62,919
Gym equipment - Portable Attractive Item / Minor Assets < \$5,000 - GL 11 1 4504												
	1/07/2020 Olympic Flat Bench - Hammer Strength (OFB) with weight storage	15	4,511	0	0	0	0	0	0	0	0	0
	1/07/2020 Olympic Incline Bench - Hammer Strength (OIB) with weight storage	15	5,253	0	0	0	0	0	0	0	0	0
	1/07/2020 Flat Bench - HD Athletic - Hammer Strength	15	1,049	0	0	0	0	0	0		0	0
	1/07/2020 Flat Bench - HD Athletic - Hammer Strength	15	1,049	0	0	0	0	0	0		0	0
	1/07/2020 Flat Bench - HD Athletic - Hammer Strength	15	1,049	0	0	0	0	0	0		0	0
	1/07/2020 Multi-Adjustable Bench - HD Athletic - Hammer Strength	15	2,238	0	0	0	0	0	0		0	0
	1/07/2020 Multi-Adjustable Bench - HD Athletic - Hammer Strength	15	2,238	0	0	0	0	0	0		0	0
	1/07/2020 Adjustable Decline / Abdominal Bench - Signature Series - Life Fitness (SADB)	15	1,690	0	0	0	0	0	0		0	0
	1/07/2020 Arm Curl, Seated - Hammer Strength (FWAC)	15	2,124	0	0	0	0	0	0		0	0
	1/07/2020 Back Extension - Hammer Strength (BWBE)	15	2,196	0	0	0	0	0	0		0	0
	1/07/2020 Half Rack - HD Athletic - Hammer Strength	15	4,815	0	0	0	0	0	0	0	0	0
	1/07/2020 Storage Rack 1750- 2 x Plate 2 x Dual Pipe Double Cell	15	3,847	0	0	0	0	0	0		0	0
	1/07/2020 Olympic Rubber Weight Discs 2000 kg total (1.25 - 25kg)	15	12,391	0	0	13,305	0	0	0	0	0	0
	1/07/2020 Pro Series Olympic Rubber Coated bumper plates - 150 kg total (5 - 25 kg increments)	15	1,866	0	0	0		0	0	0	0	0
	1/07/2020 Hammer Strength Rubber Barbell Set 10-45kg (10 Bars) - with rack	15	4,614	0	0	0		0	0	0	0	0
	1/07/2020 1 - 10kg Urethane Dumbbells - Escape	15	1,242	0	0	0		0	0	0	0	0
	1/07/2020 10 Pair Dumbbell X Rack - Escape Fitness	15	1,138	0	0	0		0	0	0	0	0
	1/07/2020 Pro Active -Dumbbell Rack 10 Pairs	15	1,077	0	0	0		0	0	0	0	0
	1/07/2020 Squat Lunge - Ground Base - HAMMER - (GBSL)	15	3,729	0	0	0	0	0	0	0	0	0
	1/07/2020 Seated Calf Raise - Plate Loaded - HAMMER - (PLCALF)	15	3,660	0	0	0	0	0	0	0	0	0
	1/07/2020 Plate loaded glute drive - Nautilus	15	4,341	0	0	0	0	0	0		0	0
	1/07/2020 Smith Machine - Optima Series (OSSM) - Life Fitness	15	3,799	0	0	0	0	0	0		0	0
	1/07/2020 Shoulder Press - Iso-Lateral - HAMMER - (ILSP)	15	5,253	0	0	0	0	0	0	0	0	0
	1/07/2020 Rowing - Iso-Lateral - HAMMER - (ILROW)	15	5,045	0	0	0	0	0	0	0	0	0
	1/07/2020 Leg Extension - Iso-Lateral - HAMMER - (ILLE)	15	5,312	0	0	0	0	0	0	0	0	0
00531	21/06/2024 65" Crystal UHD 4K Smart TV - Samsung - UA65BU80	6	1,600	0	0	0	0	1,801	0	0	0	0
00532	21/06/2024 65" Crystal UHD 4K Smart TV - Samsung - UA65BU80	6	1,600	0	0	0	0	1,801	0	0	0	0
00533	21/06/2024 65" Crystal UHD 4K Smart TV - Samsung - UA65BU80	6	1,600	0	0	0	0	1,801	0	0	0	0
	1/06/2025 65"	6	1,600	0	0	0	0	1,801	0	0	0	0

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2025/2026

Recreation Centre - Sporting & Fitness Equipment

		Replacement cycle in years	Current Cost	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
EXPENDITURE													
Group Fitness - Portable and attractive item / Minor Assets < \$5,000 - GL 11 1 4504													
AI000270	6/09/2016 Epson Projector & Pulldown Screen (Fitness on Demand)		2,855	0	0	0	0	0		0	0	0	0
AI000261	16/05/2013 STEREO SYSTEM, SPEAKERS & RECEIVERS - Cycle Studio	8	4,500	0	0	0	0	0	5,188	0	0	0	0
AI000009 - AI000025	18/09/2018 BODY BIKE CONNECT (RPM BIKE)	7	53,265	0	0	0	58,565	0	0	0	0	0	0
	24/07/2008 Stereo system for group fitness	8	4,517	0	0	0	0		0	0	5,461	0	0
	27/08/2013 Mipro Portable PA and sound system	8	2,840	0	0	0	0		0	0	0	3,516	0
	2/12/2018 AKAI 55" UHD-ANDROID SMART-TV - SPIN ROOM		1,300	0	0	0	0		0	0	0	0	0
Café and Reception - Portable and attractive item / Minor Assets < \$5,000 - GL 11 1 4504													
AI000234	25/10/2019 Robot-Cook Food Processor		2,610		0	0	0	0	0	0	0	0	0
AI000230	22/11/2019 55" Hisense UHD-TV - Café		795		0	0	0	0	0	0	0	0	0
AI000231	22/11/2019 55" Hisense UHD-TV - Reception		795		0	0	0	0	0	0	0	0	0
AI000467	10/08/2021 Vitamix Advanced Bar Blender		1,144	0	0	0	0	0	0	0	0	0	0
New	24/02/2023 Slingshot Auto Coffee Tamper		1,881	0	0	0	0		0	0	0	0	0
New	24/02/2023 Slingshot C40 Grinder		2,460	0	0	0	0		0	0	0	0	0
	01/11/2020 Wastex Dishwasher	7	4,600	0	0	0	5,058	0	0	0	0	0	0
	Unknown Kitchen Fridge 960ltr Commercial		2,675	0	0	0	0	0	0	0	0	0	0
00758	6/02/2007 Seating café seating	12	4,800	0	0	0	5,278	0	0	0	0	0	0
	22/02/2023 Upright Kitchen Freezer - 389L		997	0	0	0	0		0	0	0	0	0
	Unknown Westinghouse 500L Chest Freezer		1,100	0	0	0	0	0	0	0	0	0	0
	Unknown Roband Bain Marie		2,300	0		0	0	0	0	0	0	0	0
	Unknown 3 Door Counter Fridge (Milk Fridge)		2,100		0	0	0	0	0	0	0	0	0
AI01643	07/02/2015 Countertop Food Display 160 l Fridge		1,900	0	0	0	0		0	0	0	0	0
	Unknown Whirlpool 10kg Washing Machine		900	0	0	0		0	0		0	0	0
	20-03-2018 Dryer- 8kg		1,499	0	0	0		0	0	0	0	0	0
AI00396	29/07/2003 Westinghouse 210l Fridge/Freezer		700		0	0	0	0	0	0	0	0	0
Sports and Venue - Portable and attractive item / Minor Assets < \$5,000 - GL 11 1 4504													
	Meeting Room Table	10	9,360	9,585	0	0	0	0	0	0	0	0	0
	Meeting Room Chairs	10	7,420	7,598	0	0	0	0	0	0	0	0	0
	Projector x2		3,964	0	0	0	0	0	0	0	0	0	0
	TV - LG courtside		600	0	0	0	0	0	0	0	0	0	0
	Courtside tables		2,392	0	0	0	0	0	0	0	0	0	0
28/06/2018	Silver benches - 6x 350 x 400mm high 4 x 400 x 400 mm high	10	4,384		0	0	0	0	0	0	0	0	0
	Lecturn x 2		592	0	0	0	0	0	0	0	0	0	0
	Equipment Trolley	10	899	0	0	0	0	0	0	0	0	0	0
	Edge Stack Trestle table cart		999		0	0	0	0	0	0	0	0	0
	1/02/2023 Radio amplifier	8	1,258	0	0	0	0	0	0	0	0	0	0
	27/11/2018 Water fountain - P8ACY	10	14,500	0	0	0	0	0	0	0	0	0	18,381
TOTAL - Portable and attractive item / Minor Assets < \$5,000 - GL 11 1 4504			241,824	17,183	0	13,305	68,901	7,206	5,188	0	5,461	3,516	18,381

** Note **

Included those Portable & Attractive Items in the future Asset Replacement Program where the current value is greater than \$5,000. Added in 2023/24 \$20,000 per annum to purchase minor assets below \$5,000 which are noted on this Equipment Register. Some minor items transferred to IT AMP.

1,264,569	163,680	138,036	77,017	124,784	81,131	109,922	92,374	91,953	537,151	116,449
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Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2025/26

LOANS SUMMARY

	0	#REF!	0	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
LOANS										
Recreation Centre - Sporting & Fitness Equipment	0	0	0	0	0	0	0	0	0	0
TOTAL NEW LOANS REQUIRED	0	0	0	0	0	0	0	0	0	0

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2025/26

GRANT REVENUE SUMMARY

	0	#REF!	0	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Grants / Contribution Revenue										
Shotclocks and scoreboards	0	0	0	0	0	0	0	0	0	0
TOTAL GRANT REVENUE	0	0	0	0	0	0	0	0	0	0

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2025/26

LEASE SUMMARY

	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
LEASE									
<i>Lease Term</i>	Yr 1 of 5	Yr 2 of 5	Yr 3 of 5	Yr 4 of 5	Yr 5 of 5	Yr 1 of 5	Yr 2 of 5	Yr 3 of 5	Yr 4 of 5
Recreation Centre - Sporting & Fitness Equipment	55,883	55,883	55,883	55,883	55,883	62,919	62,919	62,919	62,919
TOTAL NEW LEASES REQUIRED	55,883	55,883	55,883	55,883	55,883	62,919	62,919	62,919	62,919



10 Year
Asset Management Plan

Information Technology

2025/26
To
2034/35

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Introduction

The purpose of this document is to provide a strategy for funding the acquisition and replacement of Councils Information Technology equipment & software.

This strategy will plan for the timing and financing of;

- a) Essential equipment & software.
- b) Cyclical replacement of existing items of equipment.

It is necessary to plan for their cyclical replacement of these assets for the following reasons:

- a) Increase maintenance costs to to age.
- b) Demand for improved functionality of equipment.
- c) Redundancy of equipment due to technological advancements

With continued growth predicted well into the foreseeable future, demand for new and improved equipment & software will be placed on Council in order to enable staff to maintain service levels to the community.

This Asset Management Plan will assist the current and future Councils by ensuring the Shire of Dardanup has a financial capacity to meet the demands of funding IT Equipment and software, as outlined in the ICT Strategic Plan 2020 - 2030.

Basis of Costings

This defines the way costs have been arrived at for the plan.

- Year 1 - Budget Accuracy (ie actual quotes)
- Years 2 & 3 - Current Cost + Price Indexation
- Years 4 to 10 - Indicative

Price Indexing

Forward estimates for price increases are estimates a rate of 3.5% pa

Funding

It is recommended that all IT expenditure be funded 100% from Reserve Funds. By determining an annual budget allocation to Reserve, Council can be confident that all new & replacement items of equipment can be funded from a predetermined, fixed annual budget allocation. This currently includes all IT hardware items that are purchased either as capital expenditure items or leased items, and new items of software. Recurrent software licensing costs currently funded directly from Municipal Funds will gradually be funded from the IT Reserve Fund to enable a single annual budget transfer to occur into the IT Reserve.

Reserve Funds

Council will maintain Reserve Funds for the acquisition of assets within this plan, either through outright purchase or lease arrangements. Once an item of equipment is scheduled, annual budget allocations will commence to ensure the required funds are available in the planned year.

Risk Management

All equipment will be fully insured.

Shire of Dardanup
Asset Management Budget - Information Technology Equipment
2025/26

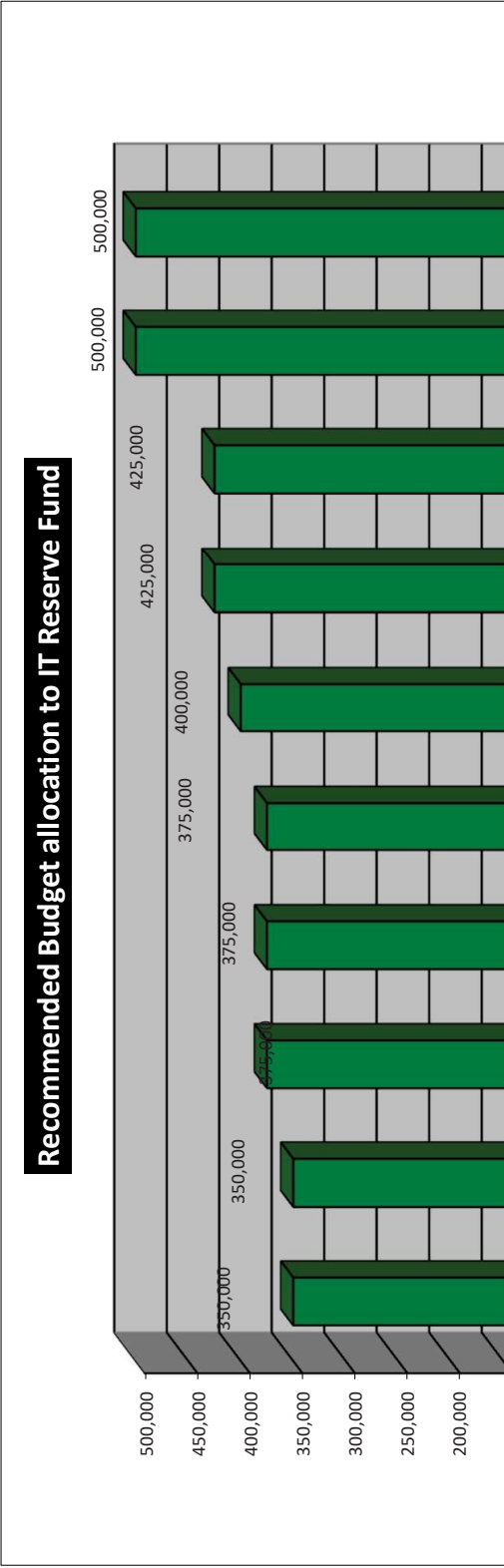
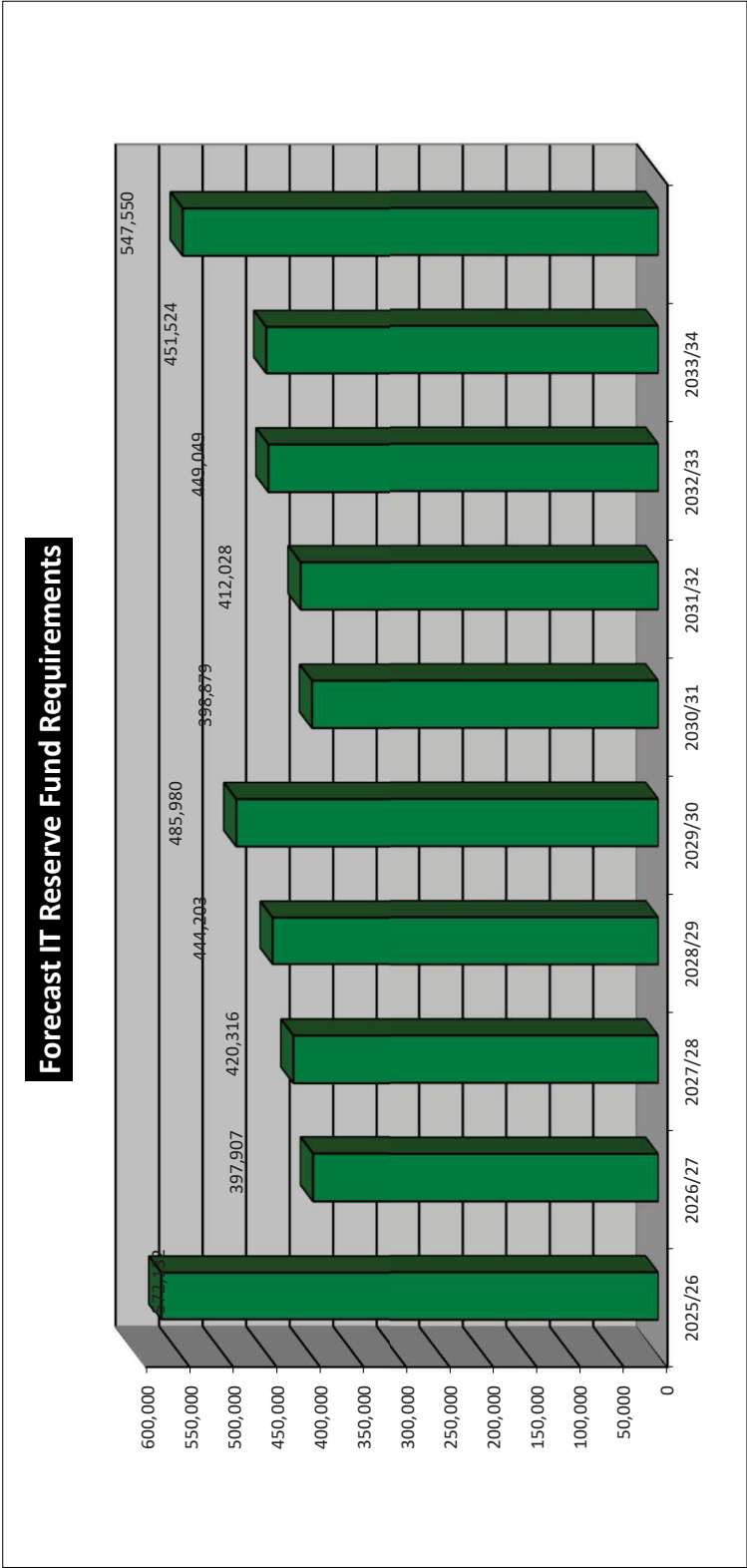
CONSOLIDATED SUMMARY										
1	2	3	4	5	6	7	8	9	10	
2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	
EXPENDITURE										
Information Technology Equipment	331,930	238,662	298,500	319,759	358,848	273,999	284,338	318,486	316,582	411,045
Software & Leased Equipment	1,218,525	1,088,198	1,033,033	1,049,379	1,059,193	1,098,978	1,109,399	1,156,384	1,186,842	1,208,182
ERP Project Management	120,000	40,000	0	0	0	0	0	0	0	0
Office Equipment Mtce - Photocopier Service Agreement	68,000	71,094	72,694	74,330	76,002	77,712	79,461	81,249	83,077	84,946
TOTAL EXPENDITURE	1,738,455	1,437,955	1,404,227	1,443,467	1,494,044	1,450,690	1,473,198	1,556,119	1,586,501	1,704,173
FUNDING										
Information Technology Equipment Reserve Fund	572,132	397,907	420,316	444,203	485,980	398,879	412,028	449,049	451,524	547,550
Loans	407,000	673,000	0	0	0	0	0	0	0	0
Grant Revenue	0	0	0	0	0	0	0	0	0	0
TOTAL General Funds Required	759,324	367,047	983,911	999,264	1,008,064	1,051,810	1,061,170	1,107,070	1,134,977	1,156,624
TOTAL FUNDS REQUIRED	1,738,455	1,437,955	1,404,227	1,443,467	1,494,044	1,450,690	1,473,198	1,556,119	1,586,501	1,704,173

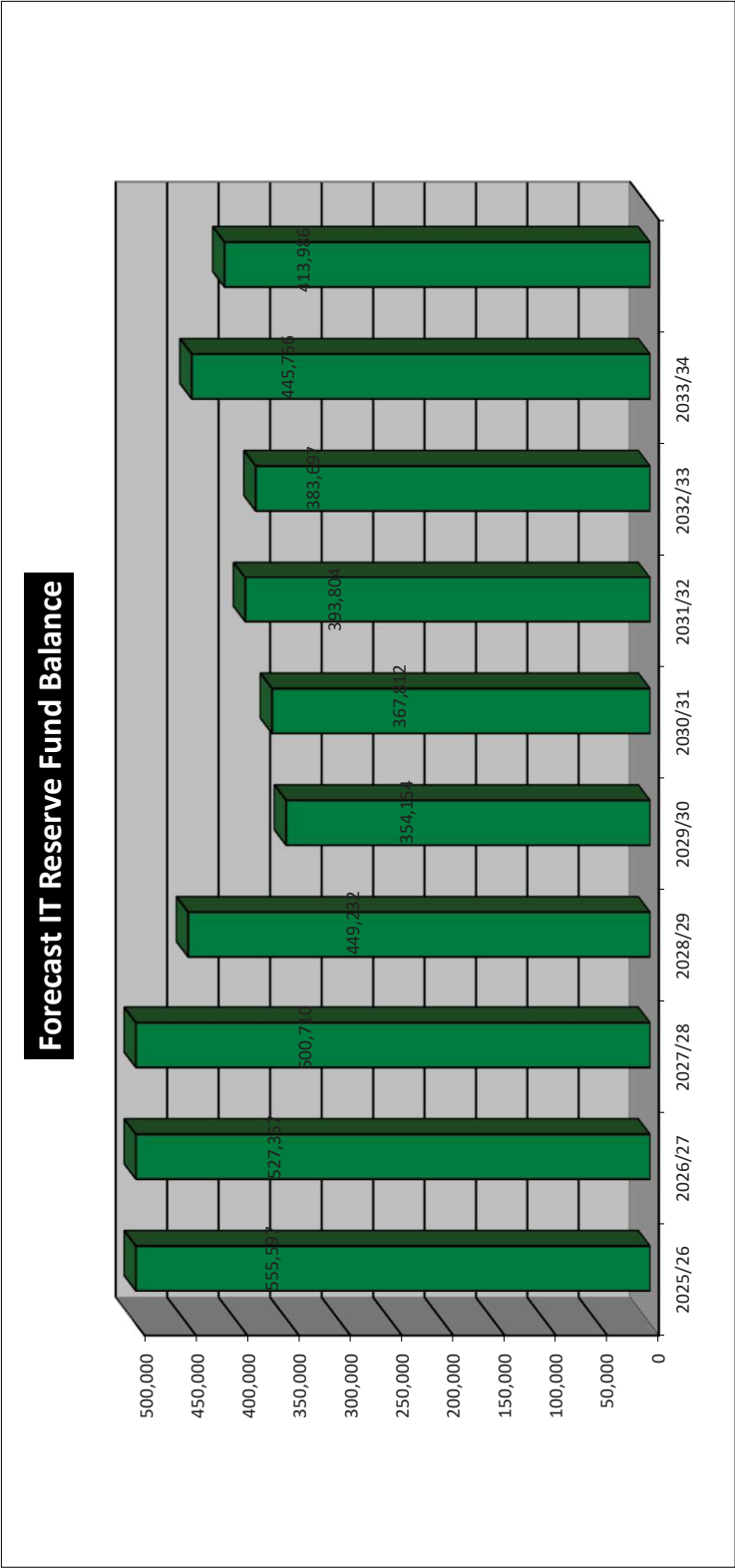
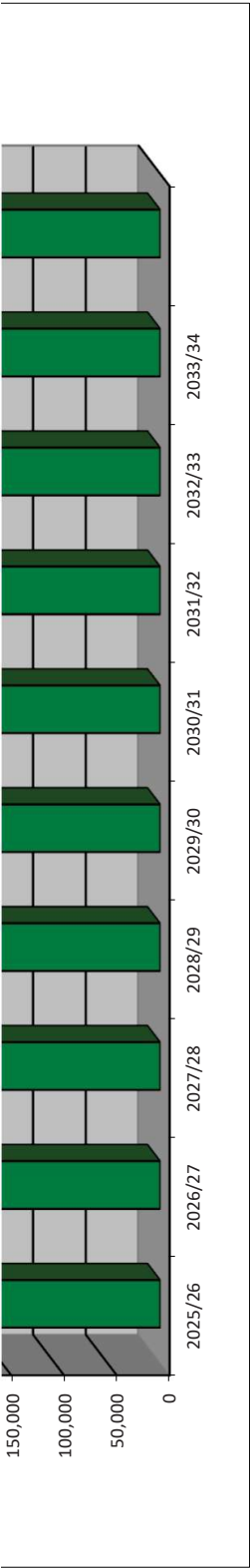
Shire of Dardanup
Asset Management Budget - Information Technology Equipment
2025/26

	1	2	3	4	5	6	7	8	9	10
	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35

INFORMATION TECHNOLOGY RESERVE FUND SUMMARY

RESERVE										
Information Technology Equipment	331,930	238,662	298,500	319,759	358,848	273,999	284,338	318,486	316,582	411,045
Software & Leased Equipment	52,202	48,151	49,122	50,115	51,130	47,168	48,229	49,314	51,865	51,558
ERP Project Manager	120,000	40,000	0							
Office Equipment Mtce - Photocopier										
Service Agreement	68,000	71,094	72,694	74,330	76,002	77,712	79,461	81,249	83,077	84,946
TOTAL RESERVE FUNDS REQUIRED	572,132	397,907	420,316	444,203	485,980	398,879	412,028	449,049	451,524	547,550
Annual Reserve Transfer Allocation	350,000	350,000	375,000	375,000	375,000	400,000	425,000	425,000	500,000	500,000
Interest Earnings	26,590	19,668	18,668	17,725	15,903	12,537	13,021	13,941	13,583	15,780
RESERVE SURPLUS (DEFICIT)	555,597	527,357	500,710	449,232	354,154	367,812	393,804	383,697	445,756	413,986





Shire of Dardanup

Asset Management Budget - Information Technology Equipment
2025/26

Information Technology Equipment

EXPENDITURE												
Desktop & Small Equip Replacement Plan												
TOTAL EXPENDITURE												
Current Cost	Reserve Funded: GL 1432003	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	
		331,930	238,662	298,500	319,759	358,848	273,999	284,338	318,486	316,582	411,045	
REVENUE												
Loans		407,000	673,000	0	0	0	0	0	0	0	0	
Information Technology Reserve Fund		331,930	238,662	298,500	319,759	358,848	273,999	284,338	318,486	316,582	411,045	
Grant Revenue		0	0	0	0	0	0	0	0	0	0	
TOTAL REVENUE		738,930	911,662	298,500	319,759	358,848	273,999	284,338	318,486	316,582	411,045	

Shire of Dardanup
Asset Management Budget – Information Technology Equipment
2025/26

Software & Leased Equipment

	Current Cost	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40
EXPENDITURE																
Total - New Software		52,202	48,151	49,122	50,115	51,130	47,168	48,229	49,314	51,865	51,558	52,718	53,905	55,117	56,358	57,626
Reserve Funded: GL 1412502																
Total - Recurrent & Annual Maintenance		1,166,324	1,040,047	983,911	995,264	1,008,064	1,051,810	1,061,170	1,107,070	1,134,977	1,156,624	1,144,186	1,189,963	1,188,731	1,244,113	1,250,691
Funded General Revenue GL 1412031																
TOTAL SOFTWARE EXPENDITURE		1,218,525	1,088,198	1,033,033	1,049,379	1,059,193	1,098,978	1,109,399	1,156,384	1,186,842	1,208,182	1,196,905	1,243,867	1,243,849	1,300,471	1,308,317
TOTAL LEASE EXPENDITURE		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reserve Funded: GL 1412011																
REVENUE																
Loans		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Information Technology Equipment Reserve Fund		52,202	48,151	49,122	50,115	51,130	47,168	48,229	49,314	51,865	51,558	52,718	53,905	55,117	56,358	57,626
Grant Revenue		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE		52,202	48,151	49,122	50,115	51,130	47,168	48,229	49,314	51,865	51,558	52,718	53,905	55,117	56,358	57,626
GENERAL FUNDS REQUIRED		1,166,324	1,040,047	983,911	995,264	1,008,064	1,051,810	1,061,170	1,107,070	1,134,977	1,156,624	1,144,186	1,189,963	1,188,731	1,244,113	1,250,691



10 Year
Asset Management Plan

Executive & Compliance Vehicle

2025/26
TO
2034/35

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Introduction

The purpose of this document is to provide a strategy for funding Councils compliance & executive vehicle fleet.

This strategy will plan for the timing and financing of;

- a) New Vehicles.
 - b) Cyclical replacement of existing Vehicles.
- The Shire of Dardanup currently maintains a fleet of vehicles that enable staff to carry out Council business activities. Due to the depreciable nature of these assets, it is necessary to plan for their cyclical replacement. Balancing the increasing cost of maintenance with the diminishing trade-in value as they age is important so as to minimise the net cost to the community.

With continued growth predicted well into the foreseeable future, additional demands will be placed on Council to expand the fleet in order to maintain existing service levels to the community.

The challenge that faces Council is to provide funds for new vehicles whilst ensuring the existing fleet is maintained at an acceptable standard.

This asset management plan will assist the current and future Council by ensuring the Shire of Dardanup has the financial capacity to meet the demands of funding our fleet.

This plan covers the next 10 financial years. A review of this plan will be undertaken by Council annually. During this process, items may be added, removed or reprioritised.

Basis of Costings

This defines the way costs have been arrived at for the plan.

Year 1 - Budget Accuracy (ie actual quotes)
Years 2 & 3 - Current Cost + CPI
Years 4 to 10 - Indicative

Price Indexing

Forward estimates for price increases are estimates a rate of 3.5% pa

Funding

Expenditure is funded 100% from Reserve Funds. By determining an annual budget allocation to

Reserve Funds

Council will maintain a reserve fund the acquisition of assets within this plan. Once a vehicle is scheduled, annual budget allocations will commence to ensure the required funds are available in the planned year.

Risk Management

The fleet will be fully insured.

Council Policy

Council will undertake the acquisition and trade-in/sale of its light vehicle fleet based on the adopted Council Policy Exec CP203 - Light Fleet Review Policy. The Purpose of the Policy is to:

- To establish the rules regarding the provision, management and use of Light Vehicles that apply to all employees of the Shire of Dardanup, other than the CEO, including Directors, Managers, Coordinators, Supervisors, Compliance Officers, Principal Officers, Senior Officers or any other Officer, in their use and care of Council vehicles.
- To minimise motor vehicle operational and capital replacement costs through the establishment of an optimal motor vehicle and fleet replacement cycle, endorsed vehicle styles (i.e.: 4 cyl sedan, ute, 4x4) and makes/models (i.e.: Isuzu D-Max RDX).
- As an Employee attraction and retention strategy, establish options available for the provision of a Council motor vehicle including novated leases, motor vehicle annual allowances, and motor vehicle per km allowances.
- To establish the availability of salary sacrificed novated leases for all Shire of Dardanup employees.
- To support the managed introduction of electric and hybrid vehicles into Council's fleet.

As outlined in the policy, all executive sedans and four wheel drives and light commercial vehicles will be traded-in/sold at the following intervals:

- *Passenger Vehicles (sedans/wagons) – replace every 4 years or 100,000km, whichever comes first*
- *Light Commercial Vehicles (Utes) – replace every 5 years or 125,000km, whichever comes first*

Shire of Dardanup

Asset Management Plan - Executive & Compliance Vehicles
2025/26

CONSOLIDATED SUMMARY

	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
EXPENDITURE										
Administration / Compliance Vehicles										
Total Replacement Vehicles	47,926	98,784	112,150	835,418	124,516	83,822	234,532	739,050	320,716	92,163
Total New Vehicles	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURE	47,926	98,784	112,150	835,418	124,516	83,822	234,532	739,050	320,716	92,163

FUNDING

Loans	0	0	0	0	0	0	0	0	0	0
Sale Revenue	23,963	39,514	56,075	346,890	62,258	0	106,144	353,556	141,977	46,082
TOTAL FUNDING	23,963	39,514	56,075	346,890	62,258	0	106,144	353,556	141,977	46,082

OWN SOURCE FUNDS REQUIRED

Opening Balance - Exec & Compliance Vehicle Reserve	135,635	251,419	335,948	456,631	159,086	252,396	332,408	385,495	178,739	46,082
Interest	4,747	8,800	11,758	15,982	5,568	8,834	11,634	13,323	7,122	8,640
Recommended Annual Reserve Transfer	135,000	135,000	165,000	175,000	150,000	155,000	165,000	195,000	215,000	215,000

RESERVE SURPLUS (DEFICIT)

	251,419	335,948	456,631	159,086	252,396	332,408	380,654	203,482	246,866	424,494
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(Appendix ORD 12.5.3D)

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Shire of Dardanup

Asset Management Plan - Executive & Compliance Vehicles
2025/26

SALE REVENUE SUMMARY

2025/26 2026/27 2027/28 2028/29 2029/30 2030/31 2031/32 2032/33 2033/34 2034/35

Sale Revenue

Administration / Compliance Vehicles
Replacement

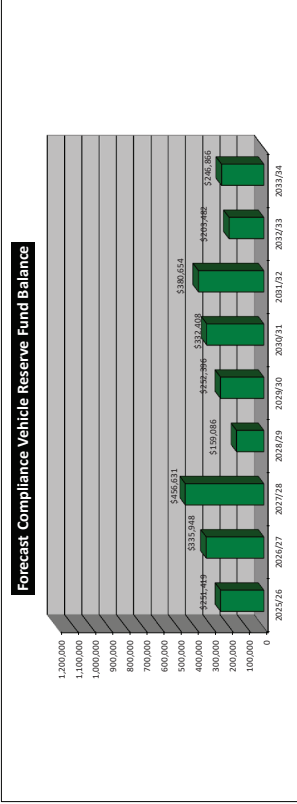
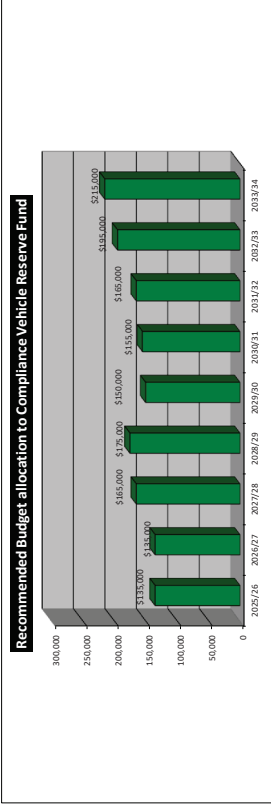
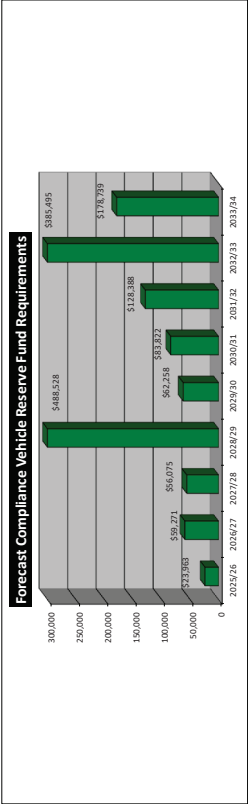
P001	ODA	Chief Executive Officer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P002	DA955	Manager Operations	0	0	0	0	28,710	0	0	0	0	0	0	0	0	0	0	0	0
P003	DA004	Manager Development Services	0	0	0	0	28,710	0	0	0	0	0	0	0	0	0	0	0	0
P004	DA1314	Manager Infrastructure Planning & Design	23,963	0	0	0	0	29,399	0	0	0	0	0	0	0	0	0	0	0
P029	DA0	Director Corporate & Governance	0	0	0	0	39,969	0	0	0	0	0	0	0	0	0	0	0	0
P008	N/A	Director Infrastructure - Vehicle Allowance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P031	DA017	Director Sustainable Development	0	0	0	0	39,969	0	0	0	0	0	0	0	0	0	0	0	0
P012	DA8222	Ranger 1	0	0	0	0	23,869	0	0	0	0	0	0	0	0	0	0	0	0
P014	DA8673	Principal Building Surveyor	0	16,750	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P015	DA997	Manager Human Resources	0	0	28,038	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P017	DA9287	Ranger 2	0	22,763	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P020	DA9376	Development Engineer	0	0	0	0	17,564	0	0	0	0	0	0	0	0	0	0	0	0
P021	DA9605	Principal Environmental Health Officer	0	0	0	0	17,564	0	0	0	0	0	0	0	0	0	0	0	0
P022	DA9668	Manager Information Services	0	0	0	0	28,710	0	0	0	0	0	0	0	0	0	0	0	0
P026	008DA	Manager Community Development	0	0	0	0	28,710	0	0	0	0	0	0	0	0	0	0	0	0
P027	DA563	Manager Recreation Centre	0	0	0	0	28,710	0	0	0	0	0	0	0	0	0	0	0	0
P007	DA10181	Manager Financial Services	0	0	0	0	0	32,858	0	0	0	0	0	0	0	0	0	0	0
P016	DA9295	IT Manager	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P023	DA329	Manager Governance	0	0	0	0	22,968	0	0	0	0	0	0	0	0	0	0	0	0
P024	DA429	Project Engineer	0	0	0	0	17,564	0	0	0	0	0	0	0	0	0	0	0	0
P028	DA10091	Manager Assets	0	0	28,038	0	0	0	0	0	0	0	0	0	0	0	0	0	0
P032	DA10817	Senior Project Officer	0	0	0	0	23,869	0	0	0	0	0	0	0	0	0	0	0	0
New Vehicles																			
New		N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TOTAL SALE REVENUE

23,963 39,514 56,075 346,890 62,258 0 106,144 353,556 141,977 46,082

(Appendix ORD 12.5.3D)

Shire of Dardanup												
Asset Management Plan - Executive & Compliance Vehicles												
2029/30												
EXECUTIVE & COMPLIANCE VEHICLE RESERVE FUND SUMMARY												
	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35		
RESERVE												
Administration / Compliance Vehicles												
Replacement												
P001	ODA	0	0	0	79,939	0	0	0	43,947	0	0	0
P002	Manager Operations	0	0	0	28,710	0	0	0	31,567	0	0	0
P003	Manager Development Services	0	0	0	28,710	0	0	0	31,567	0	0	0
P004	Manager Infrastructure Planning & Design	23,963	0	0	29,399	0	0	0	32,325	0	0	0
P005	Manager Information Systems	0	0	0	39,469	0	0	0	43,947	0	0	0
P006	N/A	0	0	0	0	83,822	0	0	0	46,082	0	0
P007	Director Infrastructure - Vehicle Allowance	0	0	0	0	0	0	0	0	0	0	0
P008	Director Sustainable Development	0	0	0	39,469	0	0	0	43,947	0	0	0
P009	Ranger 1	0	0	0	35,804	0	0	0	0	40,311	0	0
P010	Principal Building Surveyor	0	25,126	0	0	0	0	28,289	0	0	0	0
P011	Manager Human Resources	0	0	28,038	0	0	0	30,828	0	0	0	0
P012	Ranger 2	0	34,145	0	0	0	0	38,444	0	0	0	0
P013	Development Engineer	0	0	0	26,546	0	0	0	29,663	0	0	0
P014	Manager Health Officer	0	0	0	26,546	0	0	0	28,968	0	0	0
P015	Manager Information Services	0	0	0	28,710	0	0	0	31,567	0	0	0
P016	Manager Community Development	0	0	0	28,710	0	0	0	31,567	0	0	0
P017	Manager Recreation Centre	0	0	0	28,710	0	0	0	31,567	0	0	0
P018	Manager Financial Services	0	0	0	32,858	0	0	0	36,128	0	0	0
P019	DA10181	0	0	0	0	0	0	0	0	0	0	0
P020	IT Manager	0	0	0	0	0	0	0	0	0	0	0
P021	Manager Governance	0	0	0	34,453	0	0	0	37,881	0	0	0
P022	Manager Governance	0	0	0	26,546	0	0	0	28,968	0	0	0
P023	DA10091	0	0	28,038	0	0	0	30,828	0	0	0	0
P024	Manager Assets	0	0	0	0	0	0	0	0	0	0	0
P025	DA10091	0	0	0	35,804	0	0	0	40,311	0	0	0
P026	Senior Project Officer	0	0	0	0	0	0	0	0	0	0	0
TOTAL RESERVE FUNDS REQUIRED												
		23,963	59,271	56,075	488,528	62,258	83,822	128,388	385,495	178,739	46,082	
Annual Reserve Transfer Allocation												
		135,000	135,000	165,000	175,000	150,000	155,000	165,000	195,000	215,000	215,000	
Interest Earnings												
		-7,477	8,800	11,758	15,582	5,568	8,834	11,634	13,323	7,122	8,640	
RESERVE SURPLUS (DEFICIT)												
		251,419	335,948	456,631	159,866	252,396	332,408	380,654	203,482	246,866	424,424	



Shire of Dardanup

Asset Management Plan - Executive & Compliance Vehicles
2025/26

(Appendix ORD 12.5.3D)

LOANS SUMMARY

		2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
LOANS	Administration / Compliance Vehicles									
	Replacement									
	P001 ODA Chief Executive Officer	0	0	0	0	0	0	0	0	0
	P002 DA955 Manager Operations	0	0	0	0	0	0	0	0	0
	P003 DA004 Manager Development Services	0	0	0	0	0	0	0	0	0
	P004 DA1314 Manager Infrastructure Planning & Design	0	0	0	0	0	0	0	0	0
	P029 DA0 Director Corporate & Governance	0	0	0	0	0	0	0	0	0
	P008 N/A Director Infrastructure - Vehicle Allowance	0	0	0	0	0	0	0	0	0
	P031 DA017 Director Sustainable Development	0	0	0	0	0	0	0	0	0
	P012 DA8222 Ranger 1	0	0	0	0	0	0	0	0	0
	P014 DA8673 Principal Building Surveyor	0	0	0	0	0	0	0	0	0
	P015 DA997 Manager Human Resources	0	0	0	0	0	0	0	0	0
	P017 DA9287 Ranger 2	0	0	0	0	0	0	0	0	0
	P020 DA9376 Development Engineer	0	0	0	0	0	0	0	0	0
	P021 DA9605 Principal Environmental Health Officer	0	0	0	0	0	0	0	0	0
	P022 DA9668 Manager Information Services	0	0	0	0	0	0	0	0	0
	P026 008DA Manager Community Development	0	0	0	0	0	0	0	0	0
	P027 DA563 Manager Recreation Centre	0	0	0	0	0	0	0	0	0
	P007 DA10181 Manager Financial Services	0	0	0	0	0	0	0	0	0
	P016 DA9295 IT Manager	0	0	0	0	0	0	0	0	0
	P023 DA329 Manager Governance	0	0	0	0	0	0	0	0	0
	P024 DA429 Project Engineer	0	0	0	0	0	0	0	0	0
	P028 DA10091 Manager Assets	0	0	0	0	0	0	0	0	0
	New Vehicles									
		0	0	0	0	0	0	0	0	0
	TOTAL NEW LOANS REQUIRED	0	0	0	0	0	0	0	0	0



10 Year
Asset Management Plan

Infrastructure Services - Plant & Vehicles

2025 / 26
TO
2034 / 35

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Introduction

The purpose of this document is to provide a strategy for funding the works vehicle fleet of the Shires Engineering Services Department.

This strategy will plan for the timing and financing of;

- a) Essential new plant.
- b) Cyclical replacement of existing plant.

A long term vehicle replacement program is important for two reasons.

- 1. Maintain a reliable fleet to ensure that service delivery is maintained at an economical cost.
- 2. To plan for future cash flow demands.

The Shire of Dardanup currently maintains a fleet that is used in Road Construction / Maintenance and in the Parks & Gardens functions of Council. The fleet comprises of trailers through to heavy road construction plant.

Due to the depreciable nature of these assets, it is necessary to plan for their cyclical replacement. Balancing the increasing cost of maintenance with the diminishing trade-in value as they age is important so as to minimise the net cost to the community.

With continued growth predicted well into the foreseeable future, additional demands will be placed on Council to expand the fleet in order to maintain service levels to the community.

The challenge that faces Council is to provide funds for new plant whilst ensuring the existing fleet is maintained at an acceptable standard.

This asset management plan will assist the current and future Councils by ensuring the Shire of Dardanup has a financial capacity to meet the demands of funding our fleet.

This plan covers the next 10 financial years. A review of this plan will be undertaken by Council annually. During this process, items may be added, removed or reprioritised.

Basis of Costings

This defines the way costs have been arrived at for the plan.

- Year 1 - Budget Accuracy
- Years 2 & 3 - Current Cost + Price Indexation
- Years 4 to 10 - Indicative

Price Indexing

Forward estimates for price increases are estimates a rate of 2.50% pa

Funding

All expenditure is funded 100% from Reserve Funds. By determining an annual budget allocation to Reserve, Council can be confident that all new & replacement items of plant will be funded from a predetermined, fixed annual budget allocation.

Reserve Funds

Council will maintain a reserve fund for the acquisition of assets within this plan. Once an item of plant is scheduled, annual budget allocations will commence to ensure the required funds are available in the planned year.

Risk Management

The fleet will be fully insured.
Users shall hold a current drivers license.

Bush Fire Brigades

Volunteer Bush Fire Brigade vehicles are funded 100% from the Emergency Services Levy (ESL) and are not included within this document.

Useful Life Estimates of Vehicles

Replacement Triggers

Grader	10 Years / 8,000 hours
Loader	8 Years / 8,000 hours
Truck - Light	6 Years / 150,000 km
Truck Medium	8 Years / 200,000 km
Mower - Front Deck	5 Years / 2,000 hours
Tractor	8 Years / 5,000 hours
Trailer - Heavy	15 Years
Trailer - Light	10 Years
Quad Bike	5 Years
Backhoe Loader	7 Years / 5,000 hours
Skid Steer Loader	5 Years / 5,000 hours
Sweeper	8 Years / 8,000 hours
4 Cyl Vehicles	4 Years / 80,000 km
4 Cyl Utes / Vans	5 Years / 120,000 km
5 Cyl Vehicles	5 Years / 120,000 km

Source

*Uniquo International
Shire of Dardanup Fleet Management Review
7th October 2011*

Shire of Dardanup
Asset Management Budget - Infrastructure Plant and Vehicle Asset Management Plan
2025 / 26

PLANT EXPENDITURE SUMMARY

EXPENDITURE

		2025 / 26	2026 / 27	2027 / 28	2028 / 29	2029 / 30	2030 / 31	2031 / 32	2032 / 33	2033 / 34	2034 / 35
Replacement PO10A PO11A PO51A PO52A PO53A PO54A PO55A PO56A PO57A PO58A PO59A PO62A PO64A PO65A PO67A PO68A PO69A PO70A PO71A PO72A PO73A SV019 SV024 SV029 SV036 SV039 O0855 O1762 N/A O1796 SV036 PO74A PO75A	DA813 (was DA8170)	2020 FORD RANGER DOUBLE PU XL 3.2D 4x4	70,492	0	0	0	0	79,367	0	0	0
	DA005	2021 Mitsubishi Triton GLX 2.4L 4x4	61,624	0	0	0	0	69,383	0	0	0
	DA8200	2021 Ford Ranger Super CC XL 3.2L 4x4	54,272	0	0	0	0	61,105	0	0	0
	DA588	2018 Mitsubishi Triton GLX	0	0	66,169	0	0	0	0	74,499	0
	DA988 (was DA8514)	2021 Mitsubishi Triton GLX 2.4L 4x4	0	64,618	0	0	0	0	72,753	0	0
	DA9774	2011 JOHN DEERE 670GP ROAD GRADER	0	505,990	0	0	0	0	0	0	0
	DA698	2013 CATERPILLAR 12M ROAD GRADER	532,685	0	0	0	0	0	0	0	0
	DA873	2021 Caterpillar 924K IT Wheel Loader	0	0	0	0	0	287,880	0	0	0
	DA628	HINO 500 SERIES AUTO TIP TRUCK	0	0	0	0	0	196,526	0	0	0
	DA325	2014 HINO GH1728 500 SERIES MAINTENANCE TRUCK	0	0	0	0	0	0	251,080	0	0
	DA9781	2021 NEW HOLLAND T5.905 CAB TRACTOR	0	0	97,234	0	0	0	0	0	0
	DA8457	2015 HINO 300 SERIES 921 AUTOMATIC TRUCK	0	0	0	0	0	0	271,283	0	0
	DA996 (was DA9279)	2021 Ford Ranger Single CC XL	41,549	0	0	0	0	46,780	0	0	0
	DA9513	2018 Mitsubishi Fuso FM1627	0	120,003	0	0	0	0	0	0	145,075
	DA9219	2014 HINO FD1124 500 SERIES TIP TRUCK	0	63,103	0	0	0	0	0	276,696	0
	DA983 (was DA9406)	Mitsubishi GLX Triton 4x4 Dual Cab	0	63,103	0	0	0	71,048	0	0	0
	DA995 (was DA9136)	2021 Mitsubishi Triton GLX 2.4L 4x4	0	63,103	0	0	0	71,048	0	0	0
	DA10105	2024 Gianni Ferrari TURBO 1 WT	0	0	118,588	0	0	0	0	133,518	0
	DA9581	2015 HINO 300 SERIES 717 MEDIUM DUMP TRUCK	0	0	0	0	0	0	270,211	0	0
	DA648	2014 Ford PX Ranger Std Cab Chassis	0	38,655	0	0	0	0	43,521	0	0
	DA994 (was DA10214)	2021 Mitsubishi Triton GLX 2.4L 4x4	0	64,618	0	0	0	72,753	0	0	0
	DA8979	2024 POLARIS SIDE BY SIDE UNIT	0	0	31,963	0	0	0	0	35,987	0
	DA9429	2022 ALUMINIUM TRAILER (FOR TORO MOWER)	0	0	0	0	0	0	0	14,855	0
	1TP8147	2014 TRAILER MOUNTED MESSAGE BOARD	27,700	0	0	0	0	0	0	0	0
	DA15307	2016 8x5 BOXTOP FUEL TRAILER + TANK + FITTINGS	0	5,346	0	0	0	0	0	0	0
	1TZ1688	PLANT AND EQUIPMENT TRAILER	0	0	0	0	0	0	0	12,522	0
	N/A	7000LTR WATER TANK	0	0	0	0	35,142	0	0	0	0
	O1762	3PL ROAD BROOM	0	0	15,059	0	0	0	0	0	0
	N/A	MP VERGE OFFSET MOWER	0	0	21,309	0	0	0	0	0	0
	N/A	FORKLIFT 2.5T	0	0	33,645	0	0	0	0	0	0
	DA987 (was DA10440)	2019 Caterpillar 301.8 AC Mini Excavator	63,922	0	0	0	0	71,970	0	0	0
	DA2833	2021 CATERPILLAR 444 BACKHOE LOADER	0	0	0	0	223,941	0	0	0	0

Total - Replacement		852,244	316,173	624,322	368,907	259,083	616,485	411,375	908,849	548,077	145,075
New Plant NEW SV038 NEW NEW NEW	N/A	0	78,198	0	0	0	0	0	90,157	0	0
	1TZV158	3 TONNE TRUCK	0	0	0	0	0	0	0	16,726	0
	N/A	TIPPING TRAILER	0	0	0	0	0	0	0	0	0
	N/A	ROAD SWEEPER	0	0	0	0	0	0	0	0	0
	N/A	SKID STEER LOADER AND FITTINGS	0	0	167,676	0	0	0	0	0	0
Total - New Plant		0	78,198	0	167,676	13,830	0	0	90,157	16,726	0
		0	78,198	0	167,676	13,830	0	0	90,157	16,726	0
TOTAL EXPENDITURE		852,244	394,372	624,322	536,583	272,914	616,485	411,375	999,005	564,804	145,075

FUNDING

Reserve Funds	628,109	277,247	500,822	400,565	216,308	439,191	267,316	669,162	369,443	105,543
Loans	0	0	0	0	0	0	0	0	0	0
Sale Revenue	224,135	117,125	123,500	136,018	56,605	177,295	144,059	329,843	195,361	39,532
TOTAL FUNDING	852,244	394,372	624,322	536,583	272,914	616,485	411,375	999,005	564,804	145,075

TOTAL GENERAL FUNDS REQUIRED

0	0	0	0	0	0	0	0	0	0	0	0
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Shire of Dardanup

Asset Management Budget - Infrastructure Plant and Vehicle Asset Management Plan
2025 / 26

PLANT SALE REVENUE SUMMARY

Sale Revenue		2025 / 26	2026 / 27	2027 / 28	2028 / 29	2029 / 30	2030 / 31	2031 / 32	2032 / 33	2033 / 34	2034 / 35
Replacement											
P010A	DA6113 (was DA8170)	2020 FORD RANGER DOUBLE PU XL 3.2D 4x4	23,458	0	0	0	0	35,216	0	0	0
P011A	DA005	2021 Mitsubishi Triton GLX 2.4L 4X4	27,343	0	0	0	0	30,786	0	0	0
P051A	DA8200	2021 Ford Ranger Super CC XL 3.2L 4X4	24,081	0	0	0	0	27,113	0	0	0
P052A	DA588	2018 Mitsubishi Triton GLX	0	0	0	29,359	0	0	0	33,056	0
P053A	DA988 (was DA8514)	2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	28,671	0	0	0	32,281	0	0
P054A	DA9774	2011 JOHN DEERE 670GP ROAD GRADER	0	0	74,712	0	0	0	0	0	0
P055A	DA698	2013 CATERPILLAR 12M ROAD GRADER	104,872	0	0	0	0	0	0	0	0
P056A	DA873	2021 Caterpillar 924K IT Wheel Loader	0	0	0	0	0	40,352	0	0	0
P057A	DA628	2020 FORD RANGER DOUBLE PU XL 3.2D 4x4	0	0	0	0	0	0	0	0	0
P058A	DA325	2014 HINO GH1728 500 SERIES MAINTENANCE TRUCK	0	0	0	0	0	0	68,417	0	0
P059A	DA9781	2021 NEW HOLLAND T5.90S CAB TRACTOR	0	0	0	26,495	0	0	0	0	0
P062A	DA8457	2015 HINO 300 SERIES 921 AUTOMATIC TRUCK	0	0	0	0	0	0	73,922	0	0
P064A	DA996 (was DA9279)	2021 Ford Ranger Single CC XL	18,436	0	0	0	0	20,757	0	0	0
P065A	DA9513	2018 Mitsubishi Fuso FM1627	0	32,700	0	0	0	0	0	0	39,532
P067A	DA9219	2014 HINO FD1124 500 SERIES TIP TRUCK	0	0	0	0	0	0	0	75,397	0
P068A	DA993 (was DA9406)	Mitsubishi GLX Triton 4X4 Dual Cab	0	27,999	0	0	0	0	31,524	0	0
P069A	DA995 (was DA9136)	2021 Mitsubishi Triton GLX 2.4L 4X4	0	26,702	0	0	0	0	26,702	0	0
P070A	DA10105	2024 Gianni Ferrari TURBO 1 WT	0	0	0	52,618	0	0	0	59,243	0
P071A	DA9581	2015 HINO 300 SERIES 717 MEDIUM DUMP TRUCK	0	0	0	0	0	0	101,910	0	0
P072A	DA648	2014 Ford PX Ranger Std Cab Chassis	0	0	17,151	0	0	0	19,311	0	0
P073A	DA994 (was DA10214)	2021 Mitsubishi Triton GLX 2.4L 4X4	0	28,671	0	0	0	0	32,281	0	0
SV019	DA8979	2024 POLARIS SIDE BY SIDE UNIT	0	0	0	14,182	0	0	0	15,968	0
SV024	DA9429	2022 ALUMINIUM TRAILER (FOR TORO MOWER)	0	0	0	0	0	0	0	2,925	0
SV029	1TPB147	2014 TRAILER MOUNTED MESSAGE BOARD	5,453	0	0	0	0	0	0	0	0
SV034	DA15307	2016 8x5 BOXTOP FUEL TRAILER + TANK + FITTINGS	0	1,052	0	0	0	0	0	0	0
SV039	1TZT688	PLANT AND EQUIPMENT TRAILER	0	0	0	0	0	0	0	2,465	0
00855	N/A	7000LTR WATER TANK	0	0	0	0	6,918	0	0	0	0
01762	N/A	3PL ROAD BROOM	0	0	2,965	0	0	0	0	0	0
01796	N/A	MP VERGE OFFSET MOWER	0	0	0	4,195	0	0	0	0	0
SV036	N/A	FORKLIFT 2.5T	0	0	0	9,168	0	0	0	0	0
P074A	DA987 (was DA10440)	2019 Caterpillar 301.8 AC Mini Excavator	20,492	0	0	0	0	23,072	0	0	0
P075A	DA2833	2021 CATERPILLAR 444 BACKHOE LOADER	0	0	0	0	46,964	0	0	0	0

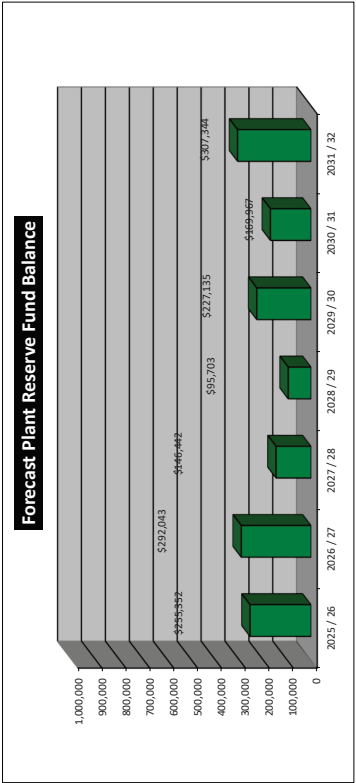
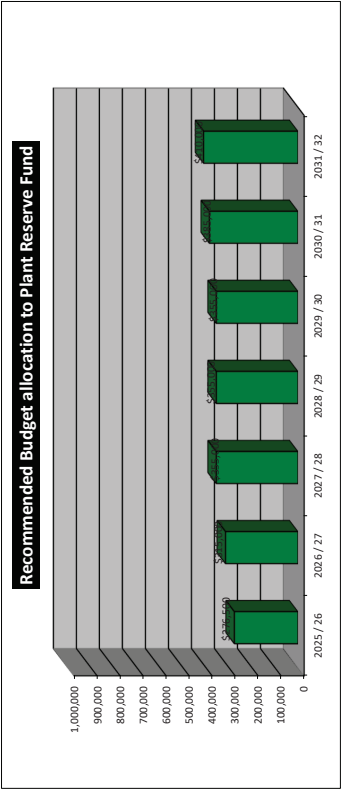
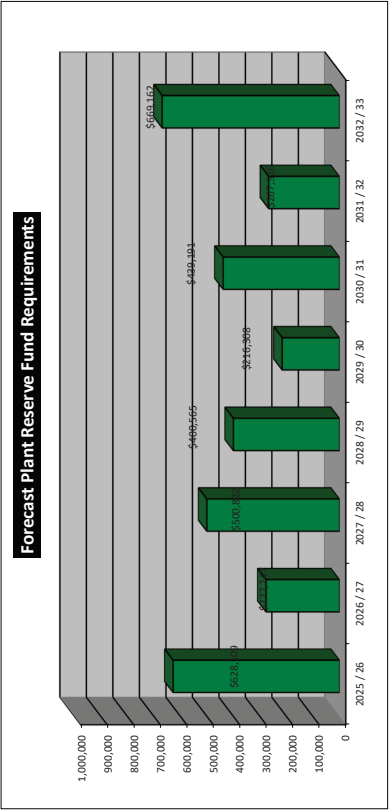
New Plant											
NEW	N/A	3 TONNE TRUCK	0	0	0	0	0	0	34,003	0	0
SV038	1TZV158	TIPPING TRAILER	0	0	0	0	0	0	0	6,308	0
NEW	N/A	ROAD SWEEPER	0	0	0	0	0	0	0	0	0
NEW	N/A	SKID STEER LOADER AND FITTINGS	0	0	0	0	0	0	0	0	0
NEW	N/A	HYDRAULIC BRUSH GRAPPLE	0	0	0	0	2,723	0	0	0	0

TOTAL SALE REVENUE		224,135	117,125	123,500	136,018	56,605	177,295	144,059	329,843	195,361	39,532
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Shire of Dardanup
Asset Management Budget - Infrastructure Plant and Vehicle Asset Management Plan
2025 / 26

PLANT RESERVE FUND SUMMARY

		2025 / 26	2026 / 27	2027 / 28	2028 / 29	2029 / 30	2030 / 31	2031 / 32	2032 / 33	2033 / 34	2034 / 35
RESERVE											
Replacement											
P010A	DA613 (was 2020 FORD RANGER DOUBLE PU/L 3.2D 4x4	47,034	0	0	0	0	44,152	0	0	0	0
P011A	2021 Mitsubishi Triton GLX 2.4L 4x4	34,281	0	0	0	0	38,597	0	0	0	0
P051A	DA8200 2021 Ford Ranger Super CC XL 3.2L 4x4	30,191	0	0	0	0	33,992	0	0	0	0
P052A	DA588 2018 Mitsubishi Triton GLX	0	0	0	36,809	0	0	0	0	41,444	0
P053A	DA988 (was 2021 Mitsubishi Triton GLX 2.4L 4x4	0	0	35,947	0	0	0	0	40,472	0	0
P054A	DA9774 2011 OHN DERE 670GP ROAD GRADER	0	0	43,1278	0	0	0	0	0	0	0
P055A	DA698 2013 CAT PILLAR 12M ROAD GRADER	427,813	0	0	0	0	0	0	0	0	0
P056A	DA873 2021 Caterpillar 924K IT Wheel Loader	0	0	0	0	0	247,528	0	0	0	0
P057A	DA628 HINO 300 SERIES AUTO TIP TRUCK	0	0	0	0	0	0	142,975	0	0	0
P058A	DA325 2014 HINO GH1728 500 SERIES MAINTENANCE TRUCK	0	0	0	0	0	0	0	182,663	0	0
P059A	DA9781 2021 NEW HOLLAND T5.90S CAB TRACTOR	0	0	0	70,739	0	0	0	0	0	0
P062A	DA8457 2015 HINO 300 SERIES 921 AUTOMATIC TRUCK	0	0	0	0	0	0	0	197,361	0	0
P064A	DA996 (was 2021 Ford Ranger Single CC XL	23,114	0	0	0	0	26,024	0	0	0	0
P065A	DA9513 2018 Mitsubishi Fuso FM1627	0	87,303	0	0	0	0	0	0	0	105,543
P067A	DA9219 2014 HINO FDL124 500 SERIES TIP TRUCK	0	0	0	0	0	0	0	0	201,299	0
P068A	DA993 (was Mitsubishi GLX Triton 4x4 Dual Cab	0	35,104	0	0	0	0	39,524	0	0	0
P069A	DA995 (was 2021 Mitsubishi Triton GLX 2.4L 4x4	0	36,401	0	0	0	0	44,346	0	0	0
P070A	DA10105 2024 Garmin Ferrari TURBO 1 WT	0	0	0	65,970	0	0	0	0	74,275	0
P071A	DA9581 2015 HINO 300 SERIES 717 MEDIUM DUMP TRUCK	0	0	21,503	0	0	0	0	168,301	0	0
P072A	DA648 2014 Ford PX Ranger Std Cab Chassis	0	35,947	0	0	0	0	40,472	0	0	0
P073A	DA994 (was 2021 Mitsubishi Triton GLX 2.4L 4x4	0	0	0	0	0	0	0	24,211	0	0
P074A	DA8979 2024 POLARIS SIDE BY SIDE UNIT	0	0	0	17,781	0	0	0	0	20,019	0
SV019	DA9429 2022 ALUMINIUM TRAILER (FORTORO MOWER)	0	0	0	0	0	0	0	0	11,931	0
SV029	1TP8147 2014 TRAILER MOUNTED MESSAGE BOARD	22,246	0	0	0	0	0	0	0	0	0
SV034	DA15307 2016 8x5 BOX TOP FUEL TRAILER + TANK + FITTINGS	0	4,293	0	0	0	0	0	0	0	0
SV039	1TZ1088 PLANT AND EQUIPMENT TRAILER	0	0	0	0	0	0	0	0	10,056	0
00855	N/A 700LTR WATER TANK	0	0	0	0	28,223	0	0	0	0	0
01762	N/A 3PL ROAD BROOM	0	0	12,094	0	0	0	0	0	0	0
01796	N/A MP VERGE OFF-SET MOWER	0	0	0	17,113	0	0	0	0	0	0
SV036	N/A FORKLIFT 2.5T	0	0	0	24,477	0	0	0	0	0	0
P074A	DA987 (was 2019 Caterpillar 301.8 AC Mini Excavator	43,430	0	0	0	0	48,898	0	0	0	0
P075A	DA2833 2021 CAT PILLAR 444 BACKHOE LOADER	0	0	0	0	176,978	0	0	0	0	0
New Plant											
NEW	N/A 3 TONNE TRUCK	0	78,198	0	0	0	0	0	56,154	0	0
SV038	1TZV158 TIPPING TRAILER	0	0	0	0	0	0	0	0	10,418	0
NEW	N/A ROAD SWEEPER	0	0	0	0	0	0	0	0	0	0
NEW	N/A SKID STEER LOADER AND FITTINGS	0	0	0	167,676	0	0	0	0	0	0
NEW	N/A HYDRAULIC BRUSH GRAPPLE	0	0	0	0	11,108	0	0	0	0	0
TOTAL RESERVE FUNDS REQUIRED		628,109	277,247	500,822	400,565	216,308	439,191	267,316	669,162	369,443	105,543
Annual Reserve Transfer Allocation		276,500	315,000	355,000	355,000	355,000	385,000	410,000	415,000	553,650	673,028
Annual Reserve Transfer Changes		20,863	8,937	10,221	5,125	3,350	7,950	5,949	10,757	1,832	7,926
Interest Earnings		(10,000)	(10,000)	(10,000)	(10,300)	(10,609)	(10,927)	(11,235)	(11,593)	(11,941)	(12,299)
Small Plant & Equipment		255,352	292,043	146,442	95,703	227,135	169,967	307,344	52,347	226,446	789,557
RESERVE SURPLUS (DEFICIT)											



(Appendix ORD 12.5.3E)

Shire of Dardanup

Asset Management Budget - Infrastructure Plant and Vehicle Asset Management Plan
2025 / 26

PLANT LOANS SUMMARY

			2025 / 26	2026 / 27	2027 / 28	2028 / 29	2029 / 30	2030 / 31	2031 / 32	2032 / 33	2033 / 34	2034 / 35
LOANS												
<i>Replacement</i>												
P010A	DA613 (wa	2020 FORD RANGER DOUBLE PU XL 3.2D 4x4	0	0	0	0	0	0	0	0	0	0
P011A	DA005	2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	0	0	0	0	0	0	0	0
P051A	DA8200	2021 Ford Ranger Super CC XL 3.2L 4X4	0	0	0	0	0	0	0	0	0	0
P052A	DA588	2018 Mitsubishi Triton GLX	0	0	0	0	0	0	0	0	0	0
P053A	DA988 (wa	2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	0	0	0	0	0	0	0	0
P054A	DA9774	2011 JOHN DEERE 670GP ROAD GRADER	0	0	0	0	0	0	0	0	0	0
P055A	DA698	2013 CATERPILLAR 12M ROAD GRADER	0	0	0	0	0	0	0	0	0	0
P056A	DA873	2021 Caterpillar 924K IT Wheel Loader	0	0	0	0	0	0	0	0	0	0
P057A	DA628	2020 FORD RANGER DOUBLE PU XL 3.2D 4x4	0	0	0	0	0	0	0	0	0	0
P058A	DA325	2014 HINO GH1728 500 SERIES MAINTENANCE TRUCK	0	0	0	0	0	0	0	0	0	0
P059A	DA9781	2021 NEW HOLLAND T5.90S CAB TRACTOR	0	0	0	0	0	0	0	0	0	0
P062A	DA8457	2015 HINO 300 SERIES 921 AUTOMATIC TRUCK	0	0	0	0	0	0	0	0	0	0
P064A	DA996 (wa	2021 Ford Ranger Single CC XL	0	0	0	0	0	0	0	0	0	0
P065A	DA9513	2018 Mitsubishi Fuso FM1627	0	0	0	0	0	0	0	0	0	0
P067A	DA9219	2014 HINO FD1124 500 SERIES TIP TRUCK	0	0	0	0	0	0	0	0	0	0
P068A	DA993 (wa	Mitsubishi GLX Triton 4X4 Dual Cab	0	0	0	0	0	0	0	0	0	0
P069A	DA995 (wa	2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	0	0	0	0	0	0	0	0
P070A	DA10105	2024 Gianni Ferrari TURBO 1 WT	0	0	0	0	0	0	0	0	0	0
P071A	DA9581	2015 HINO 300 SERIES 717 MEDIUM DUMP TRUCK	0	0	0	0	0	0	0	0	0	0
P072A	DA648	2014 Ford PX Ranger Std Cab Chassis	0	0	0	0	0	0	0	0	0	0
P073A	DA994 (wa	2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	0	0	0	0	0	0	0	0
SV019	DA8979	2024 POLARIS SIDE BY SIDE UNIT	0	0	0	0	0	0	0	0	0	0
SV024	DA9429	2022 ALUMINIUM TRAILER (FOR TORO MOWER)	0	0	0	0	0	0	0	0	0	0
SV029	1TPB147	2014 TRAILER MOUNTED MESSAGE BOARD	0	0	0	0	0	0	0	0	0	0
SV034	DA15307	2016 8x5 BOXTOP FUEL TRAILER + TANK + FITTINGS	0	0	0	0	0	0	0	0	0	0
SV039	1TZT688	PLANT AND EQUIPMENT TRAILER	0	0	0	0	0	0	0	0	0	0
O0855	N/A	7000LTR WATER TANK	0	0	0	0	0	0	0	0	0	0
O1762	N/A	3PL ROAD BROOM	0	0	0	0	0	0	0	0	0	0
O1796	N/A	MP VERGE OFFSET MOWER	0	0	0	0	0	0	0	0	0	0
SV036	N/A	FORKLIFT 2.5T	0	0	0	0	0	0	0	0	0	0
P074A	DA987 (wa	2019 Caterpillar 301.8 AC Mini Excavator	0	0	0	0	0	0	0	0	0	0
P075A	DA2833	2021 CATERPILLAR 444 BACKHOE LOADER	0	0	0	0	0	0	0	0	0	0
<i>New Plant</i>												
NEW	N/A	3 TONNE TRUCK	0	0	0	0	0	0	0	0	0	0
NEW	N/A	ROAD SWEEPER	0	0	0	0	0	0	0	0	0	0
NEW	N/A	SKID STEER LOADER AND FITTINGS	0	0	0	0	0	0	0	0	0	0
SV038	1TZV158	TIPPING TRAILER	0	0	0	0	0	0	0	0	0	0
NEW	N/A	HYDRAULIC BRUSH GRAPPLE	0	0	0	0	0	0	0	0	0	0
TOTAL NEW LOANS REQUIRED			0	0	0	0	0	0	0	0	0	0

(Appendix ORD 12.5.3F)

Drainage System	Community	Work Type	Asset Type / Activity	EXPENDITURE BY YEAR						
				2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030	2030 - 2031	2031 - 2032
Weetman Road		Upgrade	Widen Culvert							
Brett Place		Upgrade	Open drain upgrade							
Twomey Road		Upgrade	Widen Culvert							
Hands Creek	Eaton	Renewal	Erosion Control							
Hands Creek	Eaton	Upgrade	Improve water quality	92,775	95,095					
Reserve R35582 - Golding Crescent	Picton East	Renewal	Reconstruct Spillway			10,748				
Killarney Road	Dardanup West	Expansion	Relocate Culvert @SLK 0.105							
Hamilton Road - Hale Street	Eaton	Upgrade	Improve drainage capacity				124,886	128,008		
SubTotals	Renewal Upgrade Expansion			92,775	95,095	10,748	124,886	128,008		
TOTALS				92,775	95,095	10,748	124,886	128,008		

Drainage System	Community	Work Type	Asset Type / Activity			
				2032 - 2033	2033 - 2034	2034 - 2035
Weetman Road		Upgrade	Widen Culvert			
Brett Place		Upgrade	Open drain upgrade			
Twomey Road		Upgrade	Widen Culvert			
Hands Creek	Eaton	Renewal	Erosion Control			
Hands Creek	Eaton	Upgrade	Improve water quality			
Reserve R35582 - Golding Crescent	Picton East	Renewal	Reconstruct Spillway			
Killarney Road	Dardanup West	Expansion	Relocate Culvert @SLK 0.105			
Hamilton Road - Hale Street	Eaton	Upgrade	Improve drainage capacity			
SubTotals	Renewal Upgrade Expansion					
TOTALS						

(Appendix ORD 12.5.3F)

Drainage System	Community	Work Type	Asset Type / Activity	INCOME BY YEAR						
				2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030	2030 - 2031	2031 - 2032
Weetman Road		Upgrade	Widen Culvert							
Brett Place		Upgrade	Open drain upgrade							
Twomey Road		Upgrade	Widen Culvert							
Hands Creek	Eaton	Renewal	Erosion Control							
Hands Creek	Eaton	Upgrade	Improve water quality							
Reserve R35582 - Golding Crescent	Picton East	Renewal	Reconstruct Spillway							
Killarney Road	Dardanup West	Expansion	Relocate Culvert @SLK 0.105							
Hamilton Road - Hale Street	Eaton	Upgrade	Improve drainage capacity				73,104	74,932		
SubTotals	Renewal Upgrade Expansion						73,104	74,932		
TOTALS							73,104	74,932		

Drainage System	Community	Work Type	Asset Type / Activity			
				2032 - 2033	2033 - 2034	2034 - 2035
Weetman Road		Upgrade	Widen Culvert			
Brett Place		Upgrade	Open drain upgrade			
Twomey Road		Upgrade	Widen Culvert			
Hands Creek	Eaton	Renewal	Erosion Control			
Hands Creek	Eaton	Upgrade	Improve water quality			
Reserve R35582 - Golding Crescent	Picton East	Renewal	Reconstruct Spillway			
Killarney Road	Dardanup West	Expansion	Relocate Culvert @SLK 0.105			
Hamilton Road - Hale Street	Eaton	Upgrade	Improve drainage capacity			
SubTotals	Renewal Upgrade Expansion					
TOTALS						

(Appendix ORD 12.5.3G)

Shire of Dardanup Program of Works - Paths and Trails (2025 - 2035)

2025/26

Path ID:	Location	Locality	Hierarchy	Project Details	Strategic References (for Consideration During Design)	Dimensions				Funding \$					Budget Estimates \$		Construction Cost	Total Estimate \$	Upgrade	Classification				
	Road Name:			Description		Length (m)	Width (m)	Area (m ²)	Pram Ramps (#)	Grant Available	Grant Provider	Grant %	Grant Amount	Carry Over Reserve	General Rev	Allowance For Kerbs				Allowance For TMP	Allowance for Pram Ramps	Expansion	Renewal	
PTH676	Crampton Avenue	Eaton	Footpath 2	Crampton-Sanford Way Corner to Child Care Centre: Construct New (50m) Concrete Dual Use Path Between Crampton and Sanford Way Corner to Child Care Centre		50.00	1.00	100.00	0.00	No			0		22,755	3,000	4,305	0	15,375	22,755		22,755		
PTH87	Doolan Street	Dardanup	Footpath 2	Charlotte Path Material Change - Little Street (L): Renew (126m) Concrete Dual Use Path Between Charlotte Path Material Change and Little Street on the Left Hand Side of the road	Shire of Dardanup: Dardanup Place Plan	126.00	2.00	252.00	0.00	No			0	0	55,104	7,560	8,610	0	38,745	55,104			55,104	
PTH867	Eaton Drive	Eaton	Footpath 2	EatonDrive crossing at Lofthouse Av: Renew (5m) Concrete Dual Use Path Within EatonDrive crossing at Lofthouse Av (incl. 2x Pram Ramps)	Shire of Dardanup: Eaton Place Plan	5.00	2.00	10.00	2.00	No			0	0	7,411	0	2,798	3,000	1,537	7,411			7,411	
PTH88	Little Street	Dardanup	Footpath 2	Ferguson Road - Council Crossing (R): Renew (128m) Concrete Dual Use Path Between Ferguson Road and Council Crossing on the Right Hand Side of the road (incl. 2x Pram Ramps)		128.00	2.00	256.00	2.00	No			0	0	51,045	0	8,610	3,000	39,360	51,045			51,045	
PRM0001	Millard Street	Eaton	Footpath 2	MISSING LINK: Lavendar Way Roundabout: Construct New (10m) Concrete Dual Use Path Within Lavendar Way Roundabout (incl. 4x Pram Ramps)		10.00	0.50	20.00	4.00	No			0	0	11,377	0	2,152	6,000	3,075	11,377		11,377		
Totals:						319	8	638					\$ -	\$ -	\$ -	147,692	10,560	26,475	12,000	88,092	147,692	\$ -	34,132	113,560

2026/27

Path ID	Location		Hierarchy	Project Details Description	Strategic References (for Consideration During Design)	Dimensions				Funding \$					Budget Estimates \$					Classification				
	Road Name	Locality				Length (m)	Width (m)	Area (m ²)	Pram Ramps (#)	Grant Available	Grant Provider	Grant %	Grant Amount	Carry Over Reserve	General Rev	Allowance For Kerbs	Allowance For TMP	Allowance for Pram Ramps	Construction Cost	Total Estimate \$	Upgrade	Expansion	Renewal	
PTH387	Charlotte Street	Dardanup	Footpath 2	23 Charlotte Street Driveway - Hayward Street (R): Renew (91m) Concrete Dual Use Path Between 23 Charlotte Street Driveway and Hayward Street on the Right Hand Side of the road (incl. 1x Pram Ramp)	Shire of Dardanup: Dardanup Place Plan	91.00	2.00	182.00	1.00	No			0	0	36,877	0	6,619	1,500	28,682	36,877			36,877	
PTH911	Eaton Drive	Eaton	Footpath 2	Eaton Drive Median Crossing - Monash Boulevard Crossing (R): Renew (50m) Concrete Dual Use Path Between Eaton Drive Median Crossing and Monash Boulevard Crossing on the Right Hand Side of the road (incl. 1x Pram Ramp)	Shire of Dardanup: Eaton Place Plan	50.00	2.20	100.00	1.00	No			0	0	23,072	0	5,736	1,500	15,759	23,072			23,072	
PTH913	Eaton Drive	Eaton	Footpath 2	Edith Cowan Avenue Crossing - Eaton Drive Median Crossing (R): Renew (41m) Concrete Dual Use Path Between Edith Cowan Avenue Crossing and Eaton Drive Median Crossing on the Right Hand Side of the road	Shire of Dardanup: Eaton Place Plan	41.00	2.20	82.00	0.00	No			0	0	18,659	0	5,736	0	12,923	18,659			18,659	
PTH195	Ferguson Road	Dardanup	Footpath 2	3 Ferguson Road - 5 Ferguson Road Widened Area (R): Renew (91m) Concrete Dual Use Path Between 3 Ferguson Road and 5 Ferguson Road Widened Area on the Right Hand Side of the road (incl. 1x Pram Ramp)	Shire of Dardanup: Dardanup Place Plan	91.00	2.00	182.00	1.00	No			0	0	36,877	0	6,619	1,500	28,682	36,877			36,877	
PTH198	Ferguson Road	Dardanup	Footpath 2	Railway Lights - Charlotte Street (R): Renew (27m) Asphalt Footpath Between Railway Lights and Charlotte Street on the Right Hand Side of the road (incl. 1x Pram Ramp)	Shire of Dardanup: Dardanup Place Plan	27.00	1.80	54.00	1.00	No			0	0	10,527	0	4,413	1,500	4,539	10,527			10,527	
PTH279	Pratt Road	Eaton	POS Path	Caravan Park Entry - Caravan Park Exit (R): Renew (37m) Paving Footpath Between Caravan Park Entry and Caravan Park Exit on the Right Hand Side of the road	Shire of Dardanup: Eaton Place Plan	37.00	1.20	74.00	0.00	No			0	0	23,849	0	4,413	0	19,437	23,849			23,849	
PTH699	Recreation Drive	Eaton	Footpath 2	Edith Cowan Avenue - School: Renew (46m) Asphalt Footpath Between Edith Cowan Avenue and School		46.00	3.00	92.00	0.00	No			0	0	12,145	0	4,413	0	7,733	12,145			12,145	
Totals:						383	14	766					\$ -	\$ -	\$ -	162,006	\$ -	37,949	\$ 6,000	\$ 117,755	\$ 162,006	\$ -	\$ -	\$ 162,006

2027/28

Path ID:	Location Road Name:	Locality	Hierarchy	Project Details Description	Strategic References (for Consideration During Design)	Dimensions				Funding \$					Budget Estimates \$					Upgrade	Classification Expansion	Renewal		
						Length (m)	Width (m)	Area (m ²)	Pram Ramps (#)	Grant Available	Grant Provider	Grant %	Grant Amount	Carry Over Reserve	General Rev	Allowance For Kerbs	Allowance For TMP	Allowance for Pram Ramps	Construction Cost				Total Estimate \$	
PTH822	Crampton Avenue	Eaton	Footpath 2	Shop access: Renew (6m) Concrete Dual Use Path Within Shop access (incl. 1x Pram Ramp)		6.00	2.00	12.00	1.00	No			0	0	5,815	0	2,261	1,500	1,938	5,815			5,815	
PTH197	Ferguson Road	Dardanup	Footpath 2	5 Ferguson Road Path Widening - Little Street (R): Renew (134m) Concrete Dual Use Path Between 5 Ferguson Road Path Widening and Little Street on the Right Hand Side of the road	Shire of Dardanup: Dardanup Place Plan	134.00	2.00	268.00	0.00	No			0	0	52,337	0	9,046	0	43,291	52,337			52,337	
PTH388	Ferguson Road	Dardanup	Footpath 2	Little Street - Hall Entrance (R): Renew (74m) Concrete Dual Use Path Between Little Street and Hall Entrance on the Right Hand Side of the road (incl. 2x Pram Ramps)	Shire of Dardanup: Dardanup Place Plan	74.00	2.00	148.00	2.00	No			0	0	31,661	0	4,523	3,000	23,907	31,661			31,661	
PTH908	Mitchell Way	Dardanup	Footpath 2	Mitchell Way - Trusty Place (R): Renew (118m) Concrete Dual Use Path Between Mitchell Way and Trusty Place on the Right Hand Side of the road		118.00	2.00	236.00	0.00	No			0	0	44,906	0	6,784	0	38,122	44,906			44,906	
Totals:						332	8	664					\$ -	\$ -	\$ -	134,719	\$ -	22,614	\$ 4,500	107,258	134,719	\$ -	\$ -	\$ 134,719

2028/29

Path ID:	Location		Hierarchy	Project Details Description	Strategic References (for Consideration During Design)	Dimensions			Pram Ramps (#)	Funding \$					Budget Estimates \$			Upgrade	Classification					
	Road Name:	Locality				Length (m)	Width (m)	Area (m ²)		Grant Available	Grant Provider	Grant %	Grant Amount	Carry Over Reserve	General Rev	Allowance For Kerbs	Allowance For TMP		Allowance for Pram Ramps	Construction Cost	Total Estimate \$	Expansion	Renewal	
PTH682	Eaton Drive	Eaton	Footpath 2	Lofthouse Avenue Crossing - Hough Place Crossing (L): Renew (24m) Concrete Dual Use Path Between Lofthouse Avenue Crossing and Hough Place Crossing on the Left Hand Side of the road (incl. 2x Pram Ramps)	Shire of Dardanup: Eaton Place Plan	24.00	2.00	48.00	2.00	No			0	0	14,272	0	3,013	3,000	7,947	14,272			14,272	
PTH669	Glenhuon Boulevard	Partridge	Footpath 2	Gromark Gate Crossing - Leicester Ramble Crossing (L): Renew (56m) Concrete Dual Use Path Between Gromark Gate Crossing and Leicester Ramble Crossing on the Left Hand Side of the road (incl. 1x Pram Ramp)		56.00	2.00	112.00	1.00	No			0	0	24,836	0	4,636	1,500	18,544	24,836			24,836	
PTH435	Hamilton Road	Eaton	Footpath 2	Hale Street Crossing - Casuarina Street Crossing (R): Renew (412m) Concrete Dual Use Path Between Hale Street Crossing and Casuarina Street Crossing on the Right Hand Side of the road (incl. 2x Pram Ramps)	Shire of Dardanup: Eaton Place Plan	412.00	2.00	824.00	2.00	No			0	0	187,891	24,720	20,862	3,000	136,431	187,891			187,891	
PTH95	Mitchell Way	Dardanup	POS Path	Mitchell Way - Trusty Place: Renew (89m) Limestone POS Path Between Mitchell Way and Trusty Place		89.00	2.00	133.50	0.00	No			0	0	9,794	0	4,636	0	5,158	9,794			9,794	
BPLN-B1	Russell Road	Burekup	Footpath 2	End of existing to Shenton Road: Construct New (32m) Concrete Footpath - End of existing to Shenton Road	Dardanup Local Bike Plan - Final Issue - 13.03.2023 - Endorsed 22.03.2023	32.00	2.20	64.00	0.00	Yes	WABN	50	7,617	0	7,617	0	4,636	0	10,597	15,233		15,233		
PTH75	Russell Road	Burekup	Footpath 2	Burekup Hall Entrance Area (R): Renew (19m) Paving Footpath Within Burekup Hall Entrance Area on the Right Hand Side of the road		19.00	4.80	38.00	0.00	No			0	0	12,804	0	2,318	0	10,486	12,804			12,804	
Totals:						632	15	1,220					\$ 50	\$ 7,617	\$ -	257,214	\$ 24,720	\$ 40,101	\$ 7,500	\$ 189,163	\$ 264,830	\$ -	\$ 15,233	\$ 249,597

2029/30

Path ID:	Location		Hierarchy	Project Details		Strategic References		Dimensions				Funding \$					Budget Estimates \$					Classification		
	Road Name:	Locality		Description	(for Consideration During Design)	Length (m)	Width (m)	Area (m ²)	Pram Ramps (#)	Grant Available	Grant Provider	Grant %	Grant Amount	Carry Over Reserve	General Rev	Allowance For Kerbs	Allowance For TMP	Allowance for Pram Ramps	Construction Cost	Total Estimate \$	Upgrade	Expansion	Renewal	
PTH499	Eaton Drive	Eaton	Footpath 2	Hands Avenue Crossing - old path: Renew (439m) Concrete Dual Use Path Between Hands Avenue Crossing and old path (incl. 1x Pram Ramp)	Shire of Dardanup: Eaton Place Plan	439.00	2.00	878.00	1.00	No		0	0	181,591	0	30,887	1,500	149,006	181,591			181,591		
PTH431	Eaton Foreshore	Eaton	POS Path	Pratt Road Crossing - Eaton Foreshore Path (L): Renew (8m) Concrete Dual Use Path Between Pratt Road Crossing and Eaton Foreshore Path on the Left Hand Side of the road		8.00	2.00	16.00	0.00	No		0	0	5,091	0	2,376	0	2,715	5,091			5,091		
PTH664	Glenhuon Boulevard	Partridge	Footpath 2	Leicester Ramble Crossing - Glenhuon Boulevard Crossing (L): Renew (69m) Concrete Dual Use Path Between Leicester Ramble Crossing and Glenhuon Boulevard Crossing on the Left Hand Side of the road (incl. 1x Pram Ramp)		69.00	2.00	138.00	1.00	No		0	0	29,869	0	4,752	1,500	23,420	29,869			29,869		
PTH528	Hamilton Road	Eaton	Footpath 2	Casuarina Street Crossing - Millard Street Crossing (R): Renew (31m) Concrete Dual Use Path Between Casuarina Street Crossing and Millard Street Crossing on the Right Hand Side of the road (incl. 2x Pram Ramps)	Shire of Dardanup: Eaton Place Plan	31.00	2.00	62.00	2.00	No		0	0	18,668	0	4,752	3,000	10,522	18,668			18,668		
Totals:						547	8	1,094				\$ -	\$ -	\$ -	235,219	\$ -	42,767	6,000	185,663	235,219	\$ -	\$ -	235,219	

2030/31

Path ID	Location		Locality	Hierarchy	Project Details Description	Strategic References (for Consideration During Design)	Dimensions				Funding \$					Budget Estimates \$					Classification			
	Road Name						Length (m)	Width (m)	Area (m ²)	Pram Ramps (#)	Grant Available	Grant Provider	Grant %	Grant Amount	Carry Over Reserve	General Rev	Allowance For Kerbs	Allowance For TMP	Allowance for Pram Ramps	Construction Cost	Total Estimate \$	Upgrade	Expansion	Renewal
PTH389	Ferguson Road	Dardanup	Footpath 2		Hall Entrance - 39 Ferguson Road (R): Renew (315m) Concrete Dual Use Path Between Hall Entrance and 39 Ferguson Road on the Right Hand Side of the road (incl. 2x Pram Ramps)	Shire of Dardanup: Dardanup Place Plan	315.00	2.00	630.00	2.00	No		0		0	130,118	0	17,047	3,000	109,591	130,118			130,118
PTH93	Little Street	Dardanup	Footpath 2		Carramar Park Car Park - Hayward Street (L.): Renew (118m) Concrete Dual Use Path Between Carramar Park Car Park and Hayward Street on the Left Hand Side of the road (incl. 1x Pram Ramp)		118.00	2.00	236.00	1.00	No		0		0	50,099	0	7,306	1,500	41,053	50,099			50,099
Totals:							433	4	866				\$ -	\$ -	\$ -	180,217	\$ -	\$ 24,353	\$ 4,500	\$ 150,644	\$ 180,217	\$ -	\$ -	\$ 180,217

2031/32

Path ID	Location	Locality	Hierarchy	Project Details		Strategic References		Dimensions			Funding \$					Budget Estimates \$					Upgrade	Classification	
	Road Name:			Description	(for Consideration During Design)	Length (m)	Width (m)	Area (m ²)	Pram Ramps (#)	Grant Available	Grant Provider	Grant %	Grant Amount	Carry Over Reserve	General Rev	Allowance For Kerbs	Allowance For TMP	Allowance for Pram Ramps	Construction Cost	Total Estimate \$		Expansion	Renewal
PTH823	Crampton Avenue	Eaton	Footpath 2	Shop access: Renew (14m) Concrete Dual Use Path Within Shop access (incl. 2x Pram Ramps)	Shire of Dardanup: Eaton Place Plan	14.00	2.00	28.00	2.00	No		0	0	11,055	0	2,496	3,000	4,992	11,055		11,055		
PTH2241	Hamilton Road	Eaton	Footpath 2	Construct New (41m) Concrete Dual Use Path Within		41.00	0.00	82.00	0.00	No		0	0	19,613	0	4,992	0	14,621	19,613	19,613			
PTH84	Hayward Street	Dardanup	Footpath 2	Charlotte Street - Little Street (L): Renew (173m) Concrete Dual Use Path Between Charlotte Street and Little Street on the Left Hand Side of the road (incl. 1x Pram Ramp)		173.00	2.00	346.00	1.00	No		0	0	73,461	0	9,985	1,500	61,693	73,461		73,461		
PTH91	Hayward Street	Dardanup	Footpath 2	Little Street - Mitchell Way (L): Renew (195m) Concrete Dual Use Path Between Little Street and Mitchell Way on the Left Hand Side of the road (incl. 2x Pram Ramps)		195.00	2.00	390.00	2.00	No		0	0	85,585	0	12,481	3,000	69,538	85,585		85,585		
PTH76	Russell Road	Burekup	Footpath 2	Burekup Hall Widening - School Blumten Path (R): Renew (155m) Concrete Dual Use Path Between Burekup Hall Widening and School Blumten Path on the Right Hand Side of the road	155.00	2.20	310.00	0.00	No		0	0	65,259	0	9,985	0	55,274	65,259		65,259			
Totals:						678	8	1,166			\$ -	\$ -	\$ -	284,973	\$ -	\$ 39,939	7,500	206,118	284,973	\$ -	\$ 19,613	235,360	

Shire of Dardanup Program of Works - Paths and Trails (2025 - 2035)

2033/34

Path ID	Location		Locality	Hierarchy	Project Details Description	Strategic References (for Consideration During Design)	Dimensions				Funding \$					Allowance For Kerbs		Allowance For TMP		Budget Estimates \$			Classification			
	Road Name:						Length (m)	Width (m)	Area (m ²)	Pram Ramps (#)	Grant Available	Grant Provider	Grant %	Grant Amount	Carry Over Reserve	General Rev			Allowance for Pram Ramps	Construction Cost	Total Estimate \$	Upgrade	Expansion	Renewal		
PTH826	Crampton Avenue	Eaton	Footpath 2	Shop access: Renew (6m) Paving Footpath Within Shop access	Shire of Dardanup: Eaton Place Plan		6.00	1.00	12.00	0.00	No			0	0	6,369	0		2,623	0		3,747	6,369			6,369
PTH512	Eaton Drive	Eaton	Footpath 2	Hough Place Crossing - Hamilton Road Crossing (L): Renew (192m) Concrete Dual Use Path Between Hough Place Crossing and Hamilton Road Crossing on the Left Hand Side of the road (incl. 2x Pram Ramps)			192.00	2.00	384.00	2.00	No			0	0	92,728	0		17,047	3,000		71,935	92,728			92,728
PTH516	Hamilton Road	Eaton	Footpath 2	136 Hamilton Road Driveway - 20 Foster Street Driveway (L): Renew (72m) Concrete Dual Use Path Between 136 Hamilton Road Driveway and 20 Foster Street Driveway on the Left Hand Side of the road	Shire of Dardanup: Eaton Place Plan		72.00	2.00	144.00	0.00	No			0	0	32,221	0		5,245	0		26,975	32,221			32,221
BPLN-B2	Rail Trail Burekup	Burekup	Cycle Path 2	Improve the gravel path adjacent to the rail line, between the SW Highway (north of Shenton Road) and the Burekup entrance crossover: Construct New (339m) Limestone Cycle Path . Improve the gravel path adjacent to the rail line, between the SW Highway (north of Shenton Road) and the Burekup entrance crossover	Dardanup Local Bike Plan - Final Issue - 13.03.2023 - Endorsed 22.03.2023		339.00	0.00	508.50	0.00	Yes	WABN	50	18,981	0	18,981	0		15,736	0		22,227	37,962			37,962
Totals:							609	5	1,049				\$ 50	\$ 18,981	\$ -	\$ 159,299		\$ -	\$ 40,651	\$ 3,000	\$ 3,000	\$ 124,884	\$ 169,290	\$ -	\$ 37,962	\$ 131,318

2034/35

Path ID:	Location		Locality	Hierarchy	Project Details Description	Strategic References (for Consideration During Design)	Dimensions				Funding \$					Budget Estimates \$				Classification					
	Road Name:						Length (m)	Width (m)	Area (m ²)	Pram Ramps (#)	Grant Available	Grant Provider	Grant %	Grant Amount	Carry Over Reserve	General Rev	Allowance For Kerbs	Allowance For TMP	Allowance for Pram Ramps	Construction Cost	Total Estimate \$	Upgrade	Expansion	Renewal	
PTH153	Hale Street	Eaton	Footpath 2	Opp 60 Hale Street Crossing - Millard Street Crossing (L): Renew (425m) Concrete Dual Use Path Between Opp 60 Hale Street Crossing and Millard Street Crossing on the Left Hand Side of the road (incl. 1x Pram Ramp)			425.00	2.00	850.00	1.00	No			0	0	189,325	0	24,194	1,500	163,211	189,325			189,325	
PTH73	Russell Road	Burekup	Footpath 2	Bus Bay - Gardiner Street (R): Renew (76m) Paving Footpath Between Bus Bay and Gardiner Street on the Right Hand Side of the road (incl. 2x Pram Ramps)			76.00	1.90	152.00	2.00	No			0	0	60,548	0	8,065	3,000	48,643	60,548			60,548	
Totals:							501	4	1,002					\$ -	\$ -	\$ -	\$ 249,873	\$ -	\$ 32,259	\$ 4,500	\$ 211,854	\$ 249,873	\$ -	\$ -	\$ 249,873

Program of Works - Buildings (2025 - 2035)

2025/26

Building Details				Project Details	Dimensions			Income			Budget Allocation			
Synergy Asset No	Building Name	Locality	Building Type	Description	Quantity (Items)	Area	Length	Income Provider	Income \$	Buildings Reserve	Total Estimate \$	Renewal	Upgrade	Expansion
B046	Dardanup Oval Club Rooms (Wells Recreation)	Dardanup	Sporting Facilities	Replace Concrete Paths / Ramps (Exterior Wks, Sundries) to Ground Floor (External)		66 m^2				\$13,900	\$13,900	\$13,900		
B046	Dardanup Oval Club Rooms (Wells Recreation)	Dardanup	Sporting Facilities	Replace Post / Rail / Mesh Fence (Exterior Wks, Sundries) to Ground Floor (External)			120 m			\$13,900	\$13,900	\$13,900		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Auto Door (Mechanical Services) to Ground Floor (Access. SHR 1)	1					\$5,250	\$5,250	\$5,250		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Auto Door (Mechanical Services) to Ground Floor (Access. SHR 2)	1					\$5,250	\$5,250	\$5,250		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Ceramic tiles (Interior Finishes) to Ground Floor (Change 3)		50 m^2				\$9,650	\$9,650	\$9,650		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Ceramic tiles (Interior Finishes) to Ground Floor (Change 4)		50 m^2				\$9,650	\$9,650	\$9,650		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Solar Hot Water System (Mechanical Services) to Roof (External)	2					\$19,300	\$19,300	\$19,300		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Tiles - Ceramic (Interior Finishes) to Ground Floor (Toilet 2)		48 m^2				\$9,650	\$9,650	\$9,650		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Timber Sports Floor Coating (Peerless commercial sports floor finish) (Interior Finishes) to Ground Floor (Sports Hall)		2500 m^2				\$8,550	\$8,550	\$8,550		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Provide Additional: Concrete Cased Steel Bollards to Ground Floor Entranceways	4					\$12,650	\$12,650		\$12,650	
NEW	Administration Centre - Eaton	Eaton	Administration Centres	Mechanical Fitout: Mechanical & Electrical Services to 1st Floor Lettable Space						\$400,000	\$400,000			\$400,000
NEW	Burekup Change Rooms (Proposed)	Burekup	Sporting Facilities	Construct New: Change Rooms to Cricket Club Pavillion				CSRFF	\$250,000	\$500,000	\$750,000			\$750,000
TOTALS					8	2714m^2	120m	Income	\$250,000	\$1,007,750	\$1,257,750	\$95,100	\$12,650	\$1,150,000

2026/27

Building Details				Project Details	Dimensions			Income			Budget Allocation			
Synergy Asset No	Building Name	Locality	Building Type	Description	Quantity (Items)	Area	Length	Income Provider	Income \$	Buildings Reserve	Total Estimate \$	Renewal	Upgrade	Expansion
B008	Eaton Hall	Eaton	Public Halls & Civic Centres	Replace Gutters and Downpipes (External Fabric) to Roof (External)			90 m			\$5,871	\$5,871	\$5,871		
B008	Eaton Hall	Eaton	Public Halls & Civic Centres	Replace Metal Support Post (External Fabric) to Roof (External)			15 m			\$9,682	\$9,682	\$9,682		
B008	Eaton Hall	Eaton	Public Halls & Civic Centres	Replace Verandah - Roof only (Exterior Wks, Sundries) to Roof (External)		64 m^2				\$7,982	\$7,982	\$7,982		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Timber Sports Floor Coating (Peerless commercial sports floor finish) (Interior Finishes) to Ground Floor (Sports Hall)		2500 m^2				\$8,600	\$8,600	\$8,600		
B014	Eaton Tennis & Basketball Courts & Rooms	Eaton	Sporting Facilities	Replace Toilet - S/S Urinal (Fxtures & Fittings) to Ground Floor (Toilet 1)	1					\$5,350	\$5,350	\$5,350		
TOTALS					1	2564m^2	105m	Income	\$0	\$37,485	\$37,485	\$37,485	\$0	\$0

2027/28

Building Details				Project Details	Dimensions			Income			Budget Allocation			
Synergy Asset No	Building Name	Locality	Building Type	Description	Quantity (Items)	Area	Length	Income Provider	Income \$	Buildings Reserve	Total Estimate \$	Renewal	Upgrade	Expansion
B023	CWA Hall	Eaton	Public Halls & Civic Centres	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Ground Floor (External)	1					\$5,350	\$5,350	\$5,350		
B020	Dardanup Community Centre	Dardanup	Public Halls & Civic Centres	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Ground Floor (External)	1					\$5,350	\$5,350	\$5,350		
B046	Dardanup Oval Club Rooms (Wells Recreation)	Dardanup	Sporting Facilities	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Ground Floor (External)	2					\$10,700	\$10,700	\$10,700		
NEW	Eaton Bowling Club	Eaton	Sporting Facilities	Replace Shade Cloth (Exterior Wks, Sundries) to Ground Floor (External - Shed 1)		80 m^2				\$47,550	\$47,550	\$47,550		
B040	Eaton Family Centre	Eaton	Health Administration	Replace Paint Finish (Interior Finishes) to Ground Floor (Activity Room 1/ 2)		414 m^2				\$9,050	\$9,050	\$9,050		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Timber Sports Floor Coating (Peerless commercial sports floor finish) (Interior Finishes) to Ground Floor (Sports Hall)		2500 m^2				\$8,650	\$8,650	\$8,650		
B071	Glen Huon Change Rooms - Football	Eaton	Sporting Facilities	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Ground Floor (External)	4					\$21,400	\$21,400	\$21,400		
B071	Glen Huon Change Rooms - Football	Eaton	Sporting Facilities	Replace Split Air Conditioning Units - Condenser Refrigeration Type (Mechanical Services) to Ground Floor (External)	1					\$5,350	\$5,350	\$5,350		
B025	Watson Street Reserve Toilets	Eaton	Public Conveniences	Replace Toilet - S/S Bowl /Cistern (Fxtures & Fittings) to Ground Floor (Toilet 5)	1					\$5,500	\$5,500	\$5,500		
B025	Watson Street Reserve Toilets	Eaton	Public Conveniences	Replace Toilet - S/S Bowl /Cistern (Fxtures & Fittings) to Ground Floor (Toilet 6)	1					\$5,500	\$5,500	\$5,500		
TOTALS					11	2994m^2	0m	Income	\$0	\$124,400	\$124,400	\$124,400	\$0	\$0

2028/29

Building Details				Project Details	Dimensions			Income			Budget Allocation			
Synergy Asset No	Building Name	Locality	Building Type	Description	Quantity (Items)	Area	Length	Income Provider	Income \$	Buildings Reserve	Total Estimate \$	Renewal	Upgrade	Expansion
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Paint Finish (Interior Finishes) to Ground Floor (Group Fitness)		295 m^2				\$5,300	\$5,300	\$5,300		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Ground Floor (External)	2					\$10,700	\$10,700	\$10,700		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Roof (External)	1					\$5,350	\$5,350	\$5,350		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Split Air Conditioning Units (Mechanical Services) to Ground Floor (Gym)	8					\$27,200	\$27,200	\$27,200		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Suspended Panel (incl Frame) (Interior Finishes) to Ground Floor (Corridor)		300 m^2				\$71,300	\$71,300	\$71,300		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Timber Sports Floor Coating (Peerless commercial sports floor finish) (Interior Finishes) to Ground Floor (Sports Hall)		2500 m^2				\$8,700	\$8,700	\$8,700		
TOTALS					11	3095m^2	0m	Income	\$0	\$128,550	\$128,550	\$128,550	\$0	\$0

2029/30

Building Details				Project Details	Dimensions			Income			Budget Allocation			
Synergy Asset No	Building Name	Locality	Building Type	Description	Quantity (Items)	Area	Length	Income Provider	Income \$	Buildings Reserve	Total Estimate \$	Renewal	Upgrade	Expansion
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Timber Sports Floor Coating (Peerless commercial sports floor finish) (Interior Finishes) to Ground Floor (Sports Hall)		2500 m^2				\$8,750	\$8,750	\$8,750		
TOTALS					0	2500m^2	0m	Income	\$0	\$8,750	\$8,750	\$8,750	\$0	\$0

Program of Works - Buildings (2025 - 2035)

2030/31

Building Details				Project Details	Dimensions			Income			Budget Allocation			
Synergy Asset No	Building Name	Locality	Building Type		Quantity (Items)	Area	Length	Income Provider	Income \$	Buildings Reserve	Total Estimate \$	Renewal	Upgrade	Expansion
B010	Burekup Hall	Burekup	Public Halls & Civic Centres	Replace Carpet Tile (Interior Finishes) to Ground Floor (Country Club)	1	85 m^2				\$6,400	\$6,400	\$6,400		
B010	Burekup Hall	Burekup	Public Halls & Civic Centres	Replace Cooker / Grill SS (Fxtures & Fittings) to Ground Floor (Kitchen)										
B023	CWA Hall	Eaton	Public Halls & Civic Centres	Replace Carpet (Interior Finishes) to Ground Floor (Main Room)		63 m^2				\$5,550	\$5,550	\$5,550		
B023	CWA Hall	Eaton	Public Halls & Civic Centres	Replace Shed (Garden / Tool Shed) (Exterior Wks, Sundries) to Ground Floor (Shed 1)										
B020	Dardanup Community Centre	Dardanup	Public Halls & Civic Centres	Replace Kitchen Units (Fxtures & Fittings) to Ground Floor (Kitchen)	2	125 m^2	4 m			\$6,500	\$6,500	\$6,500		
B020	Dardanup Community Centre	Dardanup	Public Halls & Civic Centres	Replace Soft Fall (Exterior Wks, Sundries) to Ground Floor (External)										
B020	Dardanup Community Centre	Dardanup	Public Halls & Civic Centres	Replace Toilet - China Bowl /Cistern (Fxtures & Fittings) to Ground Floor (Toilet 1)										
B038	Dardanup Equestrian Centre	Dardanup West	Sporting Facilities	Replace Kitchen Units (Fxtures & Fittings) to Ground Floor (Kitchen)			12 m			\$19,500	\$19,500	\$19,500		
B038	Dardanup Equestrian Centre	Dardanup West	Sporting Facilities	Replace Kitchen Units (Fxtures & Fittings) to Ground Floor (Toilet 2)										
B038	Dardanup Equestrian Centre	Dardanup West	Sporting Facilities	Replace Shower Unit (acrylic 3 sided) (Fxtures & Fittings) to Ground Floor (Toilet 1)										
B038	Dardanup Equestrian Centre	Dardanup West	Sporting Facilities	Replace Toilet - S/S Urinal (Fxtures & Fittings) to Ground Floor (Toilet 3)	1					\$6,050	\$6,050	\$6,050		
B046	Dardanup Oval Club Rooms (Wells Recreation)	Dardanup	Sporting Facilities	Replace Carpet (Interior Finishes) to Ground Floor (Main Room)		130 m^2				\$11,400	\$11,400	\$11,400		
B046	Wells Recreation Tennis Rooms & Basketball Court	Dardanup	Sporting Facilities	Replace Kitchen Units (Fxtures & Fittings) to Ground Floor (Main Room)			5 m			\$8,150	\$8,150	\$8,150		
B046	Wells Recreation Tennis Rooms & Basketball Court	Dardanup	Sporting Facilities	Replace Post / Rail / Mesh Fence (Exterior Wks, Sundries) to Ground Floor (External)										
B027	Don Hewison Centre	Dardanup	Public Halls & Civic Centres	Replace Ext. Window - Timber Framed (External Fabric) to Ground Floor (External)	11					\$11,700	\$11,700	\$11,700		
B027	Don Hewison Centre	Dardanup	Public Halls & Civic Centres	Replace Kitchen Units (Fxtures & Fittings) to Ground Floor (Kitchen)	1		4 m			\$6,500	\$6,500	\$6,500		
B027	Don Hewison Centre	Dardanup	Public Halls & Civic Centres	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Ground Floor (External)										
NEW	Eaton Bowling Club	Eaton	Sporting Facilities	Replace Verandah - Roof only (Exterior Wks, Sundries) to Ground Floor (External - Shed 1)		45 m^2				\$6,500	\$6,500	\$6,500		
B040	Eaton Family Centre	Eaton	Health Administration	Replace Kitchen Bench (Fxtures & Fittings) to Ground Floor (Kitchen)			10 m			\$11,250	\$11,250	\$11,250		
B008	Eaton Hall	Eaton	Public Halls & Civic Centres	Replace Kitchen Units (Fxtures & Fittings) to Ground Floor (Kitchen)	4		10 m			\$16,250	\$16,250	\$16,250		
B008	Eaton Hall	Eaton	Public Halls & Civic Centres	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Roof (External)										
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Evaporative Air Conditioning Unit (Mechanical Services) to Roof (School Administration)	1	2500 m^2				\$8,750	\$8,750	\$8,750		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Shower Cubicle(s) (Fxtures & Fittings) to Ground Floor (Change 1)	4									
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Shower Cubicle(s) (Fxtures & Fittings) to Ground Floor (Change 3)	5									
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Shower Cubicle(s) (Fxtures & Fittings) to Ground Floor (Change 4)	6									
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Shower Head(s) (Fxtures & Fittings) to Ground Floor (Change 1)	4									
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Shower Head(s) (Fxtures & Fittings) to Ground Floor (Change 2)	4									
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Shower Head(s) (Fxtures & Fittings) to Ground Floor (Change 3)	5									
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Shower Head(s) (Fxtures & Fittings) to Ground Floor (Change 4)	5									
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Solar Hot Water System (Mechanical Services) to Roof (Lower Roof)	3									
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Timber Sports Floor Coating (Peerless commercial sports floor finish) (Interior Finishes) to Ground Floor (Sports Hall)										
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Vinyl Floor Covering (Interior Finishes) to Ground Floor (Corridor)										
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Vinyl Floor Covering (Interior Finishes) to Ground Floor (Creche)										
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Vinyl Floor Covering (Interior Finishes) to Ground Floor (Main Reception)										
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Vinyl Floor Covering (Interior Finishes) to Ground Floor (School Administration)										
B029	Eaton Tennis & Basketball Courts & Rooms	Eaton	Sporting Facilities	Replace Colour Steel (External Fabric) to Ground Floor (External)		36 m^2				\$5,200	\$5,200	\$5,200		
B071	Glen Huon Change Rooms - Football	Eaton	Sporting Facilities	Replace Paint Finish (Interior Finishes) to Ground Floor (Main Room)	5	720 m^2				\$13,500	\$13,500	\$13,500		
B071	Glen Huon Change Rooms - Football	Eaton	Sporting Facilities	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Ground Floor (External)										
B072	Softball Association Club Rooms	Eaton	Sporting Facilities	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Ground Floor (External)	3					\$16,950	\$16,950	\$16,950		
B025	Watson Street Reserve Toilets	Eaton	Public Conveniences	Replace Entry / Exit - Timber Metal Skin (External Fabric) to Ground Floor (External)	5					\$14,050	\$14,050	\$14,050		
NEW	Wells Reserve Change Rooms (New)	Dardanup	Sporting Facilities	Replace Timber Cladding - Stained (External Fabric) to Ground Floor (External)		250 m^2				\$12,500	\$12,500	\$12,500		
TOTALS					73	4459m^2	148m	Income	\$0	\$496,800	\$496,800	\$496,800	\$0	\$0

2031/32

Building Details				Project Details	Dimensions			Income			Budget Allocation			
Synergy Asset No	Building Name	Locality	Building Type		Quantity (Items)	Area	Length	Income Provider	Income \$	Buildings Reserve	Total Estimate \$	Renewal	Upgrade	Expansion
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Solar Inverter (Electrical) to Ground Floor (Condenser Unit Compound)	2	2500 m^2				\$15,200	\$15,200	\$15,200		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Ground Floor (Condenser Unit Compound)	12									
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Split Air Conditioning Units (Mechanical Services) to Ground Floor (Meeting 2)	1									
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Timber Sports Floor Coating (Peerless commercial sports floor finish) (Interior Finishes) to Ground Floor (Sports Hall)										
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Ventillation Fans (Mechanical Services) to Roof (Sports Hall)	5					\$21,950	\$21,950	\$21,950		
TOTALS					20	2500m^2	0m	Income	\$0	\$182,900	\$182,900	\$182,900	\$0	\$0

Program of Works - Buildings (2025 - 2035)

2032/33

Building Details				Project Details	Dimensions			Income			Budget Allocation			
Synergy Asset No	Building Name	Locality	Building Type		Quantity (Items)	Area	Length	Income Provider	Income \$	Buildings Reserve	Total Estimate \$	Renewal	Upgrade	Expansion
B010	Burekup Hall	Burekup	Public Halls & Civic Centres	Replace Toilet - China Bowl /Cistern (Fxtures & Fittings) to Ground Floor (Toilet 1)	2					\$7,800	\$7,800	\$7,800		
B010	Burekup Hall	Burekup	Public Halls & Civic Centres	Replace Toilet - S/S Urinal (Fxtures & Fittings) to Ground Floor (Toilet 2)	2					\$12,100	\$12,100	\$12,100		
	Burekup Tennis Toilets	Burekup	Public Conveniences	Replace Handbasin SS (Fxtures & Fittings) to Ground Floor (Toilets)	3					\$9,700	\$9,700	\$9,700		
	Burekup Tennis Toilets	Burekup	Public Conveniences	Replace Toilet - China Bowl /Cistern (Fxtures & Fittings) to Ground Floor (Toilets)	4					\$15,600	\$15,600	\$15,600		
B007	Dardanup Hall	Dardanup	Public Halls & Civic Centres	Replace Boiler (Mechanical Services) to Ground Floor (External)	1					\$6,900	\$6,900	\$6,900		
B007	Dardanup Hall	Dardanup	Public Halls & Civic Centres	Replace Cooker (Fxtures & Fittings) to Ground Floor (Kitchen)	1					\$12,300	\$12,300	\$12,300		
B007	Dardanup Hall	Dardanup	Public Halls & Civic Centres	Replace Handbasin (Fxtures & Fittings) to Ground Floor (Male Toilet)	2					\$6,500	\$6,500	\$6,500		
B007	Dardanup Hall	Dardanup	Public Halls & Civic Centres	Replace Toilet - China Bowl /Cistern (Fxtures & Fittings) to Ground Floor (Female Toilet)	4					\$15,600	\$15,600	\$15,600		
B007	Dardanup Hall	Dardanup	Public Halls & Civic Centres	Replace Toilet - S/S Urinal (Fxtures & Fittings) to Ground Floor (Male Toilet)	1					\$6,050	\$6,050	\$6,050		
B007	Dardanup Hall	Dardanup	Public Halls & Civic Centres	Replace Vinyl (Interior Finishes) to Ground Floor (Kitchen)		45 m^2				\$5,100	\$5,100	\$5,100		
B007	Dardanup Hall Public Toilets	Dardanup	Public Conveniences	Replace Lighting General (Electrical) to Ground Floor (Female Toilet)	2					\$6,050	\$6,050	\$6,050		
B007	Dardanup Hall Public Toilets	Dardanup	Public Conveniences	Replace Lighting General (Electrical) to Ground Floor (Male Toilet)	2					\$6,050	\$6,050	\$6,050		
B007	Dardanup Hall Public Toilets	Dardanup	Public Conveniences	Replace Toilet - China Bowl /Cistern (Fxtures & Fittings) to Ground Floor (Male Toilet)	1					\$6,050	\$6,050	\$6,050		
B007	Dardanup Hall Public Toilets	Dardanup	Public Conveniences	Replace Toilet - China Urinal (Fxtures & Fittings) to Ground Floor (Male Toilet)	1					\$5,800	\$5,800	\$5,800		
B046	Dardanup Oval Club Rooms (Wells Recreation)	Dardanup	Sporting Facilities	Replace Toilet - China Bowl /Cistern (Fxtures & Fittings) to Ground Floor (Toilet 1)	2					\$7,800	\$7,800	\$7,800		
B046	Dardanup Oval Club Rooms (Wells Recreation)	Dardanup	Sporting Facilities	Replace Toilet - S/S Urinal (Fxtures & Fittings) to Ground Floor (Toilet 2)	1					\$6,050	\$6,050	\$6,050		
B027	Don Hewison Centre Public Toilets	Dardanup	Public Conveniences	Replace Toilet - S/S Urinal (Fxtures & Fittings) to Ground Floor (Male Toilet)	1					\$6,050	\$6,050	\$6,050		
NEW	Eaton Bowling Club	Eaton	Sporting Facilities	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Roof (External)	10					\$60,500	\$60,500	\$60,500		
B040	Eaton Family Centre	Eaton	Health Administration	Replace Handbasin (Fxtures & Fittings) to Ground Floor (Toilet 3)	2					\$6,500	\$6,500	\$6,500		
B040	Eaton Family Centre	Eaton	Health Administration	Replace Handbasin (Fxtures & Fittings) to Ground Floor (Toilet 4)	2					\$6,500	\$6,500	\$6,500		
B040	Eaton Family Centre	Eaton	Health Administration	Replace Toilet - China Bowl /Cistern (Fxtures & Fittings) to Ground Floor (Toilet 3)	2					\$7,800	\$7,800	\$7,800		
B040	Eaton Family Centre	Eaton	Health Administration	Replace Trough Stainless Steel (Fxtures & Fittings) to Ground Floor (External)	2					\$6,400	\$6,400	\$6,400		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Timber Sports Floor Coating (Peerless commercial sports floor finish) (Interior Finishes) to Ground Floor (Sports Hall)		2500 m^2				\$8,900	\$8,900	\$8,900		
B072	Softball Association Club Rooms	Eaton	Sporting Facilities	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to Ground Floor (External)	2					\$12,100	\$12,100	\$12,100		
B025	Watson Street Reserve Toilets	Eaton	Public Conveniences	Replace Toilet - S/S Urinal (Fxtures & Fittings) to Ground Floor (Toilet 3)	1					\$6,050	\$6,050	\$6,050		
B025	Watson Street Reserve Toilets	Eaton	Public Conveniences	Replace Trough Stainless Steel (Fxtures & Fittings) to Ground Floor (Toilet 1)	1					\$6,750	\$6,750	\$6,750		
TOTALS					52	2545m^2	0m	Income	\$0	\$263,000	\$263,000	\$263,000	\$0	\$0

2033/34

Building Details				Project Details	Dimensions			Income			Budget Allocation			
Synergy Asset No	Building Name	Locality	Building Type		Quantity (Items)	Area	Length	Income Provider	Income \$	Buildings Reserve	Total Estimate \$	Renewal	Upgrade	Expansion
NEW	Administration Centre - Eaton	Eaton	Administration Centres	Replace Emergency Lights (Electrical) to 1st Floor (All)	107					\$14,400	\$14,400	\$14,400		
NEW	Administration Centre - Eaton	Eaton	Administration Centres	Replace Emergency Lights (Electrical) to Ground Floor (All)	108					\$14,550	\$14,550	\$14,550		
NEW	Administration Centre - Eaton	Eaton	Administration Centres	Replace Exit Signs(Illuminated) (Electrical) to 1st Floor (All)	30					\$6,050	\$6,050	\$6,050		
NEW	Administration Centre - Eaton	Eaton	Administration Centres	Replace Exit Signs(Illuminated) (Electrical) to Ground Floor (All)	35					\$7,100	\$7,100	\$7,100		
NEW	Administration Centre - Eaton	Eaton	Administration Centres	Replace Split Air Conditioning Units - Condenser (Mechanical Services) to 1st Floor (Plant Deck)	5					\$30,250	\$30,250	\$30,250		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Carpet Tile (Interior Finishes) to Ground Floor (Meeting 2)		70 m^2				\$5,800	\$5,800	\$5,800		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Ceramic tiles (Interior Finishes) to Ground Floor (Change 3)		50 m^2				\$6,400	\$6,400	\$6,400		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Ceramic tiles (Interior Finishes) to Ground Floor (Change 4)		50 m^2				\$6,400	\$6,400	\$6,400		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Evaporative Air Conditioning Unit (Mechanical Services) to Roof (External)	1					\$9,650	\$9,650	\$9,650		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Exhaust Fan (Services) to Ground Floor (Toilet 2)	2					\$9,650	\$9,650	\$9,650		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Exhaust Fan (Services) to Ground Floor (Toilet 4)	2					\$9,650	\$9,650	\$9,650		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Fire Alarm System (Fire Protection) to Ground Floor (Main Reception)	1					\$6,900	\$6,900	\$6,900		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Handbasin (Fxtures & Fittings) to Ground Floor (Change 1)	2					\$6,500	\$6,500	\$6,500		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Handbasin (Fxtures & Fittings) to Ground Floor (Change 2)	2					\$6,500	\$6,500	\$6,500		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Handbasin (Fxtures & Fittings) to Ground Floor (Creche)	1					\$8,300	\$8,300	\$8,300		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Handbasin (Fxtures & Fittings) to Ground Floor (Toilet 1)	2					\$6,500	\$6,500	\$6,500		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Handbasin (Fxtures & Fittings) to Ground Floor (Toilet 2)	2					\$6,500	\$6,500	\$6,500		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Handbasin (Fxtures & Fittings) to Ground Floor (Toilet 3)	2					\$6,500	\$6,500	\$6,500		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Handbasin (Fxtures & Fittings) to Ground Floor (Toilet 4)	2					\$6,500	\$6,500	\$6,500		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Rubber Floor Coverings (Interior Finishes) to Ground Floor (Gym)		500 m^2				\$117,150	\$117,150	\$117,150		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Shower Cubicle(s) (Fxtures & Fittings) to Ground Floor (Change 2)	4					\$8,300	\$8,300	\$8,300		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Tiles - Ceramic (Interior Finishes) to Ground Floor (Toilet 2)		48 m^2				\$6,150	\$6,150	\$6,150		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Timber Sports Floor Coating (Peerless commercial sports floor finish) (Interior Finishes) to Ground Floor (Sports Hall)		2500 m^2				\$8,950	\$8,950	\$8,950		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Toilet - S/S Urinal (Fxtures & Fittings) to Ground Floor (Toilet 1)	1					\$6,050	\$6,050	\$6,050		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Vinyl Floor Covering (Interior Finishes) to Ground Floor (Cycle Studio)		48 m^2				\$6,000	\$6,000	\$6,000		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Vinyl Floor Covering (Interior Finishes) to Ground Floor (Main entrance)		40 m^2				\$5,000	\$5,000	\$5,000		
TOTALS					309	3306m^2	0m	Income	\$0	\$331,700	\$331,700	\$331,700	\$0	\$0

Program of Works - Buildings (2025 - 2035)

2034/35

Building Details				Project Details	Dimensions			Income			Budget Allocation			
Synergy Asset No	Building Name	Locality	Building Type		Quantity (Items)	Area	Length	Income Provider	Income \$	Buildings Reserve	Total Estimate \$	Renewal	Upgrade	Expansion
B010	Burekup Hall	Burekup	Public Halls & Civic Centres	Replace Deep Fat Fryer (Fxtures & Fittings) to Ground Floor (Kitchen)	2					\$13,800	\$13,800	\$13,800		
B010	Burekup Hall	Burekup	Public Halls & Civic Centres	Replace Dishwasher Commercial (Fxtures & Fittings) to Ground Floor (Bar)	1					\$7,600	\$7,600	\$7,600		
B010	Burekup Hall	Burekup	Public Halls & Civic Centres	Replace Dishwasher Commercial (Fxtures & Fittings) to Ground Floor (Kitchen)	1					\$7,600	\$7,600	\$7,600		
B010	Burekup Hall	Burekup	Public Halls & Civic Centres	Replace Kitchen Units (Fxtures & Fittings) to Ground Floor (Bar)			7 m			\$12,550	\$12,550	\$12,550		
B010	Burekup Hall	Burekup	Public Halls & Civic Centres	Replace Kitchen Units (Fxtures & Fittings) to Ground Floor (Kitchen)			6 m			\$10,750	\$10,750	\$10,750		
B023	CWA Hall	Eaton	Public Halls & Civic Centres	Replace Kitchen Units (Fxtures & Fittings) to Ground Floor (Kitchen)			5 m			\$9,000	\$9,000	\$9,000		
B020	Dardanup Community Centre	Dardanup	Public Halls & Civic Centres	Replace Vinyl (Interior Finishes) to Ground Floor (Main Room)		60 m^2				\$7,450	\$7,450	\$7,450		
NEW	Dardanup Depot - Martin Pelusey	Waterloo	Depots	Replace Circulating pump (Electrical) to Ground Floor (External)	4					\$6,700	\$6,700	\$6,700		
NEW	Dardanup Depot - Martin Pelusey	Waterloo	Depots	Replace Pump Controller (Electrical) to Ground Floor (External)	2					\$6,900	\$6,900	\$6,900		
B046	Dardanup Oval Club Rooms (Wells Recreation)	Dardanup	Sporting Facilities	Replace Kitchen Units (Fxtures & Fittings) to Ground Floor (Main Room)			5 m			\$9,000	\$9,000	\$9,000		
NEW	Eaton Bowling Club	Eaton	Sporting Facilities	Replace Carpet Tile (Interior Finishes) to Ground Floor (Main Room)		170 m^2				\$14,100	\$14,100	\$14,100		
NEW	Eaton Bowling Club	Eaton	Sporting Facilities	Replace Vinyl Textured (Interior Finishes) to Ground Floor (Multi-Purpose Room - Kitchen)		45 m^2				\$5,000	\$5,000	\$5,000		
B040	Eaton Family Centre	Eaton	Health Administration	Replace Carpet (Interior Finishes) to Ground Floor (Meeting Room)	64					\$6,200	\$6,200	\$6,200		
B040	Eaton Family Centre	Eaton	Health Administration	Replace Evaporative Air Conditioning Unit (Mechanical Services) to Roof (External)	2					\$19,300	\$19,300	\$19,300		
B040	Eaton Family Centre	Eaton	Health Administration	Replace Vinyl (Interior Finishes) to Ground Floor (Activity Room 1/ 2)		138 m^2				\$17,150	\$17,150	\$17,150		
B040	Eaton Family Centre	Eaton	Health Administration	Replace Vinyl (Interior Finishes) to Ground Floor (Lobby)		70 m^2				\$8,700	\$8,700	\$8,700		
B049	Eaton Recreation Centre	Eaton	Recreation Centre	Replace Timber Sports Floor Coating (Peerless commercial sports floor finish) (Interior Finishes) to Ground Floor (Sports Hall)		2500 m^2				\$9,000	\$9,000	\$9,000		
B015	Ferguson Hall	Dardanup	Public Halls & Civic Centres	Replace Kitchen Units (Fxtures & Fittings) to Ground Floor (Kitchen)			8 m			\$14,350	\$14,350	\$14,350		
B071	Glen Huon Change Rooms - Football	Eaton	Sporting Facilities	Replace Carpet Tile (Interior Finishes) to Ground Floor (Main Room)		180 m^2				\$14,900	\$14,900	\$14,900		
B071	Glen Huon Change Rooms - Football	Eaton	Sporting Facilities	Replace Cooker / Grill SS (Fxtures & Fittings) to Ground Floor (Kitchen)	2					\$22,500	\$22,500	\$22,500		
B071	Glen Huon Change Rooms - Football	Eaton	Sporting Facilities	Replace Dishwasher Commercial (Fxtures & Fittings) to Ground Floor (Kitchen)	1					\$7,600	\$7,600	\$7,600		
B071	Glen Huon Change Rooms - Football	Eaton	Sporting Facilities	Replace Lighting General (Electrical) to Ground Floor (External)	34					\$5,200	\$5,200	\$5,200		
B071	Glen Huon Change Rooms - Football	Eaton	Sporting Facilities	Replace Refrigerator Commercial 3 Door (Electrical) to Ground Floor (Kitchen)	1					\$6,900	\$6,900	\$6,900		
B071	Glen Huon Change Rooms - Football	Eaton	Sporting Facilities	Replace Vinyl Textured (Interior Finishes) to Ground Floor (Kitchen)		60 m^2				\$6,650	\$6,650	\$6,650		
B071	Glen Huon Club Rooms - Football	Eaton	Sporting Facilities	Replace Vinyl Textured (Interior Finishes) to Ground Floor (Change Rooms)		196 m^2				\$21,650	\$21,650	\$21,650		
B072	Softball Association Club Rooms	Eaton	Sporting Facilities	Replace Carpet Tile (Interior Finishes) to Ground Floor (Main Room)		120 m^2				\$9,950	\$9,950	\$9,950		
B072	Softball Association Club Rooms	Eaton	Sporting Facilities	Replace Deep Fat Fryer (Fxtures & Fittings) to Ground Floor (Kitchen)	1					\$6,900	\$6,900	\$6,900		
B072	Softball Association Club Rooms	Eaton	Sporting Facilities	Replace Dishwasher Commercial (Fxtures & Fittings) to Ground Floor (Kitchen)	1					\$7,600	\$7,600	\$7,600		
TOTALS					116	3539m^2	31m	Income	\$0	\$295,000	\$295,000	\$295,000	\$0	\$0

(Appendix ORD 12.5.3I)

Shire of Dardanup Program of Works - Roads (2025/2034)

Carry Forward Projects

Road Details			Project Details										Classification										
Road No:	Road Name:	Locality	Description	Environmental Impact	Start	End	Length (km)	Width (m)	Area (m ²)	RRG	Blackspot	Funding \$ RTR / LRCI	Reserves	General Rev	Construction \$	Elemental Breakdown Kerbs \$	Vegetation \$	Culverts \$	Total Estimate \$	Upgrade	Renewal		
66	BORR - Impacted Local Roads	DARDANUP WEST	SPECIFIC DESIGN: Various Repairs as Required	To Be Determined			0.00		0				50,000		50,000	0	0	0	50,000		50,000		
	BUSHER ROAD		SPECIFIC DESIGN: Intersection Upgrade in Accordance with Road Safety Audit	None	0.00	0.30	0.30	10	3,000	294,000		131,831	15,519		441,350	0	0	0	441,350	441,350			
193	GOLDING CRESCENT	PICTON EAST	SPECIFIC DESIGN: Golding Crescent and Delmarco Drive Intersection upgrade,	None	0.12	0.15	0.03	8.5	255				66,000		66,000	0	0	0	66,000	66,000			
10202	EATON DRIVE (2880)	EATON	SPECIFIC DESIGN: Signalised Intersection at Glen Huon Boulevard	None	0.40	1.70	1.30	10	13,000	800,000		316,000			1,200,000	0	0	0	1,200,000		1,200,000		
10202	EATON DRIVE (2880)	EATON	SPECIFIC DESIGN: Intersection improvements to Hands Avenue/Eaton Drive Intersection,	None	0.99	1.04	0.05	10	500	720,000			362,126		1,082,126	0	0	0	1,082,126		1,082,126		
Total: Carry Forward Projects									16,755.00	\$	1,814,000.00	\$	-	\$	447,831.00	\$	-	\$	-	\$	2,839,476.00	2,789,476	50,000

2025/26

Road Details			Project Details				Dimensions				Funding				Elemental Breakdown				Classification				
Road No:	Road Name:	Locality	Description	Environmental Impact	Start	End	Length (km)	Width (m)	Area (m²)	RRG	Blackspot	RTR / LRCI	Reserves	General Rev	Construction \$	Kerbs \$	Vegetation \$	Culverts \$	Total Estimate \$	Upgrade	Renewal		
10	GARVEY ROAD	DARDANUP WEST	Reseal (Bitumen)	To Be Determined	0.00	1.00	1.00	6.7	6,700			113,000	0		113,000	0	0	0	113,000		113,000		
18	HENTY ROAD	HENTY	SPECIFIC DESIGN: Pavement Widening (Various Locations)	To Be Determined	0.00				0		184,716		92,359		277,075	0	0	0	277,075	277,075			
23	MARTIN PELUSEY ROAD	WATERLOO	Reseal (Asphalt)	To Be Determined	2.60	3.23	0.63	8	5,040	106,000		54,500			160,500	0	0	0	160,500		160,500		
24	MOORE ROAD	DARDANUP WEST	Reseal (Asphalt) Replace Kerb: Left = 0m; Right = 51m	To Be Determined	0.65	1.16	0.51	14	7,140	119,000		61,000	0		176,838	3,162	0	0	180,000		180,000		
100	SCOTT STREET	EATON	Reseal (Asphalt)	To Be Determined	0.00	0.11	0.11	7.5	825				20,000		20,000	0	0	0	20,000		20,000		
120	HAMILTON ROAD	EATON	Reseal (Asphalt)	To Be Determined	0.19	0.28	0.09	8.2	738	11,000		7,000			18,000	0	0	0	18,000		18,000		
120	HAMILTON ROAD	EATON	Reseal (Asphalt)	To Be Determined	0.42	0.52	0.10	8.2	820	12,000		8,000			20,000	0	0	0	20,000		20,000		
120	HAMILTON ROAD	EATON	DESIGN FOR: Reconstruction (Bitumen)	To Be Determined	0.70	0.66	0.16	8.2	1,312			9,988			0	0	0	0	9,988		9,988		
120	HAMILTON ROAD	EATON	SPECIFIC DESIGN: Anne Street Left Out (Construction)	None	1.52	1.56	0.04	8.2	328	66,500		33,500			100,000	0	0	0	100,000	100,000			
204	GLENHUON BOULEVARD	EATON	Reseal (Asphalt)	To Be Determined	0.28	1.55	1.27	9	11,430			289,487	0		289,487	0	0	0	289,487		289,487		
222	BUREKUP ENTRANCE	BUREKUP	Reseal (Bitumen) Replace Kerb: Left = 7m; Right = 7m	None	0.00	0.07	0.07	8	528				10,368		9,500	868	0	0	10,368		10,368		
275	COUNCIL DRIVE	EATON	SPECIFIC DESIGN: Council Drive Kerb rectification	None	0.00	0.05	0.05	8	400				50,000		50,000	0	0	0	50,000	50,000			
102023	EATON DRIVE RIGHT	EATON	DESIGN FOR: Rehabilitation (Asphalt)	To Be Determined	0.00	0.49	0.49	7	3,430			33,899	0		33,899	0	0	0	33,899		33,899		
102023	EATON DRIVE RIGHT	EATON	DESIGN FOR: Rehabilitation (Asphalt)	To Be Determined	2.00	2.71	0.71	7	4,970				49,083		49,083	0	0	0	49,083		49,083		
Total for Year: 2025/26									43,661.00	\$	314,500.00	\$	164,716.00	\$	551,886.00	\$	280,298.00	\$	-	\$	1,331,400.00	427,075	904,325

2026/27

Road Details			Project Details				Dimensions										Funding \$				Elemental Breakdown				Classification	
Road No:	Road Name:	Locality	Description	Environmental Impact	Start	End	Length (km)	Width (m)	Area (m²)	RRG	Blackspot	RTR / LRCI	Reserves	General Rev	Construction \$	Kerbs \$	Vegetation \$	Culverts \$	Total Estimate \$	Upgrade	Renewal					
3	HYNES ROAD	WATERLOO	Reseal (Asphalt)	To Be Determined	2.15	2.59	0.44	7.4	3,271	52,000		28,500	0		80,500	0	0	0	80,500		80,500					
7	RECREATION ROAD	DARDANUP	DESIGN FOR: Rehabilitation (Bitumen)	To Be Determined	1.02	2.02	1.00	4	4,000				22,171		22,171	0	0	0	22,171		22,171					
9	DOWDELLS LINE	HENTY	DESIGN FOR: Reconstruction (Bitumen)	To Be Determined	0.65	2.07	1.42	4	5,680	27,810			16,423		44,233	0	0	0	44,233		44,233					
9	DOWDELLS LINE	HENTY	DESIGN FOR: Rehabilitation (Bitumen)	To Be Determined	5.80	6.16	0.36	8	2,860				9,270		15,691	0	0	0	15,691		15,691					
9	DOWDELLS LINE	HENTY	DESIGN FOR: Rehabilitation (Asphalt)	To Be Determined	6.16	6.21	0.05	8	400			1,030	3,075		4,105	0	0	0	4,105		4,105					
9	DOWDELLS LINE	HENTY	DESIGN FOR: Rehabilitation (Bitumen)	To Be Determined	6.25	7.25	1.00	8	8,000	28,840			16,854		45,694	0	0	0	45,694		45,694					
9	DOWDELLS LINE	HENTY	DESIGN FOR: Rehabilitation (Bitumen)	To Be Determined	7.25	8.25	1.00	8	8,000	28,840			16,854		45,694	0	0	0	45,694		45,694					
9	DOWDELLS LINE	HENTY	DESIGN FOR: Rehabilitation (Bitumen)	To Be Determined	8.25	9.21	0.96	8	7,664	26,780			14,995		41,775	0	0	0	41,775		41,775					
10	GARVEY ROAD	DARDANUP WEST	Reseal (Bitumen)	To Be Determined	1.00	2.00	1.00	6.7	6,700			113,000	0		113,000	0	0	0	113,000		113,000					
11	OFFER ROAD	BUREKUP	DESIGN FOR: Rehabilitation (Bitumen)	To Be Determined	0.00	1.00	1.00	4	4,000				22,181		22,181	0	0	0	22,181		22,181					
11	OFFER ROAD	BUREKUP	DESIGN FOR: Rehabilitation (Bitumen)	To Be Determined	1.00	2.00	1.00	4	4,000				22,181		22,181	0	0	0	22,181		22,181					
11	OFFER ROAD	BUREKUP	DESIGN FOR: Rehabilitation (Bitumen)	To Be Determined	2.00	2.32	0.32	4	1,280				7,135		7,135	0	0	0	7,135		7,135					
43	DARDANUP WEST ROAD	CROOKED BROOK	DESIGN FOR: Rehabilitation (Bitumen) & *** Pruning at Height Required ***	Medium	0.69	0.96	0.27	5.6	1,495				8,428		8,428	0	0	0	8,428		8,428					
43	DARDANUP WEST ROAD	CROOKED BROOK	Reseal (Bitumen) & *** Pruning at Height Required ***	Medium	0.96	1.96	1.00	6.2	6,200			104,500	0		104,500	0	0	0	104,500		104,500					
43	DARDANUP WEST ROAD	CROOKED BROOK	Reseal (Bitumen) & *** Pruning at Height Required ***	Medium	1.96	2.96	1.00	6.2	6,200			104,500	0		104,500	0	0	0	104,500		104,500					
102	MILLARD STREET	EATON	Reseal (Asphalt)	To Be Determined	0.08	0.32	0.24	7.5	1,800				44,500		44,500	0	0	0	44,500		44,500					
102	MILLARD STREET	EATON	Reseal (Asphalt)	To Be Determined	0.51	0.64	0.13	7.5	975				24,500		24,500	0	0	0	24,500		24,500					
102	MILLARD STREET	EATON	Reseal (Asphalt)	To Be Determined	0.64	0.69	0.05	8.5	425				10,500		10,500	0	0	0	10,500		10,500					
120	HAMILTON ROAD	EATON	Reconstruction (Bitumen)	To Be Determined	0.70	0.86	0.16	8.2	1,312	65,000			34,000		99,000	0	0	0	99,000		99,000					
120	HAMILTON ROAD	EATON	Reseal (Asphalt)	To Be Determined	1.17	1.92	0.75	8.2	6,175	101,000			51,000		152,000	0	0	0	152,000		152,000					
131	ABE COURT	EATON	Reseal (Asphalt)	None	0.00	0.05	0.05	6.2	310				7,658		7,658	0	0	0	7,658		7,658					
217	VELVET GROVE	EATON	Reseal (Asphalt)	To Be Determined	0.02	0.07	0.05	6	306				7,500		7,500	0	0	0	7,500		7,500					
240	TANK STREET	DARDANUP	Gravel Re-sheeting	To Be Determined	0.00	0.12	0.12	3	357				8,500		8,500	0	0	0	8,500		8,500					
242	LUSITANO AVENUE	EATON	Reseal (Asphalt)	To Be Determined	0.08	0.18	0.10	7.5	750				19,000		19,000	0	0	0	19,000		19,000					
102021	EATON DRIVE LEFT	EATON	Reseal (Asphalt)	To Be Determined	2.00	2.71	0.71	7.5	5,325	88,000			44,000		132,000	0	0	0	132,000		132,000					
102023	EATON DRIVE RIGHT	EATON	Rehabilitation (Asphalt)	To Be Determined	0.00	0.49	0.49	7	3,430	224,000			112,000		336,000	0	0	0	336,000		336,000					
Total: 2026/27									90,934.60	\$	652,570.00	\$	-	\$	557,500.00	\$	312,874.68	\$	-	\$	1,522,944.68	0	1,522,945			

2027/28

2028/29

(Appendix ORD 12.5.3I)

Shire of Dardanup Program of Works - Roads (2025/2034)

(Appendix ORD 12.5.3I)

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Shire of Dardanup Program of Works - Roads (2025/2034)

2031/32

Road No.	Road Name	Locality	Project Details	Environmental Impact	Start	End	Dimensions	Area (m ²)	RPO	Blacktop	Funding \$ RfR (LDC)	Reserves	General Rv	Construction \$	Elemental Breakdown Points \$	Vegetation \$	Columns \$	Total Estimate \$	Classification
1	FERGUSON ROAD	FERGUSON	Reseal (Blumen)	To Be Determined	11.85	12.85	1.00	7.20	86,000			44,500		130,500	0	0	0	130,500	Upgrade
2	WELLINGTON HILL	WELLINGTON HILL	Reseal (Blumen)	To Be Determined	22.29	22.38	0.09	6	6,000			5,000		11,000	0	0	0	11,000	Upgrade
2	HARRIS ROAD	PICTON EAST	Reseal (Blumen)	To Be Determined	1.05	1.14	0.09	7.5	7,000			6,000		13,000	0	0	0	13,000	Upgrade
2	HARRIS ROAD	PICTON EAST	Reseal (Asphalt)	To Be Determined	1.14	1.60	0.46	7.5	62,000			32,500		94,500	0	0	0	94,500	Upgrade
7	PARABE	PARABE	Drainage	To Be Determined	2.05	2.69	0.64	4	2,548			21,500		21,500	0	0	0	21,500	Upgrade
9	DOVDELLS LINE	BUKUP	Rehabilitation (Blumen) & *** Churn Permit Required ***	High	8.25	9.21	0.96	8	262,000		147,000	0		439,000	0	0	0	439,000	Upgrade
12	DAMIANI ITALIANO ROAD	PARABE	DESIGN FOR Rehabilitation (Blumen) & *** Light Pruning Required ***	Low	1.10	2.10	1.00	4.5	4,500			35,592		35,592	0	0	0	35,592	Upgrade
15	HUTCHINSON ROAD	BUKUP	DESIGN FOR Rehabilitation (Blumen)	To Be Determined	0.48	1.10	0.62	4	2,476			16,776		16,776	0	0	0	16,776	Upgrade
22	PILE ROAD	FERGUSON	Reseal (Asphalt)	To Be Determined	4.06	4.41	0.35	8	52,000			28,500		80,500	0	0	0	80,500	Upgrade
40	LEINARD ROAD	BUKUP	Gravel Re-seeding	To Be Determined	3.50	4.22	0.72	8	5,736		242,416	0		242,416	0	0	0	242,416	Upgrade
58	N GARDNER ROAD	FERGUSON	Gravel Re-seeding	To Be Determined	0.00	0.32	0.32	5	1,600			41,000		41,000	0	0	0	41,000	Upgrade
69	CHAMPTON ROAD	BUKUP	Rehabilitation (Blumen)	None	0.03	0.18	0.15	6.5	975			55,000		55,000	0	0	0	55,000	Upgrade
69	CHAMPTON ROAD	BUKUP	Reseal (Blumen)	None	0.23	0.43	0.20	6.5	1,300			24,500		24,500	0	0	0	24,500	Upgrade
70	YAMBERUP ROAD	WELLINGTON FOREST	Gravel Re-seeding	To Be Determined	2.00	2.42	0.42	3.5	1,481			36,500		36,500	0	0	0	36,500	Upgrade
73	HAYWARD STREET	DARDANUP	DESIGN FOR Reconstruction (Asphalt)	To Be Determined	0.00	0.18	0.18	6.8	1,234			34,600		34,600	0	0	0	34,600	Upgrade
73	HAYWARD STREET	DARDANUP	Reseal (Asphalt)	To Be Determined	0.81	0.89	0.07	10.8	756			11,700		11,700	0	0	0	11,700	Upgrade
79	FOSTER STREET	EATON	Reseal (Asphalt)	To Be Determined	0.00	0.18	0.18	7	1,260			35,217		35,217	0	0	0	35,217	Upgrade
128	VERNON PLACE	EATON	Reseal (Asphalt)	To Be Determined	0.00	0.05	0.05	6	300			8,800		8,800	0	0	0	8,800	Upgrade
135	BUTCHER ROAD	FERGUSON	Gravel Re-seeding	To Be Determined	0.90	0.99	0.09	5	440		120,500	0		11,000	0	0	0	11,000	Upgrade
189	PEPPERMINT WAY	EATON	Reseal (Asphalt)	To Be Determined	0.00	0.59	0.59	7.3	4,307			9,243		120,500	0	0	0	120,500	Upgrade
177	CARINYA ROAD	DARDANUP WEST	DESIGN FOR Rehabilitation (Blumen)	To Be Determined	0.00	0.20	0.20	6.5	1,326			9,243		9,243	0	0	0	9,243	Upgrade
202	EATON DRIVE	MILLBRIDGE	Reseal (Unknown Surface - Assume Blumen)	To Be Determined	3.45	4.38	0.93	7	6,538		45,000	500		133,500	0	0	0	133,500	Upgrade
246	HEREFORD PLACE	EATON	Reseal (Asphalt)	To Be Determined	0.02	0.19	0.17	6	1,014			29,000		29,000	0	0	0	29,000	Upgrade
249	GREENWOOD HEIGHTS	FERGUSON	Reseal (Blumen)	To Be Determined	0.00	0.37	0.37	6	2,220			45,500		45,500	0	0	0	45,500	Upgrade
312	O'CONNOR ROAD	BUKUP	Reseal (Blumen)	To Be Determined	1.00	1.62	0.62	7.5	4,635			30,500		88,500	0	0	0	88,500	Upgrade
318	MILLBRIDGE BOULEVARD	MILLBRIDGE	DESIGN FOR Rehabilitation (Asphalt)	To Be Determined	0.11	0.29	0.17	6	996			13,972		13,972	0	0	0	13,972	Upgrade
318	MILLBRIDGE BOULEVARD	MILLBRIDGE	Reseal (Asphalt)	To Be Determined	0.28	0.46	0.18	6	1,092			30,500		30,500	0	0	0	30,500	Upgrade
322	ORD CLOSE	MILLBRIDGE	Reseal (Asphalt)	To Be Determined	0.00	0.05	0.05	6	288			9,000		9,000	0	0	0	9,000	Upgrade
349	MARGARET CIRCLE	EATON	Reseal (Asphalt)	To Be Determined	0.00	0.08	0.08	6	460			13,500		13,500	0	0	0	13,500	Upgrade
100201	EATON DRIVE LEFT	EATON	Reseal (Blumen)	To Be Determined	0.98	1.03	0.05	7.5	375			4,000		8,000	0	0	0	8,000	Upgrade
100202	EATON DRIVE (3800)	EATON	Reseal (Asphalt)	To Be Determined	2.88	3.42	0.54	7	3,780			36,651		105,651	0	0	0	105,651	Upgrade
100203	EATON DRIVE RIGHT	EATON	Reseal (Asphalt)	To Be Determined	1.02	1.50	0.48	7	3,360			33,000		94,000	0	0	0	94,000	Upgrade
102002	RECREATION DRIVE (BIO)	EATON	Reseal (Asphalt)	To Be Determined	0.36	0.58	0.22	7.5	1,650			46,500		46,500	0	0	0	46,500	Upgrade
Total 2031/32								78,865.49	\$ 165,000.00	\$	\$ 559,915.60	\$ 747,751.00	\$	\$ 3,097,667.00	\$	\$	\$	\$ 3,097,667.00	0

(Appendix ORD 12.5.3I)

Shire of Dardanup Program of Works - Roads (2025/2034)

2023/33

Road No.	Road Name	Locality	Project Details	Environmental Impact	Start	End	Length (m)	Width (m)	Area (m ²)	RPG	Blackspot	Funding \$ RTR LDCI	Reserves	General Rev	Construction \$	Elemental Breakdown Kerbs \$	Vegetation \$	Colours \$	Total Estimate \$	Classification Upgrade
1	FERGUSON ROAD	FERGUSON	Re seal (Blumen)	To Be Determined	12.85	13.56	0.71	7.2	5,112	61,000		32,000	0	0	93,000	0	0	0	93,000	93,000
6	VERN ROAD	DARDANUP WEST	Re seal (Blumen)	To Be Determined	0.69	1.39	0.70	4	2,800				56,000	0	56,000	0	0	0	56,000	56,000
12	DAMIANI ITALIANO ROAD	PARADISE	DESIGN FOR RECONSTRUCTION (Asphalt) & *** Light Pruning Required ***	Low	1.10	2.10	1.00	4.5	4,500			286,000	0	0	286,000	0	0	0	286,000	286,000
13	CROOKED BROOK ROAD	CROOKED BROOK	Re seal (Blumen) & *** Pruning at Height Required ***	Low	2.10	2.98	0.88	4.0	3,520				28,975	0	28,975	0	0	0	28,975	28,975
14	CROOKED BROOK ROAD	CROOKED BROOK	Re seal (Blumen) & *** Pruning at Height Required ***	Medium	11.81	12.81	1.00	4.8	4,800			84,000	0	0	84,000	0	0	0	84,000	84,000
23	CROOKED BROOK ROAD	CROOKED BROOK	Re seal (Blumen) & *** Pruning at Height Required ***	Medium	12.81	13.58	0.78	4.8	3,744			28,984	0	0	28,984	0	0	0	28,984	28,984
24	MOORE ROAD	DARDANUP WEST	Re seal (Asphalt)	To Be Determined	1.15	1.35	0.17	14	2,380	44,000			54,000	0	68,500	0	0	0	68,500	68,500
24	MOORE ROAD	DARDANUP WEST	Re seal (Blumen)	To Be Determined	3.57	3.55	0.08	5	495	-1,094			-4,924	0	6,449	0	0	0	6,449	6,449
30	ST HELENA ROAD	WATERLOO	Gravel Re-seeding	To Be Determined	0.00	1.00	1.00	4.5	4,500			120,000	0	0	120,000	0	0	0	120,000	120,000
50	TYRELL ROAD	FERGUSON	Gravel Re-seeding	To Be Determined	1.00	3.00	2.00	3.5	7,000			170,000	0	0	170,000	0	0	0	170,000	170,000
50	TYRELL ROAD	FERGUSON	Gravel Re-seeding	To Be Determined	3.00	4.00	1.00	3.5	3,500			84,500	0	0	84,500	0	0	0	84,500	84,500
62	BANKSIA ROAD	CROOKED BROOK	Re seal Unknown Surface -Assume Blumen) & *** Clearing Permit Required ***	High	1.62	1.67	0.05	7.5	397	4,000			3,500	0	7,500	0	0	0	7,500	7,500
69	CHAMPTON ROAD	BLURUP	Re seal (Blumen)	None	0.71	1.58	0.87	6	5,190	68,000			35,500	0	103,500	0	0	0	103,500	103,500
76	PRATT ROAD	EATON	DESIGN FOR RECONSTRUCTION (Asphalt)	To Be Determined	0.04	0.10	0.06	22.5	1,350				21,955	0	21,955	0	0	0	21,955	21,955
82	CUDDESS STREET	EATON	Re seal (Asphalt) & *** Light Pruning Required ***	Low	0.00	0.64	0.64	7	4,480			128,395	0	0	128,395	0	0	0	128,395	128,395
85	HALE STREET	EATON	Re seal (Blumen)	To Be Determined	0.36	0.48	0.12	8.5	1,020			20,500	0	0	20,500	0	0	0	20,500	20,500
104	CASUARINA STREET	EATON	Re seal (Asphalt)	To Be Determined	0.00	0.49	0.49	8.5	4,165			115,500	0	0	115,500	0	0	0	115,500	115,500
109	GARDINER STREET	BLURUP	Re seal (Asphalt)	To Be Determined	0.11	0.34	0.23	6.8	1,564			45,000	0	0	45,000	0	0	0	45,000	45,000
110	RUSSELL ROAD	BLURUP	Re seal (Asphalt)	To Be Determined	0.81	0.88	0.07	9	830			18,500	0	0	18,500	0	0	0	18,500	18,500
117	QUADRAC ROAD	PARADISE	Gravel Re-seeding	To Be Determined	0.00	0.41	0.41	3.5	1,421			38,500	0	0	38,500	0	0	0	38,500	38,500
128	CHAMPTON AVENUE	EATON	Re seal (Asphalt)	None	0.00	0.44	0.44	9	3,960			110,682	0	0	110,682	0	0	0	110,682	110,682
127	SAINTWAY WAY	EATON	Re seal (Asphalt)	To Be Determined	0.00	0.05	0.05	6.8	4,627			123,539	0	0	123,539	0	0	0	123,539	123,539
134	JOHNS ROAD	DARDANUP	Gravel Re-seeding	To Be Determined	0.00	0.37	0.37	3	1,110			26,500	0	0	26,500	0	0	0	26,500	26,500
148	LOTHOUSE AVENUE	EATON	Re seal (Asphalt)	To Be Determined	0.61	0.79	0.18	10	1,810			50,500	0	0	50,500	0	0	0	50,500	50,500
164	SMELLING ROAD	WELLINGTON FOREST	Gravel Re-seeding	To Be Determined	0.00	0.56	0.56	3.5	1,960			50,000	0	0	50,000	0	0	0	50,000	50,000
188	CULLING GROVE	EATON	Re seal (Asphalt) & *** Light Pruning Required ***	Low	0.04	0.09	0.05	6	300			9,000	0	0	9,000	0	0	0	9,000	9,000
193	GOLDING CRESCENT	PICTON EAST	Re seal (Blumen)	To Be Determined	0.00	0.12	0.12	9.3	1,116			22,500	0	0	22,500	0	0	0	22,500	22,500
203	TOSHOLM ROAD	PARADISE	Drainage	To Be Determined	0.16	0.36	0.20	4.5	900			7,000	0	0	7,000	0	0	0	7,000	7,000
231	WATSON STREET NORTH	EATON	Re seal (Asphalt)	To Be Determined	0.00	0.05	0.05	6	294			9,000	0	0	9,000	0	0	0	9,000	9,000
248	WELLINGTON MILL ROAD	FERGUSON	Re seal (Blumen)	To Be Determined	1.06	2.06	1.00	6	6,000			100,952	0	0	100,952	0	0	0	100,952	100,952
268	BLUE WREN DRIVE	EATON	Rehabilitation (Asphalt)	None	0.01	0.12	0.11	8.5	935			100,952	0	0	100,952	0	0	0	100,952	100,952
318	MILLBRIDGE BOULEVARD	MILLBRIDGE	Rehabilitation (Asphalt)	To Be Determined	0.11	0.28	0.17	6	696			116,000	0	0	116,000	0	0	0	116,000	116,000
319	SWAN AVENUE	MILLBRIDGE	Re seal (Asphalt)	To Be Determined	0.50	0.55	0.05	6	300			9,000	0	0	9,000	0	0	0	9,000	9,000
Total 2023/23										\$ 181,000.00	\$	\$ 557,598.40	\$	\$	\$	\$	\$	\$	\$ 2,276,996.40	\$ 2,276,996.40

2033/34

Road No.	Road Name	Locality	Project Details	Environmental Impact	Start	End	Length (m)	Width (m)	Area (m ²)	RPG	Blackspot	Funding \$ RTR LDCI	Reserves	General Rev	Construction \$	Elemental Breakdown Vegetation \$ Poles \$	Colours \$	Total Estimate \$	Classification Upgrade Renewal	
12	DAMIANI ITALIANO ROAD	PARADISE	Rehabilitation (Blumen) & *** Light Pruning Required ***	Low	2.10	2.38	0.88	4.5	3,960			248,500	0	0	248,500	0	0	248,500	Renewal	
17	GILLON ROAD	CROOKED BROOK	Rezeal (Blumen)	To Be Determined	0.00	1.34	6	6	6,715		78,000	40,500		0	118,500	0	0	159,000	Renewal	
27	RAILWAY ROAD	WATERLOO	DESIGN FOR Rehabilitation (Blumen)	To Be Determined	0.00	1.70	1.70	6	10,320				78,879		78,879	0	0	78,879	Renewal	
34	BELL ROAD	WATERLOO	Gravel Re-surfacing & *** Pruning at Height Required ***	Medium	0.00	1.00	1.00	6	5,000			121,000		0	121,000	0	0	121,000	Renewal	
42	IRONSTONE ROAD	FERGUSON	Rezeal (Blumen)	To Be Determined	0.00	0.58	0.58	6	2,900			58,000		0	58,000	0	0	58,000	Renewal	
68	JOHNSTON ROAD	DARDANUP	Gravel Re-surfacing	To Be Determined	0.00	0.63	0.63	5	3,160			80,000		0	80,000	0	0	80,000	Renewal	
78	PRATT ROAD	EATON	Reconstruction (Asphalt)	To Be Determined	0.04	0.10	0.06	22.5	1,390			183,000		0	183,000	0	0	183,000	Renewal	
114	PATTERSONS ROAD	WELLINGTON FOREST	Gravel Re-surfacing	To Be Determined	2.00	2.69	0.69	5	3,445			85,500		0	85,500	0	0	85,500	Renewal	
146	LOTHOUSE AVENUE	EATON	Rezeal (Asphalt)	To Be Determined	0.00	0.46	0.46	10	4,600			131,634		0	131,634	0	0	131,634	Renewal	
187	COVAIN GARDENS	EATON	DESIGN FOR Rehabilitation (Asphalt) & *** Pruning at Height Required ***	Medium	0.00	0.20	0.20	4.5	900			13,160		0	13,160	0	0	13,160	Renewal	
204	GLENHUGH BOULEVARD	EATON	Rezeal (Asphalt)	To Be Determined	0.00	0.28	0.28	18	5,040			148,868		0	148,868	0	0	148,868	Renewal	
248	WELLINGTON MILL ROAD	FERGUSON	Rezeal (Blumen)	To Be Determined	2.06	3.06	1.00	6	6,000			109,000		0	109,000	0	0	109,000	Renewal	
284	PERENDALE LOOP	EATON	Rezeal (Asphalt)	To Be Determined	0.00	0.65	0.65	7.5	4,905			138,256		0	138,256	0	0	138,256	Renewal	
312	O'CONNOR ROAD	BURKUP	Rezeal (Blumen)	To Be Determined	0.00	1.00	1.00	7.5	7,500		101,000	29,000		0	24,000	0	0	154,000	Renewal	
368	PENIBULA LAKES DRIVE	EATON	Rezeal (Asphalt)	To Be Determined	0.00	0.67	0.67	6	4,026			53,972		0	109,593	0	0	163,565	Renewal	
100201	EATON DRIVE LEFT	EATON	Rezeal (Asphalt)	To Be Determined	1.88	2.00	0.12	10	1,200		22,000			0	35,000	0	0	57,000	Renewal	
Total: 2033/24										\$ 281,000,000	\$ -	\$ 551,972,600	\$ 1,049,048,240	\$ -	\$ -	\$ 1,892,576,340	\$ -	\$ -	\$ 1,892,576,340	0

Shire of Dardanup Program of Works - Roads (2025/2034)

2034/35

Road No.	Road Details		Locality	Project Details		Environmental Impact		Dimensions			Area (m ²)	RRG	Blackspot	Funding \$ RTR (LdC)	Reserves	General Rev	Construction \$	Elemental Breakdown		Culverts \$	Total Estimate \$	Classification	
	Road Name:			Description		Start	End	Length (m)	Width (m)	Kerbs								Vegetation \$	Upgrade			Renewal	
1	FERGUSON ROAD		DARDANUP	Reseal (Blumen)		To Be Determined	2.29	3.49	1.20	8.2	9,840	138,000			70,640	208,640	0	0	0	208,640		208,640	
13	CROOKED BROOK ROAD		CROOKED BROOK	Reseal (Blumen) & *** Pruning at Height Required ***		Medium	9.81	11.81	2.00	4.8	9,600				201,600	201,600	0	0	0	201,600		201,600	
27	RAILWAY ROAD		WATERLOO	Rehabilitation (Blumen) & *** Pruning at Height Required ***		Medium	0.00	1.70	1.70	6	10,200		556,176		93,562	649,740	0	0	0	649,740		649,740	
34	BELL ROAD		WATERLOO	Gravel Re-surfacing & *** Clearing Permit Required ***		High	1.00	2.00	1.00	5	5,000				138,500	138,500	0	0	0	138,500		138,500	
37	ROSE ROAD		BLUREKUP	Gravel Re-surfacing		To Be Determined	0.65	1.88	1.33	5.7	7,604				208,961	208,961	0	0	0	208,961		208,961	
50	TYRELL ROAD		FERGUSON	Gravel Re-surfacing		To Be Determined	4.00	5.71	1.71	3.5	5,971				163,391	163,391	0	0	0	163,391		163,391	
81	STANTON STREET		EATON	Reseal (Asphalt)		To Be Determined	0.00	0.65	0.65	7	4,536				139,401	139,401	0	0	0	139,401		139,401	
104	CASUARINA STREET		EATON	Reseal (Asphalt)		To Be Determined	0.50	0.68	0.18	8.5	1,530				46,053	46,053	0	0	0	46,053		46,053	
110	RUSSELL ROAD		BLUREKUP	Reseal (Asphalt)		To Be Determined	0.52	0.81	0.29	12	3,480				101,612	100,000	1,612	0	0	101,612		101,612	
279	MONASH BOULEVARD		EATON	Replace Kerbs Left = 2m, Right = 25m		To Be Determined	0.00	0.41	0.41	7.5	3,045				92,558	92,558	0	0	0	92,558		92,558	
Total 2034/35											\$ 136,000.00	\$ -	\$ 556,176.00	\$ 1,243,277.00	\$ -	\$ -	\$ 1,612.00	\$ -	\$ -	\$ -	\$ 1,329,156.00	\$ 0	\$ 1,329,156.00

(Appendix ORD 12.5.3I)