



# A G E N D A

## SPECIAL COUNCIL MEETING

To Be Held

Thursday, 5th of May 2022

Commencing at 3.30pm

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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## NOTICE OF A SPECIAL COUNCIL MEETING

Dear Council Member

The next Special Meeting of the Shire of Dardanup Council will be held on Thursday, the 5<sup>th</sup> of May 2022 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 3.30pm.

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

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 29<sup>th</sup> of April 2022

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

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

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## VISION STATEMENT

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

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## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

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

**RISK - LIKELIHOOD TABLE**

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

**LEVEL OF RISK GUIDE**

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP SPECIAL COUNCIL MEETING TO BE HELD ON THURSDAY, THE 5<sup>th</sup> OF MAY 2022, AT SHIRE OF DARDANUP – ADMINISTRATION CENTRE EATON, COMMENCING AT 3.30PM.**

**1      DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Presiding Member to declare the meeting open, welcome those in attendance, 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 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**

2.1    Attendance

2.2    Apologies

2.3    Leave of Absence



**3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

None.

**4 PUBLIC QUESTION TIME**

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1 Ordinary Council Meeting Held on the 27<sup>th</sup> of April 2022

Note: *The Minutes of the Ordinary Council Meeting held on Wednesday, the 27<sup>th</sup> of April 2022 will be confirmed at the next Ordinary Council Meeting on Wednesday, the 25<sup>th</sup> of May 2022.*

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

None.

**9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

None.

**10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

None.

**11 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 CnG CP039.

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

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 Title: Website Development Options

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Renae Randall – Grants Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix SCM: 12.1A – Risk Assessment</i> <i>Appendix SCM 12.1B – Engagement Report</i> <i>Appendix SCM: 12.1C – Home Page Design Concept</i>

#### **Overview**

The purpose of this report is to present Council the design concept for the Shire of Dardanup website and to consider the inclusion of additional CouncilConnect Modules and customisation in the development of a redesigned corporate website.

#### **Background**

This report forms the response to the Budget Item Note as detailed at the Special Council Meeting on the 17<sup>th</sup> of November 2021, where Council adopted a 2021/22 budget amendment (OCM: 358-21) of a combined total \$130,000 toward public relations and Project Officer FTE as per the following extract:

*Receive and adopts the following requested 2021/22 budget amendments:*

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

In order to deliver a new website within the current financial year's budget, a Request for Proposal (RFQ) for the development of new Shire of Dardanup website was issued on the 28<sup>th</sup> of February 2022 and closed on the 14<sup>th</sup> of March 2022 via WALGA e-quotes to nine suppliers and direct via email to one supplier. The Shire received three responses with Market Creations receiving the highest panel score and therefore being appointed.

**Legal Implications** - None.

#### **Strategic Community Plan**

Strategy 1.1.2 - Keep our community informed through a wide variety of media that is accessible and open and responsive. (Service Priority: High)

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.6.2 - Promote a positive public image for the Council through appropriate marketing activities and high standards of customer service. (Service Priority: Very High)

**Environment** - None.

**Precedents** - None.

### **Budget Implications**

The budget to be utilised to fund the development of the core Shire of Dardanup website inclusive of a Library sub-site plus a stand-alone Eaton Recreation Centre website has a total value within the amended budget of \$110,000 (ex GST) plus internal project management cost of \$20,000.

The standard hosting and support package includes 32 hours of support per annum at \$9,329 (ex GST) with additional 'blocks' of support hours available for purchase as required. It is therefore recommended that we retain the \$16,728 (GL 1412031) as a budget allocation for annual hosting and support costs within the Long Term Financial Plan.

The total value of the contract inclusive of website development, hosting and support is therefore \$137,985 (ex GST) inclusive of the three years hosting and support.

**Budget – Whole of Life Cost** - None.

### **Council Policy Compliance**

Disability Access and Inclusion Plan (DAIP); Work Health and Safety Framework and CnG302 Work Health and Safety Policy; Risk Management Governance Framework; CnG CP034 Procurement Policy; Exec CP026 Social Media; Exec CP090 Community Engagement; CnG CP024 Records Management.

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix SCM: 12.1A] for full assessment document.

<b>Tier 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Website Redesign
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	Service Interruption      Interruption to Services during the Website and Intranet Development
	Legal and Compliance      Potential Cyber Security Risks
	Reputational      Non Functional Website and poor branding

### **Officer Comment**

Market Creations held a series of engagement workshops with Councillors and Officers in order to explore the design of the website and choices available from the suite of CouncilConnect Modules. A total of 24 participants attended the workshops with a further 55 online participants. The engagement report is available at [Appendix SCM: 12.1B]. Based on the outcomes of the engagement and budget available, Officers recommend that Council support the inclusion of the following additional CouncilConnect Modules and customisation as part of the new website:

<b>MODULES</b>	
Community Directory	\$2050
Councillor and Staff Profile	\$750
Advanced Forms	\$2000
Near Me	\$5000
Employment	\$750
Fire	\$750
Readspeak	\$750
Library events feed	\$240
Library Quick Links Manager	\$750
Web Forms Customisation	\$2175
Synergy integration online payments	\$2400
<b>Total</b>	<b>\$17,615</b>

The concept design of the website is in-line with the Shire's style guide and best practice website design. It presents a modern and easy to navigate design with prominent search functionality and quick-link layout designed to be user friendly for all demographics. The design concept is available at [Appendix SCM: 12.1C].

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

1. Endorses the design concept for the Shire of Dardanup website at [Appendix SCM: 12.1C]; and
2. Approves the inclusion of the following additional modules and customisation:
  - Community Directory
  - Councillor and Staff Profile
  - Advanced Forms
  - Near Me
  - Employment
  - Fire
  - Readspeak
  - Library events feed

- **Library Quick Links Manager**
- **Web Forms Customisation**
- **Synergy integration online payments**

## 12.2 Title: Strategic Community Plan and Corporate Business Plan Review 2022

<i>Reporting Department:</i>	<i>Executive</i>
<i>Reporting Officer:</i>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix SCM: 12.2A – Draft Council Plan 2022 – 2032 (Under Separate Cover Document)</i> <i>Appendix SCM: 12.2B - Risk Assessment</i>

### **Overview**

This report presents Council with a draft Council Plan 2022 – 2032 [Appendix SCM: 12.2A – Under Separate Cover Document], which incorporates both the Strategic Community Plan and Corporate Business Plan, for Council's adoption to seek public comment.

### **Background**

Council adopted its reviewed and updated Strategic Community Plan 2018 – 2028 on the 28<sup>th</sup> of March 2018, which runs for a 10 year period. This review was conducted 4 years after the development of its first Strategic Community Plan and is consistent with the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements.

A Strategic Community Plan Internal Review was conducted and endorsed by Council on the 27<sup>th</sup> of May 2020 as part of the legislated requirement to conduct an internal review of the Strategic Community Plan two years after the full review was conducted in 2018.

The Shire of Dardanup Strategic Community Plan reflects a vision for the future and is the principal strategic guide for future planning and activities. Based on the community engagement, the Plan has set a vision for the Shire's future and captured the community's aspirations and values.

Achieving the community's vision and Shire's strategic objectives requires development of actions to address each strategy contained within the Strategic Community Plan. In addition, achieving these Strategies may require a series of actions over time as they may not be able to be achieved concurrently taking into account limited financial resources. Careful operational planning and prioritisation is required due to the limited availability of resources. This planning process was previously formalised in the Corporate Business Plan.

- *Corporate Business Plan*

The Corporate Business Plan (CBP) contains details of the actions and resources (human and financial) to achieve each strategy. It is a four year plan which acts as an organisational guide to the Council and management.

The financial capacity to undertake these tasks is evidenced in the long term financial plan for the period. This long term financial planning provides an assurance that the actions contained in the Corporate Business Plan can be adequately resourced over the next 4 years and highlights the long term consequences of the application of human and financial resources to undertaking various projects.

The Corporate Business Plan 2020/21 – 2023/24 is reviewed annually to assess the progress of projects and realign actions and priorities with current information and funding availability. The first year of the

Corporate Business Plan is usually 'sliced off' to form the basis of the draft annual budget for consideration by the Council.

- *Linkage with Informing Strategies and Service Plans*

The Corporate Business Plan is informed by three other major plans developed in response to the Department of Local Government's Integrated Planning and Reporting Framework. The Asset Management Plans, Long Term Financial Plan, and Workforce Plan inform the Council as to its resource options and financial circumstances.

It should be noted that the Community Facilities Plans adopted by Council following significant consultation with the Community and relevant place based advisory groups, inform the Asset Management Plans and therefore indirectly informs the Corporate Business Plans.

- *Review process*

To guide the review process Council in February 2022 resolved as follows (OCM: 40-22):

*"THAT Council:*

1. *Requests the Chief Executive Officer to prepare a Draft Strategic Community Plan and Draft Corporate Business Plan based on the previous Strategic Community Plan and the Community Engagement undertaken over the course of the last 4 years.*
2. *Requests the Chief Executive Officer to present the draft plans prepared as required under Part 1, to Council prior to undertaking community engagement on these plans.*
3.  *Cancels the Topic Based Advisory Group meetings scheduled for the first half of 2022 but continues with the Place Based Advisory Groups.*

*CARRIED  
9/0"*

This report presents Council with the Draft combined Council Plan that is intended to function as both the Strategic Community plan and Corporate Business Plan. Should Council endorse the contents of this plan, the design will be finalised and circulated for community comment during May.

### **Legal Implications**

*Local Government (Administration) Regulations 1996:*

***Division 3 — Planning for the future***

*[Heading inserted: Gazette 26 Aug 2011 p. 3483.]*

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

- (1) *A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to—*
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and*



- (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - (c) *demographic trends.*
  - (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
  - (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*
- \*Absolute majority required.*
- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
  - (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
  - (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

[Regulation 19C inserted: Gazette 26 Aug 2011 p. 3483-4.]

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

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

**Strategic Community Plan**

- Strategy 1.3.1      Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High).
- Action 1.3.1.2      Review and update annually the Shire of Dardanup Corporate Business Plan.

**Environment** - None.

### **Precedents**

The current Strategic Community Plan was reviewed and adopted by Council in 2020 and sets out a 10 year timeframe to 2030.

The previous Shire of Dardanup four year Corporate Business Plan 2019/20 to 2022/23 was reviewed and adopted last year in accordance with legislative requirements, and formed the foundation of the current Shire of Dardanup Corporate Business Plan 2020/21 to 2023/24.

### **Budget Implications**

Revenue and expenditure forecasts for the next four years are incorporated within the current Long Term Financial Plan. Once this is adopted by Council the Council Plan can be updated to reflect relevant implications.

**Budget – Whole of Life Cost** - None.

### **Council Policy Compliance**

Council Policy CP018 – Corporate Business Plan & Long Term Financial Plan notes that each year with the best endeavours Council aims to consider a draft budget for adoption by the end of June. To achieve this aim the draft Corporate Business Plan (budget) needs to be compiled within the last weeks of May or early June.

The Policy notes that *year 1 of the Corporate Business Plan shall inform the development of the draft Annual Budget utilising the forecast rate change, loan projections, asset management plans, capital works, operating income and expenditure and reserve transfers.*

Council Policy Exec CP090 - Community Engagement sets out the basis for community engagement related to major plans such as this. The plan will be advertised broadly to the community. There will also be a number of workshops held with Place based advisory groups in early May specifically with regards to the Place Plans currently being developed for Eaton and Dardanup. These workshops will be used to raise awareness of the Strategic Community Plan and Corporate Business Plan review process and that comments are being sought.

It is recommended that the documents be advertised for a period of three weeks from the 16<sup>th</sup> of May 2022 until the 6<sup>th</sup> of June 2022. Outcomes of the consultation will then be presented to Council along with an updated document for adoption at the June Ordinary Council meeting.

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix SCM: 12.2B] for full assessment document.

<b>Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Strategic Community Plan and Corporate Business Plan Review 2022
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Legislative requirements and compliance determine the need for the production of Corporate Business Plan.
	Financial The financial implications associated within the elements of the Corporate Business Plan can affect the financial sustainability of Council.
	Reputational The inclusion of projects and works within the various plans within the Corporate Business Plan build community expectation.

### **Officer Comment**

Catalyze was appointed to assist with the required full review of the Shire’s Strategic Community Plan and Corporate Business Plan was undertaken in 2022. Catalyze also undertook a Community Satisfaction Survey in 2021 whereby surveys were sent out to all households within the Shire of Dardanup. The Shire received over 600 responses (more than 10% of surveys sent out) and over 20,000 words in feedback on the surveys. This survey along with the community facility plans, other informing plans such as the Sport and Recreation Plan, Place and Community Plan and Public Health plan, helped inform the development of the Council Plan.

The one plan referred to as the Council Plan, is intended to fulfil the function of both the Strategic Community Plan and the Corporate Business Plan. By combining the plans into one plan it provides greater transparency with regards to what the upcoming projects and actions are that are intended to address community needs and comments received through the consultation processes.

Normally the short to medium term priorities within Council’s Strategic Community Plan are translated into services and facilities that are delivered to the community through the Corporate Business Plan. This ensures strategic priorities are translated into real actions. The Council’s four year Corporate Business Plan is reviewed annually and reported to community through the Annual Report. By combining these two documents it is possible to see how the organisation is intending to deliver on the priorities in one compact document.

The Council Plan document circulated under separate cover currently has two parts to it:

1. The Designed version of the Council Plan, and
2. The Council Plan - Action Schedule.

These two parts will be combined into one document following the outcomes of this meeting. Please note whilst the Action schedule does contain a number of capital works project included in the draft Asset Management plans being presented to Council, not all works and particularly not all upgrades or renewals of buildings have been included at this stage. As part of this agenda Council is also requested to consider the Workforce Plan, Asset Management Plans and Service Strategies. As a result further resolutions made by Council at this meeting may impact on the scheduling of projects, actions and also the resources available to the organisation.

It is therefore recommended that Council authorise the Chief Executive Officer to update the relevant sections of the Council Plan or Action Schedule to reflect resolutions made by Council that may impact on the capital works, building projects or resourcing of the relevant actions.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council**

1. **Adopts the Draft Shire of Dardanup 2022/23 to 2032/33 Council Plan to fulfil the role of both the Strategic Community Plan and Corporate Business Plan [Appendix SCM: 12.2A – Under Separate Cover Document] subject to the following modifications:**
  - a) .....
  - b) .....
2. **Authorises the Chief Executive Officer to update the plan to reflect any changes that may be required to the content as a result of Council decisions related to the Long Term Financial Plan, Workforce Plan and relevant Asset Management Plans;**
3. **Authorises the Chief Executive Officer to finalise the design of the document and to seek public comment on these documents for the period between the 16<sup>th</sup> of May 2022 and the 6<sup>th</sup> of June 2022;**
4. **Requests the Chief Executive Officer bring the outcomes of the consultation along with an updated Council Plan to Council for adoption in June 2022.**

### 12.3 Title: Councillor / Staff Budget Requests

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<i>Legislation:</i>	<i>Local Government Act 1995 and Local Government (Audit) Regulations</i>
<i>Attachments:</i>	<i>Appendix SCM: 12.3 – Risk Assessment</i>

#### **Overview**

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

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

#### **Background**

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

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

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

*“THAT Integrated Planning Committee*

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

*CARRIED  
6/0”*

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

#### **Legal Implications**

*Local Government Act 1995*

*Local Government (Financial Management) 1996*

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

- 6.2. Local government to prepare annual budget*
- (4) The annual budget is to incorporate—*

- (a) particulars of the estimated expenditure proposed to be incurred by the local government;

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

5. *CEO's duties as to financial management*

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

### **Strategic Community Plan**

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

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

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

**Environment** - None.

### **Precedents**

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

### **Budget Implications**

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

### **COUNCIL BUDGET ADOPTION AND CONSIDERATION ITEMS**

PROJECTS		ESTIMATED COST
1.		\$0

### **COUNCILLOR BUDGET REQUESTS**

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

## STAFF BUDGET REQUESTS

EXECUTIVE SERVICES DIRECTORATE		
PROJECT	AMOUNT	NET BUDGET IMPACT
TOTAL	\$0	\$0

CORPORATE & GOVERNANCE DIRECTORATE		
PROJECT	AMOUNT	NET BUDGET IMPACT
TOTAL	\$0	\$0

SUSTAINABLE DEVELOPMENT DIRECTORATE		
PROJECT	AMOUNT	NET BUDGET IMPACT
<p><u>DEVELOPMENT CONTRIBUTION PLANS (DCP) - BUREKUP AND DARDANUP (\$50,000)</u></p> <p>Council is requested to provide a budget of \$50,000 (incl. GST) for consultancy costs to prepare a new Development Contribution Plan (DCP) for Burekup, and to update the existing DCP for Dardanup to align and incorporate it within the new LPS 9. The DCP's will identify Community Infrastructure that needs to be funded as the towns grow, and the fair apportionment of costs to landowners/developers to fund the infrastructure. Once the DCP's are completed they will be incorporated into and charged through the Shire's Town Planning Scheme. The new Local Planning Scheme No. 9 is envisaged to be adopted and finalised towards the end of 2022 or early 2023.</p> <p>The following documents provide strategic support for this budget request:</p> <ul style="list-style-type: none"> <li>• <u>Shire's Corporate Business Plan 2021/22 - 24/25</u> (action ref 4.1.3.4) identifies preparation of these two DCPs as a 'high' priority under the 'Prosperity' objective.</li> <li>• <u>Shire of Dardanup Place and Community Plan 2020-2030</u> <u>Shire of Dardanup 2050 Vision</u> identifies the provision and maintenance of facilities, infrastructure and services as one of the Shire's five values.</li> <li>• <u>Strategic Community Plan 2018-2028</u> and <u>Strategic Community Plan 2020-2030 (Internal Review)</u> - identifies the provision of services and recreational facilities, high level library facility and community services as a 'very high' or 'flagship' priority under Outcome 5.2.</li> </ul> <p>It is requested that this \$50,000 expenditure be re-allocated from the unspent portion of the Wanju DCP loan of \$750,000, as the total project is anticipated to only cost \$518,000. The remaining \$182,000 is recommended to be re-allocated for building projects, and transferred to the Building Maintenance Reserve, enabling a reduced transfer of \$182,000 from the Municipal funds.</p>	\$50,000	\$0,000

SUSTAINABLE DEVELOPMENT DIRECTORATE																																						
PROJECT	AMOUNT	NET BUDGET IMPACT																																				
<p><u>Increase Emergency Management Officer FTE</u></p> <p>The Emergency Management Officer (EMO) is currently employed on a 0.6 FTE basis. The purpose of the position is to provide assistance with Emergency Management practices, Bushfire Risk Management and administrative assistance and support to the Shires 8 Volunteer Bush Fire Brigades (VBFB). Council has 2 options available to increase the service level. Option 1 is to increase the existing Shire of Dardanup EMO FTE; Option 2 is to contribute towards a DFES funded external staff member.</p> <p>Option1: This Option is for the EMO position to become full-time (1.0 FTE) Council employee, an increase of 0.4 FTE. The impact of this on the budget is estimated to be \$41,000 (0.4 FTE increase at current Level 4/6 plus overheads).</p> <p>Option 2: This Option involves Council paying a contribution towards a DFES funded external staff member of which we will get 1/3 (Dardanup/Collie/Capel), with Shire of Capel proposed to host the position. Please note the attached proposal is for DFES to fund 50% in year one and only 30% in years 2 &amp; 3. This does not give us longevity in the role and also may end up costing us a similar amount to increasing our internal resource.</p> <table border="0"> <tr> <td><u>2022-23</u></td> <td>\$153,083</td> <td></td> <td></td> </tr> <tr> <td>DFES 50% funding</td> <td>\$76,541</td> <td></td> <td></td> </tr> <tr> <td>LG(s) 50% funding</td> <td>\$76,542</td> <td></td> <td></td> </tr> <tr> <td><u>2023-24</u></td> <td>\$155,025</td> <td>\$25,514</td> <td>\$25,514</td> </tr> <tr> <td>DFES 30% funding</td> <td>\$46,508</td> <td></td> <td></td> </tr> <tr> <td>LG(s) 70% funding</td> <td>\$108,517</td> <td></td> <td></td> </tr> <tr> <td><u>2024-25</u></td> <td>\$160,385</td> <td></td> <td></td> </tr> <tr> <td>DFES 30% funding</td> <td>\$48,116</td> <td></td> <td></td> </tr> <tr> <td>LG(s) 70% funding</td> <td>\$112,269</td> <td></td> <td></td> </tr> </table> <p>Option 2 is the recommended Option.</p> <p>The following information provides details on the additional responsibilities that substantiates the increase to the position so that the Shire can continue to fulfil its statutory obligations.</p> <p><u>Volunteer Bush Fire Brigades</u> Currently, the majority of the EMOs hours are dedicated to supporting the Shire's VBFB (412 volunteers) with training, PPE and equipment ordering, brigade membership, fleet maintenance, brigade leadership meetings and Local Government Grant Scheme management. With an average 20% increase to volunteer membership, demand on administrative responsibilities has increased. In addition, the COVID-19 pandemic including management of the mandated vaccination requirements, have seen a significant increase to the previous workload limiting time spent on other legislative responsibilities outlined in the EMO position description.</p>	<u>2022-23</u>	\$153,083			DFES 50% funding	\$76,541			LG(s) 50% funding	\$76,542			<u>2023-24</u>	\$155,025	\$25,514	\$25,514	DFES 30% funding	\$46,508			LG(s) 70% funding	\$108,517			<u>2024-25</u>	\$160,385			DFES 30% funding	\$48,116			LG(s) 70% funding	\$112,269				
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SUSTAINABLE DEVELOPMENT DIRECTORATE		
PROJECT	AMOUNT	NET BUDGET IMPACT
<p><u>Emergency Management</u> Emergency Management is a legislated responsibility that requires the Shire to prepare, manage and review their Local Emergency Management Arrangements (a suite of documents that includes relevant support plans) to ensure the Shire is prepared for minor and major emergencies. The Shire also has statutory obligations for recovery following an emergency that affects the community. Emergencies bring a significant work load that can only be lessened through good planning and preparedness prior to occurring. This can be achieved through a wide-range of training and promotional activities that can be funded via annual DFES grants including AWARE and National Disaster Risk Reduction (e.g. Emergency Management Conference 2021) however, such endeavours increase the workload substantially.</p> <p><u>Bush Fire Risk Management</u> Due to the increased fire risk across the State it is imperative that mitigation work is completed. Previous years have seen bushfire risk assessed and required mitigation identified by the Bushfire Risk Planning Coordinator (BRPC) that enabled Mitigation Activity Funding to be secured. With the BRPC position now redundant, future bush fire risk reduction applications, management of treatments and the acquittal process now falls with the EMO position. In addition, all treatments are recorded in the State Bushfire Risk Management System including before/ after photos, works completed and invoice costs. As the Shire no longer has a BRPC such tasks will now fall with the EMO position.</p> <p><u>Business Continuity</u> Business Continuity ensures the Shire's critical business operations proceed during a disruption. The Shire has a comprehensive plan that includes contact information, steps for what to do when faced with a variety of incidents and a guide for when to use the document. In the current Pandemic the Incident Management Team has been meeting regularly and established a working group that includes the EMO to assist in keeping up up-to-date with the latest health advice and making recommendation to the IMT for implementation. This is an extra task that was not required prior to 2020.</p> <p>Local government emergency management responsibilities have significantly increased in recent times and it is considered essential that appropriate staff resources be allocated for this function.</p>		
TOTAL	\$75,514	\$25,514

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

### ***Budget – Whole of Life Cost***

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

### ***Council Policy Compliance***

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

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

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix SCM: 12.3] for full assessment document.

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

### **Officer Comment**

Refer to the Executive Management Team comments provided above.

**Voting Requirements** - Simple Majority.

### **Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council**

- 1. Includes the following projects for consideration in the Draft LTFP and Draft 2022/23 Budget:**
  - a) Councillor Budget Request:**
    - i. ....**
  - b) Staff Budget Requests:**
    - i. ....**
    - ii. .... ; and**
- 2. Re-allocates the unspent portion of the Wanju Developer Contribution Plan loan of \$750,000 estimated to be \$232,000, in the Draft LTFP and Draft 2022/23 Budget as follows:**
  - \$50,000 towards the development of Development Contribution Plans for Burekup and Dardanup; and**
  - The balance estimated to be \$182,000 to the Unspent Loans Reserve to be used towards future Developer Contribution expenses.**

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

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy CEO</i> <i>Mr Andre Schonfeldt – Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix SCM: 12.4A – Risk Assessment</i> <i>Appendix SCM: 12.4B – Draft 2022/23 Schedule of Fees &amp; Charges (Section 10.1)</i>

**Overview**

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

**Background**

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

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

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

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

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

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

**Legal Implications**

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

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

*\* Absolute majority required.*

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

*\* Absolute majority required.*

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

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

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

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

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

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

- (a) *its intention to do so; and*

(b) the date from which it is proposed the fees or charges will be imposed.

### **Strategic Community Plan**

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

**Environment** - None.

### **Precedents**

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

### **Budget Implications**

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

**Budget – Whole of Life Cost** - None.

### **Council Policy Compliance**

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

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix SCM: 12.4A] for full assessment document.

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

### **Officer Comment**

Council is requested to consider and endorse the draft Waste Management Fees & Charges for the 2022/23 financial year. The endorsed Waste Management Fees & Charges will form part of the overall Schedule of Fees & Charges within the 2022/23 Annual Budget. Any further adjustments to the Fees and Charges for 2022/23 will be included as part of the final Budget adoption report to Council.

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

In the schedule of draft 2022/23 fees [Appendix SCM: 12.4B] for Waste Management Charges (Section 10.1), the majority of the fees and charges that can be raised under the *Local Government Act 1995* in Sections 10.1.2, 10.1.3 and 10.1.4 have increased by an average of 2% to 3%, partly reflective of CPI and other costing methodologies.

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

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

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

### **CEO Comment**

- *E-Waste*

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

*"THAT Council:*

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

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

*CARRIED 8/0"*

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

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

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

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

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



- *Waste Fees & Charges*

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

Standard Service:

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

Alternative Service Option 1 – Lid Swapped:

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

Alternative Service Option 2 – 240L General Waste:

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

Additional 240L FOGO bin Service:

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

Additional 140L FOGO bin Service:

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

Additional 240L Recycling bin Service:

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

Additional 140L Recycling bin Service:

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

Additional 240L General Waste bin Service:

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

Additional 140L General Waste bin Service:

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

**Council Role** - Legislative / Executive.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION****THAT Council:**

- 1. Endorses the Draft 2022/23 Waste Management (Section 10.1) Schedule of Fees and Charges included as [Appendix SCM 12.4B], to become effective from the 28<sup>th</sup> of July 2022;**
- 2. Where required, gives local public notice of the applicable Fees and Charges; and**
- 3. Supports the continued budget contribution of \$5,200 per annum towards e-Waste collection service operated by Mr Matt Meijer in Eaton/Millbridge, with grants sourced to assist this initiative where possible.**

12.5 Title: Draft Workforce Plan 2022/23 – 2031/32

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Deputy CEO</i> <i>Ms Cathy Lee - Manager Governance &amp; HR</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix SCM: 12.5A – Risk Assessment</i> <i>Appendix SCM: 12.5B – Draft 2022/23 Workforce Plan</i>

**Overview**

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

**Background**

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

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

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

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

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

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

*CARRIED  
6/0”*

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

## **Legal Implications**

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

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

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

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

## **Strategic Community Plan**

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

**Environment** - None.

## **Precedents**

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

### **Budget Implications**

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

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

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

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

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

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

<b>Draft 2022/23 Long Term Financial Plan Projections</b>										
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Growth	1.52%	1.07%	1.30%	1.73%	1.72%	2.0%	2.15%	2.29%	2.73%	2.72%
FTE's	119.77	118.97	120.67	120.67	120.87	124.57	125.77	126.47	126.67	126.67

### **Budget – Whole of Life Cost**

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

### **Council Policy Compliance**

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

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix SCM: 12.5A] for full assessment document.

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

### Officer Comment

The Workforce Plan adopted by Council for the 2021/22 financial year had a total of 115.27FTE. The actual number of positions in the current Workforce Plan is 118.47FTE, an increase of 3.2FTE.

FULL TIME EQUIVALENT (FTE) EMPLOYEES	BUDGET FTE 2021/22	CURRENT ACTUAL FTE 2021/22	VARIANCE
Executive Department	3.30	3.80	0.50
Corporate & Governance	29.50	32.40	2.90
Sustainable Development	38.78	38.08	-0.70
Infrastructure Services	43.69	44.19	0.50
<b>TOTAL FTE EMPLOYEES</b>	<b>115.27</b>	<b>118.47</b>	<b>3.20</b>

- *Executive Department – Increase of 0.5FTE*

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

#### “OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

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

*THAT Council*

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

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

*CARRIED  
7/2”*

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

*“OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION*

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

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

*CARRIED  
7/0”*

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

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

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

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

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

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

*“OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION*

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

*THAT Council:*

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

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

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

*CARRIED  
8/1”*

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

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

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

*“OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION*

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

*THAT Council:*

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

*CARRIED  
7/2”*

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

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



- Sustainable Development Directorate – Decrease of -0.7FTE

The **Bushfire Risk Planning Coordinator** position was a 3 year grant funded position that commenced in 2019. The incumbent resigned his position in July 2021. The 1.0FTE position was not replaced. The **Grants Officer** position was increased for 2021/22 by 0.3FTE as reported to Council at the 17<sup>th</sup> of November 2021 Special Council Meeting, (OCM: 358-21). The resolution supported the increase for the remainder of 2021/22 in recognition of the:

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

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

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

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

*THAT Council:*

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

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

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

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

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

- *Infrastructure Directorate – Increase of 0.5FTE*

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

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

WORKFORCE PLAN - CONSOLIDATED SUMMARY AS AT APRIL 2022												
FULL TIME EQUIVALENT (FTE) EMPLOYEES	Budget FTE 2021/22	Current Actual FTE 2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Executive Department	3.30	3.80	3.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80	2.80
Corporate & Governance	29.50	32.40	33.00	33.00	33.70	33.70	33.20	33.70	33.70	34.20	34.20	34.20
Sustainable Development	38.78	38.08	38.28	38.28	39.28	39.28	39.98	40.18	40.38	40.58	40.78	40.78
Infrastructure Services	43.69	44.19	44.69	44.89	44.89	44.89	44.89	47.89	48.89	48.89	48.89	48.89
<b>TOTAL FTE EMPLOYEES</b>	<b>115.27</b>	<b>118.47</b>	<b>119.77</b>	<b>118.97</b>	<b>120.67</b>	<b>120.67</b>	<b>120.87</b>	<b>124.57</b>	<b>125.77</b>	<b>126.47</b>	<b>126.67</b>	<b>126.67</b>

**2021/22**

FULL TIME EQUIVALENT (FTE) EMPLOYEES	BUDGET FTE 2021/22	CURRENT ACTUAL FTE 2021/22	VARIANCE
Executive Department	3.30	3.80	0.50
Corporate & Governance	29.50	32.40	2.90
Sustainable Development	38.78	38.08	-0.70
Infrastructure Services	43.69	44.19	0.50
<b>TOTAL FTE EMPLOYEES</b>	<b>115.27</b>	<b>118.47</b>	<b>3.20</b>

**Proposed 2022/23 before Budget Requests**

FULL TIME EQUIVALENT (FTE) EMPLOYEES	CURRENT ACTUAL FTE 2021/22	PROPOSED 2022/23	VARIANCE
Executive Department	3.80	3.80	0.00
Corporate & Governance	32.40	33.00	0.60
Sustainable Development	38.08	38.28	0.20
Infrastructure Services	44.19	44.69	0.50
<b>TOTAL FTE EMPLOYEES</b>	<b>118.47</b>	<b>119.77</b>	<b>1.30</b>

The 2022/23 Workforce Plan is provided for the Committee’s consideration [Appendix ORD: 12.5B].

PROJECT	AMOUNT	A NET BUDGET IMPACT
<p><b><u>Increase Grants Officer Hours from 0.5FTE to 0.8FTE – Partially Offset by a reduction in Place Officer hours 0.2 FTE and a reduction in the Communications &amp; Media Officer hours 0.1 FTE</u></b></p> <p>In early 2021 the Shire of Dardanup created a 0.5FTE Grants Officer position which was filled in May 2021. Since this time, the Grants Officer has applied for an been successful in almost \$1.2 million in additional income including for a range of operations and strategic capital projects:</p> <ul style="list-style-type: none"> <li>• CSRFF Annual Forward Planning, R&amp;J Fishwick Pavilion: \$700,000</li> <li>• CSRFF Club Night Lights, Glen Huon Reserve (Football and Softball): \$290,000</li> <li>• RAC ReConnect WA, Dardanup Depot Revitalization: \$125,000</li> <li>• Tronox three-year sponsorship, Spring Out Festival: \$30,000</li> <li>• Lotterywest, Enlighten: \$20,000</li> <li>• Regional Arts Australia, Enlighten: \$2,500</li> <li>• Healthway sponsorship, Summer in Your Park: \$10,000</li> </ul> <p>In addition the Grants Officer has supported the application for over \$80,000 in successful grants:</p> <ul style="list-style-type: none"> <li>• DLGSC Creative Communities, Ferguson Valley Public Art Trail: \$61,418</li> <li>• COVID-10 Youth Recovery, Innovate Youth Program: \$5,000</li> <li>• National Australia Day Council, Australia Day Events: \$15,504</li> </ul> <p>There are also almost \$8 million in grant applications applied for where we are awaiting the outcome, including a \$7.8 million application for BBRF Round 6 toward the Shire Administration Building.</p> <p>Per the above, it is proven that this role has been very successful, however the 0.5FTE is proving to be limiting in the ability to continue to provide the level of application and success. The applications themselves are very time consuming. For example, the larger application such as for CSRFF and BBRF have involved in excess of one month 0.5FTE resource allocation per grant. The more successful the position is becoming, the more work that is required to maintain sponsorship relationship and administer the grants. Typically the monthly reporting requirements for each grant is at between half a day to one full day resource allocation per month, with larger grants having a higher administration requirements and smaller grants demanding less time accordingly. This is an extremely important and often overlooked component of a successful grants and sponsorship program – nurturing the relationships is key for ongoing support and the reputation of the Shire. This quickly adds up and consumes a large proportion of the 0.5FTE. Finally, the Grants Officer role recently was revised to include back-up for the Communications Officer in the event they are on leave or in high-workload scenarios such as managing the COVID-19 response. While an important step for reducing the risk associated with the Shire employing only a single part-time Communications Officer, this will impact on the time availability for completing Grant applications and administration.</p> <p>This position was reclassified to a Level 6 recently because of extra duties that has been added to the Position Description such as communications, and has been extended to end June 2022 at increased FTE/Hours from a 0.5FTE to 0.8 FTE to lead the website project.</p> <p>It is requested to permanently extend this position from a 0.5FTE to a 0.8FTE at level 6 Step 4. The Workforce Plan in FY23/24 includes an increase of 0.2 FTE for Events Officer and 0.1 FTE from the Communications and Media officer. Officers</p>	<p>\$32,148</p>	<p>\$0</p>

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

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorse the Shire of Dardanup draft Workforce Plan 2022/23 - 2031/32 as per [Appendix ORD: 12.5B] inclusive of the following additional position:**

- **Add a 0.5FTE permanent part-time Contract Building Surveyor; and**
- **Increase the Assistant Accountant role from 0.4FTE to 1.0FTE.**

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

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Sonja Pienaar – Manager Assets Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix SCM: 12.6A – Risk Assessment Appendix SCM: 12.6B – RAMP</i>

**Overview**

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

**Background**

The Road Asset Management Plan (RAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Council's road network.

The Road Asset Management Plan 10 Year Works Program contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The Road Asset Management Plan 10 Year Works Program considers the Shire of Dardanup Strategic Community Plan (SCP) and has been reviewed in preparation for the 2022-2023 Long Term Financial planning process and is provided for Council consideration and adoption.

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

At the Integrated Planning Committee meeting held on the 13<sup>th</sup> April 2022, the Committee deferred consideration of the Asset Management Plan Works Programs (AMPs) and required the Chief Executive Officer to review the AMPs and LTFP in an attempt to provide a balanced 10 year LTFP by the 4<sup>th</sup> of May 2022.

**Legal Implications**

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

*Local Government (Administration) Regulations 2011*

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

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

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

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

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

**Strategic Community Plan**

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

**Environment**

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

**Precedents**

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

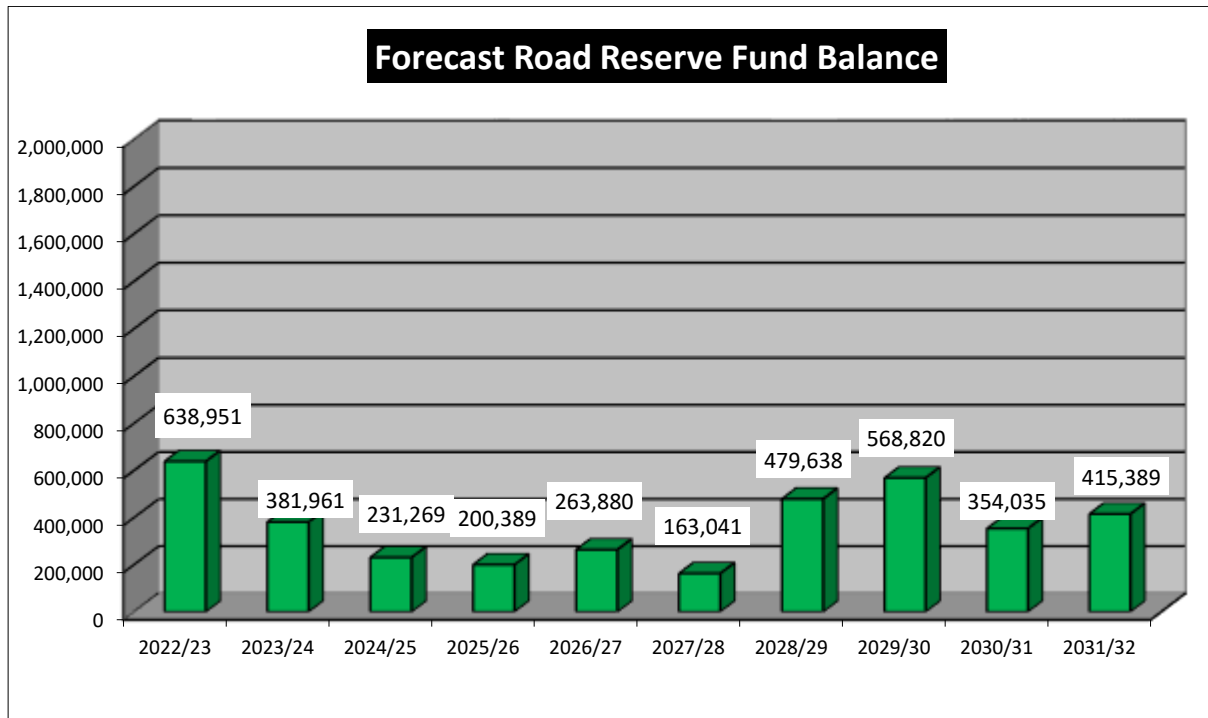
**Budget Implications**

The following reserve transfer changes are proposed in the amended Road Asset Management Plan 10 Year Works Program compared to the previously adopted annual transfer:

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
	Annual Transfer ( x \$1,000)										
2020-2021 endorsed	850	850	900	900	900	1,700	1,725	1,750	2,000	2,000	
Adopted 2022-2023 (originally)		850	900	900	900	1,700	1,725	1,750	2,000	2,000	2,000
Amended 2022-2023		900	700	600	800	1,600	1,900	1,900	2,000	2,100	2,200
Changes in annual reserve transfer		+50	-200	-300	-100	-100	+275	+250	0	+100	+200

LTFP = Long Term Financial Plan

The resulting changes will allow the following reserve balances over the 10 year program:



**Budget – Whole of Life Cost**

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

**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 SCM: 12.6A] for full assessment document.

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



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

**Officer Comment**

The 13<sup>th</sup> of April 2022 IPC meeting reports gave a detailed account of the review process and changes to the programs since the previous adopted programs in 2021.

The Road Asset Management Plan Works Program was reviewed with the following additional changes recommended since the 13<sup>th</sup> of April 2022 IPC meeting reports:

- Pratt Road streetscape project was postponed with one year to 2024/25.
- Hale Street resurfacing was postponed by one year to 2025/26 and 2026/27.
- O’Connor Road reseal has been postponed by one year to 2028/29.
- Projects cost beyond 2022/23 in the Road Works Program are only allocations based on network level unit rates.
- Staff have reviewed 2022/23 projects and have moderate confidence that projects can be delivered within budget and on.
- A separate report will be presented to Council on Hynes Road as the delivery of this project will be rescheduled due to the Bunbury Outer Ring Road Project. It is however possible to consider reallocation of RRG grant funding if the project remains in the 2022/23 program.

It is also recommended that the Reserve transfers be reduced over the first four years to allow for increased allocations to the Buildings Reserve, in particular. By year 5 it will return to \$1,700,000 and thereafter increased by \$100,000 per annum. Please refer to the *Budget Implication* section for more details.

It is recommended that the Committee considers the 10 Year Road program for adoption with the associated reserve transfers.

A summary of the 10 Year Road program is provided for in [Appendix SCM: 12.6B].

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Adopts the following Annual Transfers to Reserve for the delivery of the Road 10 Year Works Programs:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
900	700	600	800	1,600	1,900	1,900	2,000	2,100	2,200	14,700

- 2. Endorses the 10 year Road Asset Management Plan 2022/23-2031/32 program of works [Appendix SCM: 12.6B].**

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

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Sonja Pienaar– Manager Assets</i> <i>Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix SCM 12.7A – Risk Assessment</i> <i>Appendix SCM 12.7B – Summary BAMP</i>

**Overview**

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

**Background**

The Building Asset Management Plan Works Program is a document that summarises all renewal, upgrade and new works programmed for the Council's existing and proposed Building Assets.

The Building Asset Management Plan Works Program contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The 10 Year Program considers the Shire of Dardanup Strategic Community Plan (SCP). The Building Asset Management Plan Works Program has been reviewed in preparation for the 2022-2023 Strategic Planning process and a draft has been prepared for Council consideration and adoption of the annual reserve transfers required to deliver the 10 Year Program.

At the Integrated Planning Committee Meeting held on the 13<sup>th</sup> of April 2022, the Committee deferred consideration of the Asset Management Plan Works Programs (AMPs) and required the Chief Executive Officer to review the AMPs and LTFP in an attempt to provide a balanced 10 year LTFP by the 4<sup>th</sup> of May 2022.

**Legal Implications**

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

*Local Government (Administration) Regulations 2011*

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

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

**Strategic Plan**

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

**Environment** - None.

**Precedents**

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

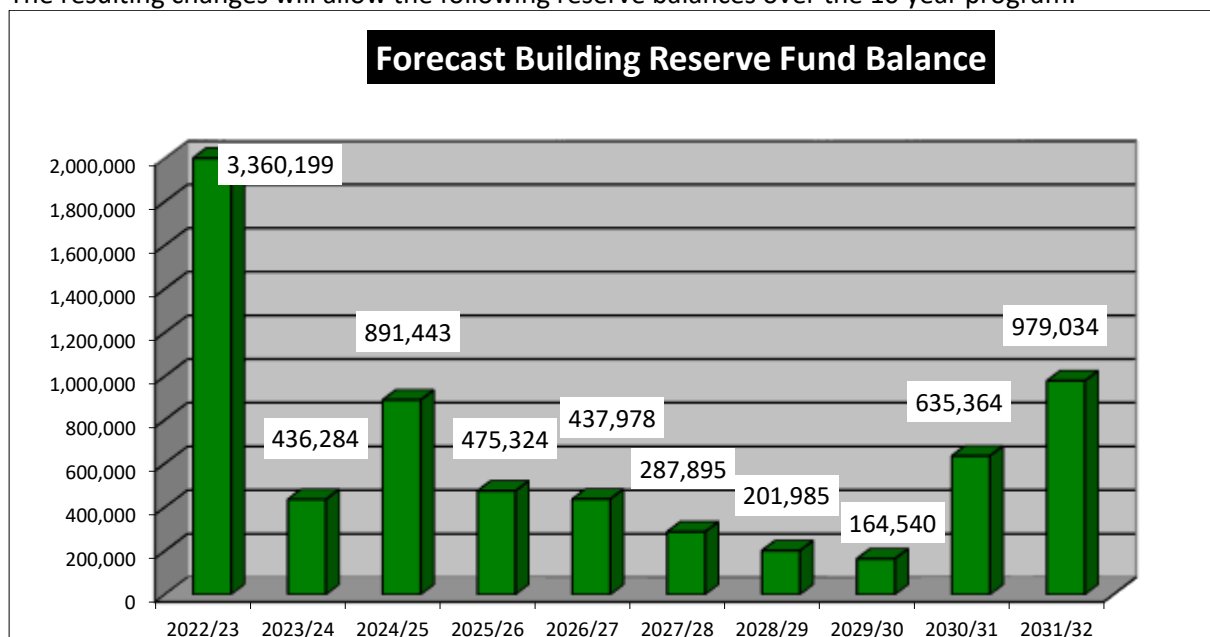
**Budget Implications**

The following reserve transfer changes are proposed in the amended Building Asset Management Plan Works Program compared to the previously adopted annual transfer:

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
	Annual Transfer ( x \$1,000)									
2021-2022 LTFP	1,734	1,030	1,040	1,060	500	500	650	700	700	
Adopted 2022-2023 (originally)	1,734	1,030	1,040	1,060	500	500	650	700	700	700
Amended 2022-2023	6,953	1,000	1,000	1,000	700	700	700	600	600	600
Changes in annual reserve transfer	+5,219	-30	-40	-60	+200	+200	+150	-100	-100	-100

LTFP = Long Term Financial Plan

The resulting changes will allow the following reserve balances over the 10 year program:



### **Budget – Whole of Life Cost**

The purpose of the BAMP is to plan for the expansion, upgrade, renewal and maintenance of the Shire's building portfolio and is essentially dealing with the full life cycle requirements of building infrastructure.

### **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 SCM: 12.7A] for full assessment document.

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

### **Officer Comment**

The 13<sup>th</sup> of April 2022 IPC meeting reports gave a detailed account of the review process and changes to the programs since the previous adopted programs in 2021.

The Building Asset Management Plan Works Program was reviewed with the following recommended changes since the 13<sup>th</sup> of April 2022 IPC meeting reports:

- That the allocation of \$705,668 LCRI3 grant funding be removed from the Eaton Administration Building and reallocated as follows:
  - Council resolved (OCM: 51-22) to allocate \$45,000 of this grant to the Charlotte Street/Boyanup-Picton Road Public Toilet project in 2021/22 project.

- That the \$160,000 LRCI funding be allocated to Glen Huon Oval lighting bringing the grant funding for this project to \$450,000. This will serve as an offset towards the one third contribution not coming from the clubs. A contribution of \$120,000 from the softball club has been identified reducing the overall need for a loan from \$500,000 to \$300,000.
  - That the remaining \$500,000 be allocated to Eaton Oval - Pratt Road Clubrooms, bringing grant funding component of this project to \$1,200,000.
- Eaton Recreation Centre expenditure in 2022/23 has been updated from \$210,000 to \$300,000 and the grant funding component has been sought for \$100,000 (previously \$70,229).
- Should the costings of Eaton Administration Building design and construction project be more than \$15 million, Council has the opportunity to value engineer or alter specifications to reduce cost. The additional loan of \$1.5 million may not be required if cost can be kept below \$25 million.
- Reconsideration has been given to the Dardanup and Burekup Skatepark and Pump Track projects in light of the success of the Eaton Skatepark and Pump Track redevelopment. It is recommended that an allocation be increased to \$500,000 for each of these projects subject to 50% Lotteries West and or CSFF funding.
- It should be noted that the Eaton Hall project is expected to be fully funded by grants and Community Group contributions. Detail of this project will be addressed as part of the Eaton Foreshore Place Plan currently underway.
- The Eaton Tennis Clubrooms has an allocation of \$20,000 originally for demolishing the buildings when they would have moved to the new bowling club. It is expected that the Eaton Foreshore Place Plan will give more detail of a way forward for the Tennis Club.
- The Burekup Pavilion, Burekup Hall and Burekup Public Toilets have been grouped together as a precinct redevelopment but as the pavilion is an entirely new building, the project was postponed to allow for reserves to recover following the high level of investment in the first four years of the program. This project is scheduled for 2027/28 and estimated to cost \$1 million. There is already concept work being undertaken for this precinct.
- Wells Reserve Pavilion is brought forward with one year from the previous proposal to 2025/26.
- Millbridge public toilets have been rescheduled for 2031/32.
- The Precinct including Dardanup Hall, Dardanup Office and Dardanup Community Centre has been identified as requiring urgent works in 2022/23, and will also allow for initial investigation into future works required and possible upgrades. The Dardanup Place Plan consultations and outcomes will inform future direction for these programs and provide support to identifying grant funding opportunities such as Royalties for Regions, Lotteries West and developer contributions.
- Due to Council no longer selling sand, the Banksia Transfer station will require funding from reserves in 2026/27.

It is important to note that the Eaton Recreation Centre as indicated above has been slightly amended and the overall program is as follows:

- Stage 1: Underway;
- Stage 2: Cost estimates for the upgrade of the change room facilities is estimated at \$300,000 with \$100,000 CRFF funding. Results of the grant application is expected in June 2022.
- Stage 3: Expansion of Gym and group fitness is scheduled for 2025/26.
- Stage 4: Court Expansion and carpark redevelopment is scheduled for 2026/27 and 2027/28.
- Stage 3 and 4 is estimated to cost \$4.6 million and is subject to grant funding. The Shire will endeavour to seek a one third contribution from the Department of Education and two thirds from grant funding such as CSRFF and BBRF.

It is recommended that the reserve transfers be modified as the reserve balance was growing to \$2,343,000 over the 10 years. The "Other Council Reserves" allocation identified in the financial summary was removed as a separate form of income. Please refer to the budget implication section for more details.

It is recommended that the Committee considers the Building Asset Management Plan Works Program for adoption with the associated reserve transfers and borrowings.

A summary of the Building Asset Management Plan Works Program is provided at [Appendix SCM: 12.7B].

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

1. **Adopts the following Annual Transfers to Reserve for the delivery of the Building 10 Year Works Programs:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
6,953	1,030	1,040	1,060	500	500	650	700	700	700	<b>8,614</b>

2. Acknowledges that the following borrowings are required to fully fund the Building Asset Management Plan 10 Year Programs:

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

3. Endorses the 10 year Building Asset Management Plan 2022/23-2031/32 program of works:



**Shire of Dardanup**  
**Asset Management Budget - Buildings**  
**10 Year Works Program**  
**2022/23**  
**SUMMARY**  
**Expenditure**

Building	Type	Total	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Dardanup Community Centre	Renewal	25,000	25,000	0	0	0	0	0	0	0	0	0
Ferguson Hall	Renewal	29,017	15,000	0	0	0	0	6,685	1,031	0	6,300	0
CWA Hall - Eaton	Renewal	30,667	25,000	0	0	0	0	4,517	0	0	1,149	0
Dardanup Hall	Renewal	1,054,494	50,000	0	0	0	0	0	1,004,494	0	0	0
Dardanup Office	Renewal	1,090,821	25,000	0	0	0	0	0	0	1,065,821	0	0
Sport Lighting	Upgrade	1,562,750	870,000	0	338,365	0	0	0	354,385	0	0	0
Eaton Oval Clubrooms	Upgrade	2,100,000	2,100,000	0	0	0	0	0	0	0	0	0
Eaton Recreation Centre	Renewal	429,033	25,000	0	2,308	85,504	70,465	101,287	62,610	764	81,095	0
	Upgrade	5,072,922	300,000	0	197,196	2,308,927	1,903,453	363,346	0	0	0	0
Eaton Administration Centre	Upgrade	17,296,132	12,093,292	5,182,840	20,000	0	0	0	0	0	0	0
Millars Creek Tourist Bay	Renewal	11,255	0	2,180	0	2,215	0	2,250	0	2,287	0	2,323
Bush Fire Brigade Buildings	Renewal	56,158	0	21,496	0	33,209	0	1,453	0	0	0	0
Dardanup Skate Park	Upgrade	508,032	0	508,032	0	0	0	0	0	0	0	0
Don Hewison Centre	Renewal	14,378	0	0	8,735	0	0	0	5,644	0	0	0
Eaton Family Centre	Renewal	121,806	0	0	19,414	0	0	0	0	102,393	0	0
Wells Recreation Reserve Sporting Hardcourts	Renewal	273,333	0	0	273,333	0	0	0	0	0	0	0
Bush Fire Brigade Buildings	Upgrade	617,243	0	0	567,812	49,431	0	0	0	0	0	0
Eaton Hall	Upgrade	3,116,064	0	0	147,667	2,968,397	0	0	0	0	0	0
Eaton Hall	Renewal	10,616	0	0	0	4,594	0	0	6,023	0	0	0
Burekup Hall	Renewal	68,744	0	0	0	13,872	0	44,012	9,229	0	0	1,631
Burekup Skate Park	Upgrade	516,193	0	0	0	516,193	0	0	0	0	0	0
Wells Recreation Reserve Clubrooms	Upgrade	1,135,625	0	0	0	1,135,625	0	0	0	0	0	0
Don Hewison Centre Public Toilets	Renewal	1,389	0	0	0	0	533	0	0	0	856	0
Eaton Tennis Clubroom	Upgrade	20,090	0	0	0	0	20,090	0	0	0	0	0
Waterloo Hall	Renewal	57,248	0	0	0	0	5,667	0	34,541	0	17,040	0
Banksia Transfer Station	Upgrade	286,745	0	0	0	0	286,745	0	0	0	0	0
Eaton Sporting Hardcourts	Upgrade	573,000	0	0	0	0	573,000	0	0	0	0	0
Burekup Hall	Upgrade	25,313	0	0	0	0	0	25,313	0	0	0	0
Burekup Hall Public Toilets	Upgrade	50,225	0	0	0	0	0	50,225	0	0	0	0
Burekup Pavilion	New	926,646	0	0	0	0	0	926,646	0	0	0	0
Burekup Hall Public Toilets	Renewal	3,635	0	0	0	0	0	0	3,635	0	0	0
Burekup Sporting Hardcourts	Renewal	67,000	0	0	0	0	0	0	67,000	0	0	0
Watson Reserve Public Toilets	Renewal	6,815	0	0	0	0	0	0	0	0	6,815	0
Dardanup Equestrian Centre	Renewal	16,661	0	0	0	0	0	0	0	0	16,661	0
Millbridge Public Toilets	New	255,236	0	0	0	0	0	0	0	0	0	255,236
		<b>37,430,285</b>	<b>15,528,292</b>	<b>5,714,547</b>	<b>1,574,829</b>	<b>7,117,966</b>	<b>2,859,954</b>	<b>1,525,734</b>	<b>1,548,592</b>	<b>1,171,264</b>	<b>129,916</b>	<b>259,190</b>
Project Management Salaries		2,220,448	200,375	203,215	207,378	211,944	217,321	223,168	229,173	235,695	242,409	249,770
<b>Grand Total</b>		<b>39,650,733</b>	<b>37,630,660</b>	<b>37,633,500</b>	<b>37,637,663</b>	<b>37,642,229</b>	<b>37,647,606</b>	<b>37,653,453</b>	<b>37,659,458</b>	<b>37,665,980</b>	<b>37,672,694</b>	<b>37,680,055</b>

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

<b>Reporting Department:</b>	<i>Infrastructure Directorate</i>
<b>Reporting Officer:</b>	<i>Mrs Sonja Pienaar – Manager Assets Mr Theo Naudé – Director Infrastructure</i>
<b>Legislation:</b>	<i>Local Government Act 1995 Local Government (Function &amp; General) Regulations 1996</i>
<b>Attachments:</b>	<i>Appendix SCM: 12.8A – Risk Assessment Appendix SCM 12.8B – Pathway Renewal Program Appendix SCM: 12.8C – Upgrade &amp; Expansion Program</i>

**Overview**

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

**Background**

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

At the Integrated Planning Committee meeting held on the 13<sup>th</sup> April 2022, the Committee deferred consideration of the Asset Management Plan Works Programs (AMPs) and required the Chief Executive Officer to review the AMPs and LTFP in an attempt to provide a balanced 10 year LTFP by the 4<sup>th</sup> May 2022.

**Legal Implications**

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

**Local Government (Administration) Regulations 2011**

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

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

**Strategic Community Plan**

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

**Environment** - None.

**Precedents**

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

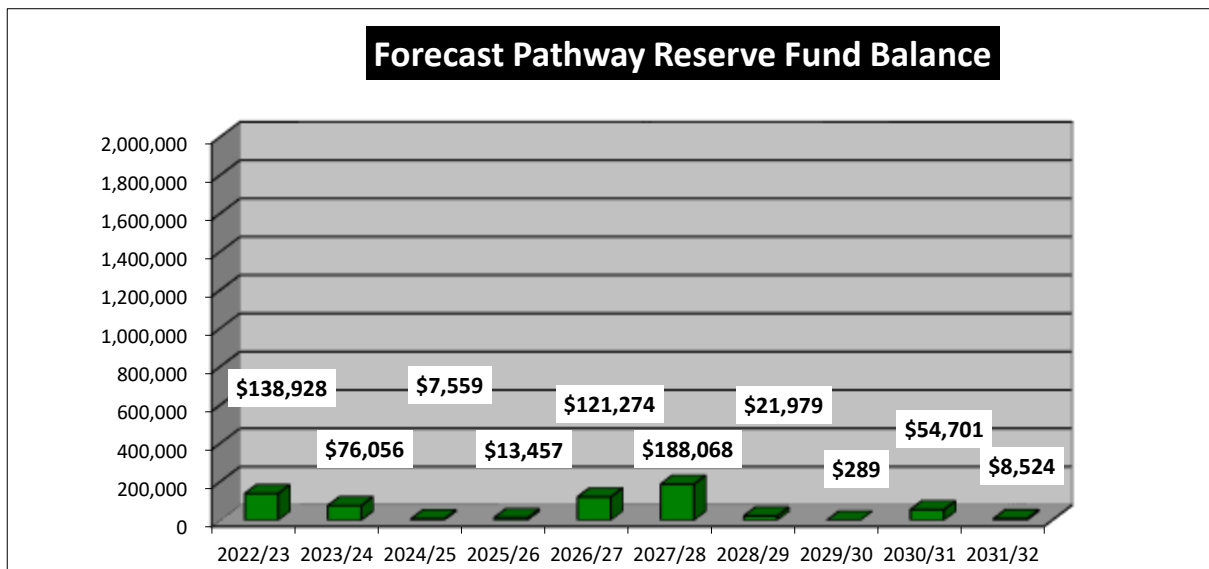
**Budget Implications**

The following Reserve transfer changes are proposed in the amended Pathway Asset Management Plan Works Program compared to the previously adopted annual transfer:

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
	Annual Transfer ( x \$1,000)										
2020-2021 endorsed	100	36	184	190	215	240	250	250	250	355	
Adopted 2022-2023 (originally)		100	36	184	190	215	240	250	250	250	355
Amended 2022-2023		100	100	150	150	200	200	200	200	200	200
Changes in annual reserve transfer		0	+74	-34	-40	-15	-40	-50	-50	-50	-155

LTFP = Long Term Financial Plan

The resulting changes will allow the following Reserve balances over the 10 year program:



**Budget – Whole of Life Cost**

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

**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 SCM: 12.5A] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Pathway Asset Management Plan 2022/23 – 2031/32
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	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. Risk that customer levels of service are reduced or maintained to meet public expectation.

**Officer Comment**

The 13<sup>th</sup> of April 2022 IPC meeting reports gave a detail account of the review process and changes to the programs since the previous adopted programs in 2021.

The Pathway Asset Management Plan Works Program was reviewed with the following changes recommended since the 13<sup>th</sup> of April 2022 IPC meeting reports:

- All grant funding revenue (\$274,000) was removed from the expansion program as there is currently no grant funding program for pathways. When a future program is identified the works program can be amended.
- The amended upgrade program postponed the following projects by one year:
  - Cudliss Street Pathway from Hands Avenue to Ann Street;
  - Leak Street Pathway from Camfield Street to Eagle Crescent; and
  - Cottonwood Gardens Pathway from Pecan Lane to Millard Street.
- The renewal program reduced the annual allocation towards the renewal and repair of the Millars Creek Pathway from Millbridge Boulevard to Hunter Park to \$50,000 from 2025/26 to 2030/31.
- Project costs beyond 2022/23 in the Pathway Works Program are only allocations based on network level unit rates.

- Staff have reviewed 2022/23 projects and have a moderate to high confidence that projects can be delivered within budget and on time.
- A separate report may be presented to Council in the future on the Old Coast Road Bridge Fishing Platform as a condition report is currently underway in partnership with the City of Bunbury and Shire of Harvey. An allocation of \$40,000 has been identified in 2022/23 for urgent repairs.

It is also recommended that the Reserve transfers be modified as the reserve balance was growing to \$381,000 over the 10 years. Please refer to the *Budget Implication* section for more details.

It is recommended that the Committee considers the 10 Year Pathway Works Programs for adoption with the associated Reserve transfers.

A summary of the following programs are provided:

- 10 Year Pathway Renewal program is provided for in [Appendix SCM: 12.8B]
- 10 Year Pathway Upgrade & Expansion program is provided for at [Appendix SCM: 12.8C]

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Adopts the following Annual Transfers to Reserve for the delivery of the Pathway 10 Year Works Programs:**

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
100	100	150	150	200	200	200	200	200	200	1,800

- 2. Endorses the 10 year Pathway Asset Management Plan 2022/23-2031/32 program of works (Upgrade/Expansion and Renewal Programs).**

Shire of Dardanup

Asset Management Budget - Pathways  
10 Year Works Program

UPGRADE & EXPANSION

Road/Location Name	Location (Start - End)	Total	EXPENDITURE BY YEAR									
			1 2022 - 2023	2 2023 - 2024	3 2024 - 2025	4 2025 - 2026	5 2026 - 2027	6 2027 - 2028	7 2028 - 2029	8 2029 - 2030	9 2030 - 2031	10 2031 - 2032
Blue Wren Drive	Eaton Drive - Albatross Crescent	40,000			40,000							
Foster Street	Eagle Crescent - Pratt Road	28,877			28,877							
Cudliss Street	Hands Avenue to Ann Street	67,871				67,871						
Malabor Retreat	Millard Street - Lofthouse Park	43,117					43,117					
Chamberlain Grove	Illawarra Drive - End	68,569						68,569				
Cudliss Street	Ann Street to Bobbin Street	81,170							81,170			
Ennis Street	Hamilton Road - Graham Street	119,391								119,391		
Brett Place	Hayward Street - End	64,019								64,019		
Hamilton Road	Foster Street - Eagle Crescent	68,597									68,597	
Fuchsia Gardens	Millard Street - Lofthouse Park	40,159									40,159	
Lofthouse Avenue	Eaton Drive - Montgomery Drive	40,309									40,309	
Lofthouse Avenue	Montgomery Drive - Crampton Avenue	20,419									20,419	
Pratt Road	Hands Avenue - Foster Street	50,000										50,000
Leake Street	Pratt Road - Foreshore	96,391										96,391
Hamilton Road	Eagle Crescent - Ennis Street	28,222										28,222
Hamilton Road	Foster Street - Graham Street	12,441										12,441
Hamilton Road	Graham Street - Eagle Crescent	58,651										58,651
Foster Street	Hamilton Road - Eagle Crescent	58,588										58,588
		<b>986,791</b>	<b>0</b>	<b>0</b>	<b>68,877</b>	<b>67,871</b>	<b>43,117</b>	<b>68,569</b>	<b>264,580</b>	<b>169,484</b>	<b>96,391</b>	<b>207,902</b>

Shire of Dardanup

Asset Management Plan Summary - Pathways  
10 Year Works Program

RENEWAL PROGRAM

EXPENDITURE BY YEAR

Road/Location Name	Location (Start - End)	Total	EXPENDITURE BY YEAR										
			2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030	2030 - 2031	2031 - 2032	
Old Coast Road Bridge Fishing Boardwalk	Eaton Foreshore Fishing boardwalk	40,000	40,000										
Crampton Avenue	Millard Street - Sanford Way	59,500	8,000	51,500									
Eaton Drive	Sindhi Park - Glen Huon Blvd	20,000	20,000										
Millars Creek	Millbridge Blvd - Hunter Park	415,000	15,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	
Pratt Road Footbridge	Pratt Road Reserve - Watson Reserve	120,000	20,000	-	100,000								
Russell Road	Burekup Hall Entrance Area (R)	11,291				11,291							
Russell Road	Burekup Hall Widening - School Bitumen Path (R)	35,800		35,800		-							
Russell Road	Gardiner Street - Burekup Hall Widening (R)	15,816				15,816							
Charlotte Street	Hayward Street - Doolan Street (R)	26,267		26,267				-					
Recreation Centre Car Park	Recreation Centre Access Path	16,267							16,267				
Recreation Centre Car Park	Adult Education Centre Access Path	32,830							32,830				
Mitchell Way	Mitchell Way - Trusty Place	5,092							5,092				
Ferguson Road	Railway Lights - Charlotte Street (R)	3,227								3,227			
Russell Road	Bus Bay - Gardiner Street (R)	16,650						16,650					
Public Access Way (PAW)	23 Sanford Way - 7 James Court	7,113											7,113
Public Access Way (PAW)	77 Hamilton Road - 28 Sanford Way	11,222											11,222
Public Access Way (PAW)	47 Hamilton Road - 16 Belvedere Crescent	11,642											11,642
Public Access Way (PAW)	25 Crampton Avenue - 10 Lavinia Place	9,644											9,644
		857,360	103,000	163,567	150,000	77,107	50,000	66,650	104,190	53,227	50,000		39,621

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

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Sonja Pienaar – Manager Assets</i> <i>Mr Theo Naudé – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix SCM: 12.9A - Risk Assessment</i> <i>Appendix SCM: 12.9B – PRAMP</i>

**Overview**

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

**Background**

The Parks & Reserves Asset Management Plan 2022/23 - 2031/32 Works Program (10 Year Program) provides a comprehensive plan for the improvement, expansion, and renewal of the Council's parks and reserves assets.

The Parks & Reserves 10 Year Works Programs summarise all renewal, upgrade and expansion works programmed for the Council's existing and proposed Parks and Reserves Assets. The Parks & Reserves 10 Year Works Programs contain estimates of expenditure and revenue, together with recommended Reserve transfers to fund the works. The Parks & Reserves 10 Year Works Programs are produced for the 2022/2023 LTFP and Corporate Business Plan process and is provided for Council consideration and adoption.

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

At the Integrated Planning Committee meeting held on the 13<sup>th</sup> April 2022, the Committee deferred consideration of the Asset Management Plan Works Programs (AMPs) and required the Chief Executive Officer to review the AMPs and LTFP in an attempt to provide a balanced 10 year LTFP by the 4<sup>th</sup> May 2022.

**Legal Implications**

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

*Local Government (Administration) Regulations 2011*

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

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



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

**Strategic Plan**

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

**Environment** - None.

**Precedents**

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

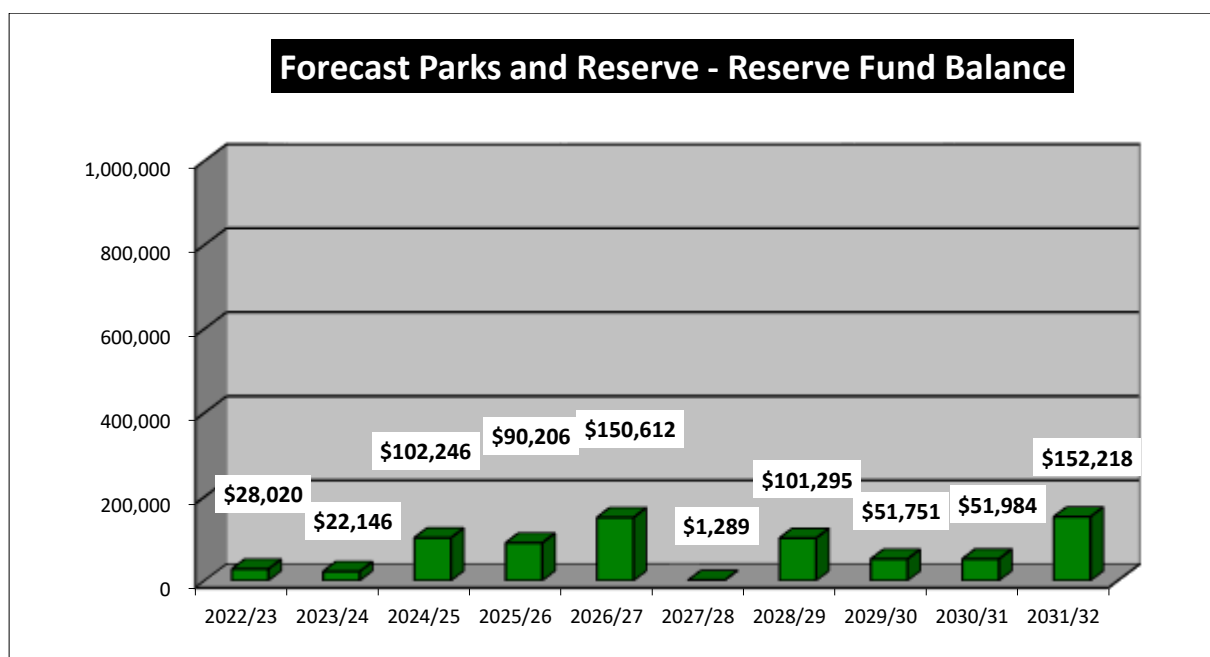
**Budget Implications**

The following reserve transfer changes are recommended in the amended Parks & Reserves 10 Year Programs compared to the previously adopted annual transfer:

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
	<b>Annual Transfer ( x \$1,000)</b>										
2020-2021 endorsed	150	225	225	385	525	525	525	525	525	525	
Adopted 2022-2023 (originally)		225	225	385	525	525	525	525	600	600	600
Amended 2022-2023		200	200	150	250	300	300	300	300	300	300
Changes in annual reserve transfer		-25	-25	-235	-250	-225	-225	-225	-300	-300	-300

LTFP = Long Term Financial Plan

The resulting changes will allow the following reserve balances over the Parks & Reserves 10 Year Programs:



### **Budget – Whole of Life Cost**

The purpose of the PRAMP is to plan for the expansion, upgrade, renewal and maintenance of the Shire's parks and reserve portfolio and is essentially dealing with the full life cycle requirements of parks and reserve infrastructure.

### **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 SCM: 12.9A] for full assessment document.

<b>Tier 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Parks & Reserves Asset Management Plan 2022/23 – 2031/32
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	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 13<sup>th</sup> of April 2022 IPC meeting reports gave a detail account of the review process and changes to the programs since the previous adopted programs in 2021.

The Parks & Reserves Asset Management Plan Works Program was reviewed with the following changes recommended since the 13<sup>th</sup> of April 2022 IPC meeting reports:

- That the Eaton Civic and Community Master Plan Implementation project be removed and replaced by identifying specific projects already in the program. The Special Area Rates funding have been applied to the following projects within the Eaton Townsite at a projected \$100,000 per annum:
  - Eaton Foreshore Bore & Landscaping Improvements;
  - Watson Reserve - Landscape upgrade;
  - Duck Pond Signage and Seating;
  - Eaton Town Centre - Landscaping & Hands Creek; and
  - Sindhi Park playground renewal.
- It is a priority to improve water quality within the Eaton Foreshore/ and Eaton Civic Precinct area before any improvements can proceed. The \$600,000 allocation towards the bore spread over

a few years have been replaced by a once off allocation in 2022/23. Initial quotes have indicated that \$400,000 should be allocated for a bore and associated infrastructure. To fund this project it is recommended that funds from the Eaton Landscape specified area rates be allocated to this.

- The Eaton Foreshore Bore project has been combined with the Eaton Foreshore landscaping project with allocations every few years to allow for staged upgrade of landscaping.
- Eaton Recreation centre plantings have been brought forward to allow for rounding off the upgrade works in 2022/23 by improving the front landscaping to the building. \$10,000.
- The annual allocation for planting renewal at various locations have been removed from the capital program and should either be specific projects or included under the operational budget where provision for plantings already exist.
- Carramar Park renewal has been brought forward to 2023/24 \$200,000. Any further development of the Carramar Park precinct requires attention to be given to the water logging problem in winter.
- Gascoyne Circle Play Area allocation of \$5000 has been reduced as it is a low use play area that must either be removed or refurbished in 2024/25.
- General allocation towards renewal of smaller parks have replaced a long list of park furniture requiring renewal. The intent was to refine programming to allow for improvements in the delivery of these projects. An annual allocation of \$50,000 has been provided.
- Watson Reserve landscaping has been postponed by one year to be scheduled for 2025/26 to the value of \$100,000.
- Eaton Town Centre – Landscaping & Hands Creek has been postponed to 2026/27 and reduced to \$100,000.
- Lusitano Park renewal has been postpone to 2029/30.
- Lofthouse Park renewal has been removed as the play area will be replaced in coming months.
- River Valley Community and School Playground has been reduced to \$100,000 and there may be an opportunity to seek contributions from the Department of Education as this is a shared facility.
- Project costs beyond 2022/23 in the Parks & Reserves Works Program are only allocations based on similar projects in the past.
- Staff have reviewed the 2022/23 projects and have moderate confidence that projects can be delivered within budget and on time.
- Eaton foreshore and Dardanup Place Plans will provide further detail to inform the program in future.

It is recommended that the Committee considers the 10 Year Parks & Reserve Works Program for adoption with the associated reserve transfers.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

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

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
200	200	150	250	300	300	300	300	300	300	2,700

- Endorses the 10 year Parks & Reserves Asset Management Plan 2022/23-2031/32 program of works [Appendix SCM: 12.9B].**



**12.10 Title: Stormwater Asset Management Plan 2022/23 – 2031/32**

<b>Reporting Department:</b>	<i>Infrastructure Directorate</i>
<b>Reporting Officer:</b>	<i>Mrs Sonja Pienaar – Manager Assets Mr Theo Naudé – Director Infrastructure</i>
<b>Legislation:</b>	<i>Local Government Act 1995 Local Government (Function &amp; General) Regulations 1996</i>
<b>Attachments:</b>	<i>Appendix SCM: 12.10A – Risk Assessment Appendix SCM: 12.10B – SWAMP</i>

**Overview**

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

**Background**

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

At the Integrated Planning Committee meeting of 13<sup>th</sup> April 2022, the Committee deferred consideration of the Asset Management Plan Works Programs (AMPs) and required the Chief Executive Officer to review the AMPs and LTFP in an attempt to provide a balanced 10 year LTFP by 4<sup>th</sup> May 2022.

**Legal Implications**

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

**Local Government (Administration) Regulations 2011**

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

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

**Strategic Community Plan**

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

**Environment** - None.

**Precedents**

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

**Budget Implications**

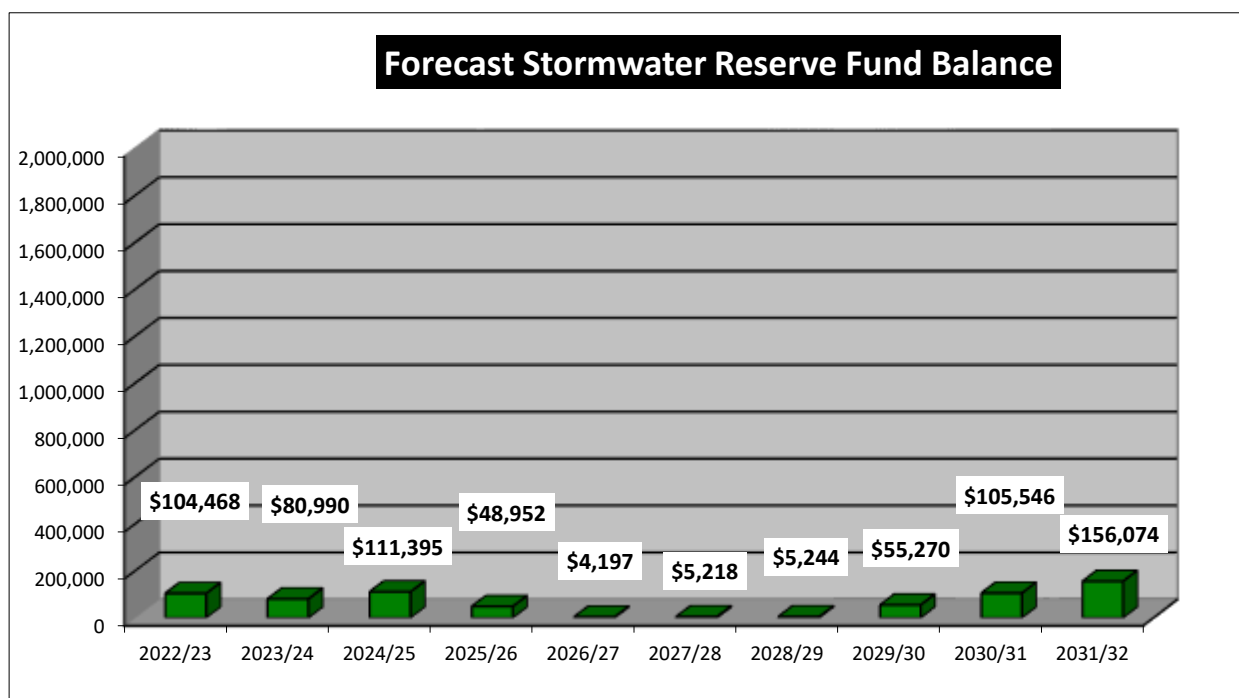
The Stormwater Asset Management Plan Works Program was reviewed with no changes recommended to the upgrade/expansion program. There is currently no renewal program and it is recommended that the reserve transfers be reduced as the reserve balance was growing to \$776,000 over the 10 years.

The following reserve transfer changes are proposed in the amended Stormwater 10 Year Program compared to the previously adopted annual transfer:

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
	<b>Annual Transfer ( x \$1,000)</b>										
2020-2021 endorsed	0	25	25	25	25	50	50	50	50	100	
Adopted 2022-2023 (originally)		25	25	25	50	50	100	150	200	200	200
Amended 2022-2023		25	25	30	30	50	50	50	50	50	50
Changes in annual reserve transfer		0	0	+5	-20	0	-50	-100	-150	-150	-150

LTFP = Long Term Financial Plan

The resulting changes will allow for the following reserve balances over the 10 year program:



### **Budget – Whole of Life Cost**

The purpose of the SWAMP is to plan for the expansion, upgrade, renewal and maintenance of the Shire's stormwater drainage network and is essentially dealing with the full life cycle requirements of stormwater infrastructure.

### **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 SCM: 12.10A] for full assessment document.

<b>Tier 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Stormwater Asset Management Plan 2022/23 – 2031/32
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	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. Risk that customer levels of service are reduced or maintained to meet public expectation.

### **Officer Comment**

The 13<sup>th</sup> of April 2022 IPC meeting reports gave a detail account of the review process and changes to the programs since the previous adopted programs in 2021.

No changes to the SWAMP Works Program was made since the 13<sup>th</sup> of April 2022 IPC meeting reports.

Change to the reserve transfers are recommended. Please refer to Budget Implication section for more detail.

Projects cost in the SWAMP Works Program are only allocations based on similar projects.

Staff have reviewed 2022/23 projects and have a moderate confidence that projects can be delivered within budget and on time.

It is recommended that the Committee considers the 10 Year Stormwater Expansion & Upgrade program for adoption with the associated reserve transfers.



A summary of the 10 Year Stormwater Expansion & Upgrade program is provided for in [Appendix SCM: 12.10B].

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

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

22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	Total
(x \$1,000)										
25	25	30	30	50	50	50	50	50	50	450

- Endorses the following 10 year Stormwater Asset Management Plan 2021/22-2030/31 program of works:**

Shire of Dardanup  
 Asset Management Plan Summary - Stormwater Drainage  
 10 Year Works Program  
 2022 - 2023

EXPANSION & UPGRADE

Drainage System	Asset Type / Activity	Funding (%)	Funding Source	EXPENDITURE BY YEAR										
				2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030	2030 - 2031	2031 - 2032	
Weetman Road	Widen Culvert	44.5%	Developer Contributions	40,000										
Brett Place	Open drain upgrade	0.0%		20,000	49,200									
Twomey Road	Widen Culvert	0.0%		15,000										
Hands Creek	Erosion Control			43,076										
Hands Creek	Improve water quality	0.0%					92,775	95,095						
Hamilton Road - Hale Street	Improve drainage capacity	60.0%	RRG - Hamilton is a regional road						121,840	124,886				
<b>SUBTOTALS</b>				<b>118,076</b>	<b>49,200</b>	<b>0</b>	<b>92,775</b>	<b>95,095</b>	<b>121,840</b>	<b>124,886</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Jason Gick – Manager Operations</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function &amp; General) Regulations 1996</i>
<i>Attachments:</i>	<i>Appendix SCM: 12.11A – PVAMP Appendix SCM: 12.11B – Risk Assessment</i>

**Overview**

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

The Asset Management Plan now shows Year 1 as 2022/23.

**Background**

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

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

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

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

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

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

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

**Legal Implications**

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

*Local Government (Administration) Regulations 2011*

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

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

**Strategic Community Plan**

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

**Environment** - None.

**Precedents**

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

**Budget Implications**

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

- Plant Expenditure Summary [Appendix SCM: 12.11A];
- Plant Revenue Summary [Appendix SCM: 12.11A]; and
- Plant Reserve Fund Summary [Appendix SCM: 12.11A].

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

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

### **Budget – Whole of Life Cost**

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

### **Council Policy Compliance**

Replacement triggers used are in accordance with Policy Infr CP048.

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

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix SCM: 12.11B] for full assessment document.

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

### **Officer Comment**

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

1. All purchases and disposals that were expected to be due in the first two years of the program have been moved to Year 3 of the program.
2. Those items moved from the first two years to Year 3 are then further rescheduled in the 10 year program for subsequent changeovers. These changeovers are based on the triggers contained in Council's Policy Infr CP048 – Plant & Vehicle Acquisition and Disposal Policy.

3. The trade-in values of those items moved from the first two years to Year 3 have been reduced to reflect the loss in resale value due to the extended use and age of the item (i.e. further depreciated).

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

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

***Change to Officer Recommendation***

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the 10 year Plant & Vehicle Asset Management Plan 2022/23-2031/32 acquisition and replacement program [Appendix SCM: 12.11A].**

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

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Reporting Officer:</b>	<i>Mr Allan Hutcheon – Procurement Officer Mr Phil Anastasakis – Deputy CEO</i>
<b>Legislation:</b>	<i>Local Government Act 1995 Local Government (Function &amp; General) Regulations 1996</i>
<b>Attachments:</b>	<i>Appendix SCM: 12.12A – Executive &amp; Compliance AMP Appendix SCM: 12.12B – Risk Assessment</i>

**Overview**

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

**Background**

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

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

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

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

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

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

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

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

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

### **Legal Implications**

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

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

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

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

### **Strategic Community Plan**

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

**Environment** - None.

### **Precedents**

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

### **Budget Implications**

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

- Executive & Compliance Vehicle Summary [Appendix SCM: 12.12A];
- Executive & Compliance Vehicle Revenue Summary [Appendix SCM: 12.12A]; and
- Executive & Compliance Vehicle Reserve Fund Summary [Appendix SCM: 12.12A].

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



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

### **Budget – Whole of Life Cost**

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

### **Council Policy Compliance**

Replacement triggers used are in accordance with:

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

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

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

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix SCM: 12.12B] for full assessment document.

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Service Interruption	Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.

**Officer Comment**

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

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the 10 year Executive & Compliance Vehicle Asset Management Plan 2022/23- 2031/32 acquisition and replacement program [Appendix SCM: 12.12A].**

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

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Gary Thompson - Manager Sport &amp; Recreation</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix SCM: 12.13A – Eaton Recreation Centre AMP</i> <i>Appendix SCM: 12.13B – Risk Assessment</i>

**Overview**

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

**Background**

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

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

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

**Legal Implications**

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

**Local Government (Administration) Regulations 2011**

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

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

**Strategic Community Plan**

Various Strategies across the organisation within the Strategic Community Plan.

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



**Budget – Whole of Life Cost**

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

**Council Policy Compliance**

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

**Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix SCM: 12.13B] for full assessment document.

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

**Officer Comment**

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

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the 10 year Recreation Centre Equipment Asset Management Plan 2022/23-2031/32 acquisition and replacement program [Appendix SCM: 12.13A].**

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

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Reporting Officer:</b>	<i>Mr Chris Murray – Manager Information Services Mr Phil Anastasakis – Deputy CEO</i>
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Attachments:</b>	<i>Appendix SCM: 12.14A – IT AMP Appendix SCM: 12.14B – Risk Assessment</i>

**Overview**

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

**Background**

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

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

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

**Legal Implications**

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

**Local Government (Administration) Regulations 2011**

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

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

### **Strategic Community Plan**

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

**Environment** - None

### **Precedents**

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

### **Budget Implications**

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

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

A copy of the proposed IT Asset Management Plan 2022/23 – 2031/32 is attached [Appendix SCM: 12.14A].

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

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

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

### **Budget – Whole of Life Cost**

Budgeted expenditure and reserve transfer requirements are included annually in the IT Asset Management Plan to enable the ongoing replacement of IT assets and infrastructure at the end of their useful life. In recent years more IT infrastructure and hardware items have been treated as leased assets rather than outright purchase assets. The leasing model is now moving to purchased assets, as the accounting requirements for leasing have become untenable for the Shire to manage and the benefits of leasing have diminished.

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

### **Council Policy Compliance**

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

### **Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix SCM: 12.14B] for full assessment document.

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

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

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

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

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

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

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



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

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

- *Next Budget – 2022/23*

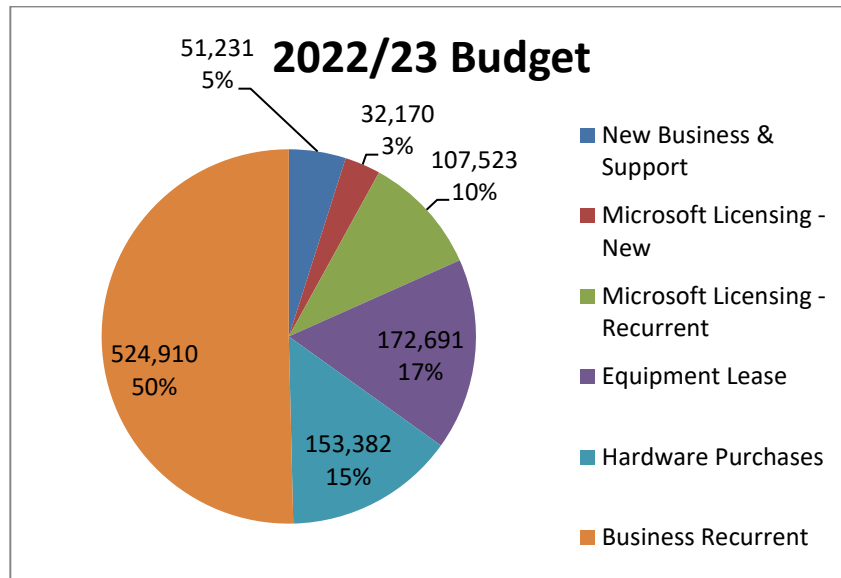
The major deliverables for Information Services for this coming year include:

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

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

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

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



- *New Business and Support*

Goals for the next accounting period include finalising the upgrade to SharePoint 2019 and the work impacted by this on the TARDIS and Fusion systems.

- *Microsoft Licences and Microsoft Recurrent*

This relates to the cost of using Microsoft technologies as the base for our desktop and server operating systems, application software and other backend services such as SharePoint and SQL server. Microsoft have moved to subscription models for most products and these will be charged annually on an ongoing basis. This is the last year of the negotiated agreement between the three local Shires and possible discounts and pricing impacts will need to be explored before the next financial year.

- *Business Recurrent*

Recurrent costs that are formed by annual maintenance or ongoing subscriptions for software. Most application software and hardware required software products incur some form of annual cost that is captured here.

- *Equipment Lease*

This relates to the annual lease cost for both desktop and most of the current infrastructure technologies used by the Council. The leasing costs will reduce over time and the hardware purchase expenditure will increase as we move back to a purchased equipment model. The new Multi-Function Devices (photocopier / printers) contract is currently being finalised and these devices will move from leasing to a Managed Print Service model.

- *Hardware Purchases*

This is the allocation for the purchase of IT equipment. These costs will increase over time as the current leases come to an end and equipment will need to be replaced. The intention is to aim for extended return on investment where assets may remain serviceable for one or two years beyond the leased life cycle. The coming year does require some investment in Storage Systems, UPS and switching hardware as a number of previously purchased assets are end of life.

**Council Role** - Executive/Strategic.

**Voting Requirements** - Simple Majority.

**Change to Officer Recommendation**

No Change. OR:

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

**OFFICER RECOMMENDED RESOLUTION**

THAT Council adopts the IT Asset Management Plan 2022/23 – 2031/32 [Appendix SCM: 12.14A].

**13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

None.

**14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**15 PUBLIC QUESTION TIME**

**16 MATTERS BEHIND CLOSED DOORS**

None.

## **17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 25<sup>th</sup> of May 2022, commencing at 5.00pm.

There being no further business the Presiding Officer to declare the meeting closed.



