



Shire of
Serpentine
Jarrahdale

General Meeting of Electors Minutes

6:30pm

Wednesday, 16 March 2022

Contact Us

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In Person

Shire of Serpentine Jarrahdale
6 Paterson Street, Mundijong WA 6123
Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au



Minutes of the General Meeting of Electors of the Shire of Serpentine Jarrahdale held on Wednesday, 16 March 2022 in the Council Chambers, Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong, commencing at 6:30pm.

Minutes

1. Attendances and apologies (including leave of absence):

Attendees:

Councillors: M Rich.....Presiding Member
R Coales
T Duggin
D Strautins

Officers: Mr P Martin.....Chief Executive Officer
Ms H Sarcich.....Deputy CEO / Director Community
and Organisational Development
Mr F SullivanDirector Corporate Services
Mr A TrosicDirector Development Services
Mr R NajafzadehDirector Infrastructure Services
Dr K ParkerManager Governance and Strategy
Ms M Gibson.....Governance Officer – Council and Committees
(Minute Taker)

Apologies: Councillor D Atwell
Councillor M Byas
Councillor M Dagostino
Councillor G Singh
Councillor L Strange

Members of the Public: 10

Councillor Rich declared the meeting open at 6:31pm and welcomed members of the Public, Councillors, and Staff to the 2020-2021 General Meeting of Electors.

Councillor Rich acknowledged that the meeting is being held on the traditional lands of the Noongar People, and paid her respects to the Traditional Owners, Elders Past, Present and Emerging.

The procedures for the meeting are as specified in the Act and the *Local Government (Administration) Regulations 1996*. The legislation states that the procedure to be followed at the meeting is to be determined by the person presiding at the meeting.

The Presiding Member, Councillor Rich advised that the meeting will be conducted generally in a manner consistent with the Shire's Standing Orders.

Regulation 18 of the *Local Government (Administration) Regulations 1996* states that:

1. Each elector who is present at a general or special meeting of electors is entitled to one vote on each matter to be decided at the meeting but does not have to vote.



2. All decisions at a general or special meeting of electors are to be made by a simple majority of votes.
3. Voting at a general or special meeting of electors is to be conducted so that no voter's vote is secret.

The structure of the meeting shall be:

- Public Questions of which prior notice has been given.
- Public Questions received from the floor.
- Public Statements of which prior notice has been given.
- Public Statements received from the floor.
- Motions of which prior notice has been given.
- Motions received from the floor.

Each elector wishing to ask a question may ask a maximum of three questions related to the purpose of the meeting.

Public statements must be not greater than three minutes in length.

Motions may be debated with speakers for and against the motion. No speaker may speak for greater than 5 minutes regarding a motion.

The provisions related to conduct that operate in the Standing Orders are to apply. This means that each person present is to extend due courtesy and respect to all in attendance.

Electors were provided with a voting card. When a motion is called for a vote electors are to raise the card to determine if the motion is carried or lost.

Decisions made at the electors' meeting will be considered at a future Council Meeting, in accordance with legislation.

In accordance with the Shire of Serpentine Jarrahdale's Standing Orders, it is not permitted to record the meeting.



2. Annual Report, incorporating Annual Financial Statements for the year ending 30 June 2021:

2.1 Shire President's Report:

Shire President, Councillor Rich read the 2020-21 Shire President's report.

It is my pleasure to present the Shire of Serpentine Jarrahdale 2020-21 Annual Report.

Over the past financial year our Shire and our community have continued to navigate the effects of the COVID-19 pandemic.

My address in the previous Annual Report noted the social and economic challenges the first six months of the pandemic had presented to us, and while we continue to face many of these same challenges, I would like to highlight the significant progress we have made in bouncing back at a local level from this global crisis.

As a Council, administration and most importantly a community, Serpentine Jarrahdale has banded together to make great strides in the recovery process.

With limited COVID restrictions experienced in WA, it has been great for our community to re-connect through our community events calendar. Some of the highlights include:

- Seniors Week Garden Party
- 12 Days of Christmas events
- 2021 Australia Day Citizenship Ceremony and Citizen of the Year Awards
- Food Truck Fiesta
- Jarrahdale Community Movie night
- Be Bushfire Ready Community Day
- Early Years Family Fun Day
- Youth Fest 2021
- Byford Multicultural Festival

Investment in road safety continued to be a focus over the past 12 months, with the following key projects delivered:

- Completion of the Abernethy Road upgrade
- Mundijong Road and Kargotich Road roundabout
- Rehabilitation works completed on Soldiers Road
- Jarrahdale Road bridges renewed

The Council also endorsed the relocation of the Shire's Library Service to Byford Hall, which will provide residents with access to an enhanced library facility, along with the establishment of a Mobile Library Service. With the planning and design underway for these two projects, we look forward to unveiling the new facility and mobile service to our community in early 2022.



We have also continued to work collaboratively with the State Government on the planning of two key major infrastructure projects planned for our region – the 14 km Tonkin Highway extension and the 8km Byford Metronet rail extension.

Community engagement has also been a focus, with the launch of our new online community engagement portal, Your Say SJ.

This has provided greater opportunities and accessibility for our community to provide their feedback and inform the development of policies, plans and projects. We look forward to strengthening our community engagement over the next 12 months.

During the past year we have continued our advocacy to secure external funding to assist in the planning and delivery of community infrastructure to ensure we have the facilities and amenities to support our growing community.

Significant achievements include:

- \$30.4 million for the new Byford Health Hub
- \$20 million to deliver stage 1A of the Keirnan Park Sporting and Recreation Precinct
- \$18 million to upgrade Kargotich, Orton and Soldiers roads
- \$1.3 million towards a new Nature Playground and Water Splash Park
- \$800,000 to deliver the next stage of the Byford Skate Park project

Further progress will be made in the projects mentioned above, as we continue to plan and deliver the facilities, services and programs to support our residents to thrive.

With the next Federal Government election due by May 2022, the Shire will continue to advocate to major political parties for commitments to support the delivery of key infrastructure projects to support our growing community.

On behalf of the Shire I would like to thank our community who make Serpentine Jarrahdale the wonderful place it is.

I look forward to a successful year ahead as we continue to make Serpentine Jarrahdale the best place to live, work and play.

Cr Michelle Rich

Shire President

2.2 Chief Executive Officer's Report:

The Chief Executive Officer, Mr Paul Martin read the 2020-21 Chief Executive Officer's Report.

The 2020/21 Financial year was a successful period for the organisation, as we continued our work to deliver on the aims and aspirations of the Shire's Strategic Community Plan.

As the Shire continues to experience rapid growth, we are continuing our work to ensure we have contemporary planning frameworks in place to support the investment and delivery of community infrastructure required for our region.



Completion of key strategic planning documents includes the Byford and Mundijong District Structure Plans and Development Contributions Plans, the Community Infrastructure Development Contribution Plan and Council endorsement of the West Mundijong Local Structure Plan for approval by the West Australian Planning Commission.

With the confirmation on the Byford Metronet Rail extension, the Shire secured a 7000sq.m community and civic centre site in the Byford Town Centre. A master planning project will be carried out with our community, businesses and key government agencies and departments to achieve the best community outcomes for this site, as well as ensuring it integrates with the future Byford Train Station and Town Centre precinct.

The Shire has continued to work collaboratively with Main Roads WA as they progress the planning and design of the Tonkin highway extension project, as well as with their early planning work for the freight rail re-alignment.

In August 2020, the Shire hosted the hosted a State Government Community Cabinet Meeting, where the Shire President and I launched the Shire's 2021 WA State Government election priorities.

Over the next six months, we engaged with the major political parties and candidates contesting the seat of Darling Range to outline the Shire's election priorities ahead of the March 2021 State election.

The Shire's advocacy efforts helped deliver the following funding commitments for our community by the State Government:

- \$30.6m for the Byford Health Hub
- \$20m for Kiernan Park Stage 1 (although identified and communicated as an election request this was provided as part of COVID stimulus)
- \$18m for upgrades to Soldiers, Orton and Kargotich roads
- \$11.5m for Stage 4 of Byford Secondary College
- \$1.3m towards a Nature Play and Water Splash Park
- \$800,000 for Byford Skate Park
- \$106,000 for upgrades to the SJ Community Recreation Centre

Waste management remained a key focus, with the re-opening of the Watkins Road Waste Transfer Station and Recycling Centre in November 2020. The facility has proven to be very popular with residents, and has helped the Shire towards achieving its recycling and waste diversion targets.

Other key community projects delivered include:

- Keirnan Park Master Plan and Business Case
- Mundijong Rd/Kargotich Rd Roundabout
- Completion of civil works on the Nicholson Road Upgrade (South) and Kargotich Road Upgrade
- Installation of basketball, netball hoops and resurfacing at the Byford Multi-Purpose Courts



- Completion of Environmental conservation works at Serpentine Sports Reserve
- Commenced the Library re-location project

Investment in Technology One software has continued as the Shire enhances and integrates our operating systems to drive internal efficiencies. Modules that have gone live over the reporting period include Corporate Business Plan Performance Reporting, Enterprise Budgeting, e-Recruitment, Works and the Customer Relationship Management system.

This was also the first year that the Shire delivered against a fully costed and Integrated Planning and Reporting Framework, including the Annual Budget, Corporate Business Plan and Long Term Financial Plan. The Shire has continued to stabilise its financial performance over the past three years, and this is reflected in the Shire's 2020/21 Financial Health Indicator score.

Like all organisations and industries, the Shire has experienced challenges in attracting and retaining staff required across all levels of project delivery, which has impacted capital delivery timelines, with a number of budgeted projects carried forward.

This is reflected by the increase in the Current Ratio, due to non-operating grants being received but unspent leading to an increase in cash held, and a drop in the Asset Sustainability Ratio, which reflects asset renewal expenditure as a percentage of depreciation.

To improve the Shire's capacity to deliver capital projects, a restructure of the Infrastructure Directorate has been undertaken to refine the organisational structure of the team and enable better outcomes in this regard.

We have continued our focus on community and stakeholder engagement, with the adoption of our first Community Engagement Policy and Strategy and development of our new online engagement portal, Your Say SJ.

Thank you to our passionate community for being engaged with us – we look forward to strengthening our community engagement with you over the coming years.

Thanks to the Councillors for your support, guidance and direction you have provided over the past 12 months.

And a particular thanks to the staff of the Shire - without your efforts, professionalism and drive we would not have been able to deliver these outcomes.

I look forward to continuing to leading the organisation to deliver the projects and initiatives that the Council and community desire over the coming years.

Paul Martin

Chief Executive Officer

2.3 Auditor's Report:

Mr Frazer Sullivan, Director Corporate Services read the Opinion from the 2020-2021 Independent Auditor's Report.

Independent Auditors Report to the Councillors of the Shire of Serpentine Jarrahdale.



Report on the Audit of the Financial Report

Opinion

I have audited the financial report of the Shire of Serpentine Jarrahdale (Shire) which comprises:

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information
- the Statement by the Chief Executive Officer.

In my opinion the financial report of the Shire of Serpentine Jarrahdale:

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

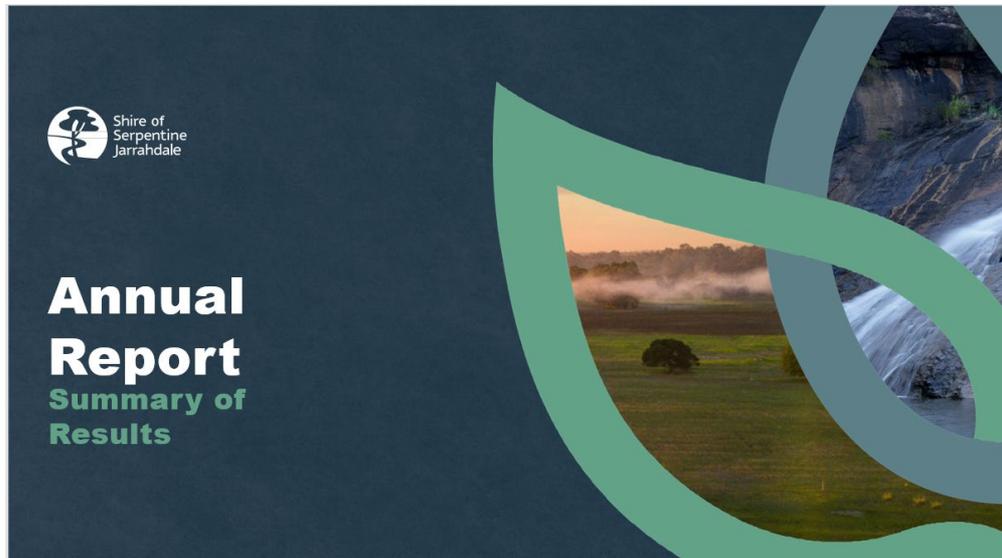
Report on other legal and regulatory requirements

In accordance with the *Local Government (Audit) Regulations 1996*, I report that:

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
 - a) The Operating Surplus Ratio as reported in Note 32 of the financial report is below the Department of Local Government, Sport and Cultural Industries' basic standard for the current year and past two years.
- (ii) The following material matter indicating non-compliance with Part 6 of the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* or applicable financial controls of any other written law was identified during the course of my audit:
 - a) Daily banking reconciliations were not evidenced as reviewed by an independent person. In addition, the daily cash count for the front counter till was not performed consistently. This increased the risk of errors and omissions remaining undetected; however, our audit testing did not identify any such instances.
- (iii) All required information and explanations were obtained by me.
- (iv) All audit procedures were satisfactorily completed.
- (v) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions.



The Director Corporate Services explained the Annual Report – Summary of Results:



Net Result

- The Shire's Net Result for the year ended 30 June 2021 was \$11,661,923 compared to the Net Result for the year ended 30 June 2020 of \$18,300,936.
- This included recognition of gifted assets in the current year of \$4,717,741 compared to an amount of \$ 12,695,958 in the previous year.



Operating Results – Key Considerations

- Increase of Cash Operating Expenditure (Excl. Depreciation) of \$1,106,593 or 3.8% over the past four financial years.

Whilst

- Maintaining \$59,523,704 (11.6%) additional fixed assets.
- Servicing 1,271 (11.4%) additional rateable properties.





Financial Health Indicators

- The Financial Health Indicator is a measurement of a Local Government's overall financial health and is calculated based on allocating a score for each ratio against which all local governments are measured.
- The Shire's Financial Health Indicator Score for the year end 30 June 2020 is 69, which is a small deterioration from last year which was 72.



Financial Health Indicator

Description	Benchmark	2021	2020	2019	2018	2017
Current Ratio	1.00	2.72	1.45	1.46	1.28	1.73
Asset Consumption Ratio	0.45	0.75	0.73	0.74	0.77	0.96
Asset Renewal Funding Ratio	0.60	1.02	0.93	0.70	0.46	0.67
Asset Sustainability Ratio	0.80	0.55	0.85	0.94	0.66	0.64
Debt Service Cover Ratio	1.90	5.92	10.61	9.94	7.18	12.25
Operating Surplus Ratio	0.00	(0.11)	(0.05)	(0.05)	(0.10)	0.00
Own Source Revenue Coverage Ratio	0.35	0.82	0.85	0.86	0.82	0.86
Financial Health Indicator Score	70	69	72	73	60	66



Financial Health Indicator

YEAR	2021	2020	2019	2018	2017	2016
FHI SCORE	69	72	72	60	66	64

- A Financial Health Indicator ("FHI") score of 70 is considered a benchmark for sound financial health.
- Below is a table comparing the FHI of all local governments in the Peel Region for the period ended 30 June 2020:

Local Government	FHI Score
Shire of Serpentine Jarrahdale	69 (2021)
Shire of Murray	71
Shire of Waroona	63
City of Mandurah	40
Shire of Boddington	0





Operating Surplus Ratio

The Shire's Audit report included a Significant Adverse Trend in relation to the Shire's Operating Surplus Ratio.

The Operating Surplus Ratio has remained under the Department's standard for the past five years as indicated in the extract below:

Financial Year Ended 30 June	2021	2020	2019	2018	2017
Operating Surplus Ratio	(0.11)	(0.05)	(0.05)	(0.10)	0.00



Future Focus

- The Operating Surplus ratios is calculated as follows:

$$\text{Operating surplus ratio} = \frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$$

- As identified last year, and in line with the audit report Council needs to continue to focus on developing its own source revenue.



Operating Surplus Ratio

Officers have been working at improving the Shire's operating position through management of operating cash costs and budget initiatives however in accordance with above the issue of financial sustainability is a significant one the Shire continues to face.





Operating Surplus Ratio

The table below demonstrates the impact of these items from a financial reporting point of view over the past four financial years:

Item	FY20-21 (\$)	FY19-20 (\$)	FY18-19 (\$)	FY17-18 (\$)	% Change
Operating Expenditure excluding Depreciation - Actuals	30,264,431	28,606,201	28,399,322	29,157,838	3.8%
Depreciation Expenditure – Actuals	9,844,544	8,683,236	7,877,094	6,306,178	56.1%
Total Operating Expenditure - Actuals	40,108,975	37,289,437	36,276,416	35,464,016	13.1%
Rates Revenue - Actuals	24,457,638	24,052,373	23,169,149	21,048,793	16.2%
Rateable Properties	12,394	11,769	11,574	11,123	11.4%

Officers will continue to put forward initiatives to address these issues through the upcoming annual budget process.



Fixed Assets

The Shire's growth rate and creation and ownership of new asset (both built and gifted) is significant. The below table illustrates this growth over the past four financial years:

Item	FY20-21 (\$)	FY19-20 (\$)	FY18-19 (\$)	FY17-18 (\$)	% Change
Fixed Assets (Depreciable Assets at Replacement Cost)	573,740,979	557,504,887	527,830,837	514,217,275	11.6%

This combined with asset revaluations has resulted in a 56.1% increase in depreciation over the same period, and simultaneously there is a corresponding significant increase in maintenance costs.



The Shire President asked if there were any questions regarding the Shire President's report, the Chief Executive Officer's report or the Auditor's Report.

Ms Lana Knight

Question 1

The Nature Play Park referenced in the annual report, is that the one on Lawrence Way?

Response (Chief Executive Officer)

No, this is for a new Splash Park that is still under development, and the funding agreement will come Council at a future Council meeting.

Mr Bill Denholm

Question 1

In respect to the comparison of FHI scores for neighbouring local governments, why weren't City of Armadale and City of Kwinana included?



Response (Director Corporate Services)

Those Councils are Band One Councils and have access to greater resources and revenue streams.

2.4 Receiving of Annual Report, incorporating Annual Financial Statements for the year ending 30 June 2021

Copies of the Annual Report containing the Financial Report were available at the meeting and have been available for inspection on the Shire's website, and at the Administration Centre and the Mundijong Public Library.

GME001/03/22

MOTION / Recommendation to Electors

Moved Ms Knight, seconded Ms Conlon

That the Annual Report for the Shire of Serpentine Jarrahdale for the year 2020 / 2021 incorporating the 2020 / 2021 Annual Financial Statements and the 2020 / 2021 Auditor's Report be RECEIVED.

MOTION CARRIED

3. Business:

3.1 Public Questions of which prior notice has been given:

Nil.

3.2 Public Questions received from the floor:

Presiding Member, Councillor Rich asked if there were any public questions from the floor.

Ms Lana Knight

Question 1

In regards to the Nature Play Park on Lawrence Way, the water has been turned off. Can it be turned back on?

Response (Shire President)

The Shire President advised the question will be taken on notice. In accordance with Council Policy 1.1.3 – Public Question and Public Statement Time – Ordinary Council Meeting, a written response will be provided.

Ms Rowena Conlon

Question 1

In regards to the Special Electors Meeting held on 8 March 2022, there was overwhelming support for anti vaccination mandates, will Council support the motions carried at the meeting?

Response (Shire President)

The Minutes from the Special Electors Meeting and the motions carried will be presented for consideration at a future Ordinary Council Meeting.



Mrs Lee Bond

Question 1

Given that a State of Emergency is defined as a situation of national danger or disaster in which a government suspends normal constitutional procedures in order to regain control. The West Australian Labour Party declared a State of Emergency in March 2020, why is it appropriate to allow members of the gallery to attend tonight's electors meeting and for the Shire to hold Citizenship Ceremonies but ban members of the gallery from attending other Council meetings?

Response (Chief Executive Officer)

At the February Ordinary Council Meeting, Council resolved that Ordinary Council and Committee Meetings will be held electronically, until 1 June 2022. The Minister has not provided a framework for electors meetings to be held electronically.

Question2

How many staff are employed in the Shire Administration, how many of those employed are assistants or support workers to Officers and other general staff? Detail how many support or assistants for each Officer or Administration worker.

Response (Shire President)

The Shire President advised the question will be taken on notice. In accordance with Council Policy 1.1.3 – Public Question and Public Statement Time – Ordinary Council Meeting, a written response will be provided.

Question3

How much has been spent on consultants, new staff specifically employed for the Keirnan Street Complex, legal costs to date relating to the Keirnan Street Complex, separate detail please.

Response (Shire President)

The Shire President advised the question will be taken on notice. In accordance with Council Policy 1.1.3 – Public Question and Public Statement Time – Ordinary Council Meeting, a written response will be provided.

Ms Cheyenne Davies

Question 1

Were employees of the Shire mandated to be vaccinated?

Response (Deputy CEO / Director Community and Organisational Development)

No, the vaccination requirements for Shire employees are in accordance with State Government Directions.

Question 2

Do you believe the COVID-19 mandates in the Shire are proportionate and do you believe that they are fair?

Response (Deputy CEO / Director Community and Organisational Development)

We don't pass any comment on the State Government Directions. There are some people who are required to be vaccinated. It is a State Government matter.



Question 3

Were the Special Electors Meeting Minutes sufficient for Council to make a decision?

Response (Shire President)

That will be a matter for Council to decide.

Ms Lana Knight

Question 2

Have you done an independent risk assessment on implementing the vaccine mandates?

Response (Deputy CEO / Director Community and Organisational Development)

No, we follow Government Directions as issued by the Western Australian State Government.

Bill Denholm

Question 1

Is the Shire aiming to do more work in-house rather than employing contractors?

Response (Chief Executive Officer)

We are trying but we have had labour shortages as a result of it being a tight labour market, which has resulted in contractors conducting some work, for example, oval mowing.

Presiding Member, Councillor Rich asked if there were any further public questions from the floor. No further public questions were received.

3.3 Public Statements of which prior notice has been given:

Nil.

3.4 Public Statements received from the floor:

Presiding Member, Councillor Rich asked if there were any public statements from the floor.

Ms Cheyenne Davies

Made a statement regarding the public health mandate and what can be done at a local level.

Ms Rowena Conlon

Made a statement regarding the public health mandate and is it proportionate to the risk.

Cr Dean Strautins

Made a statement regarding technological improvements implemented in the Shire recently to enhance customer service and recent achievements.



Mrs Lee Bond

Made a statement regarding the decision to hold Council meetings behind closed doors during the Public Health Emergency, the progress of motions following the Electors Meeting and the conduct of Councillors.

Presiding Member, Councillor Rich asked if there were any further public statements from the floor. No further public statements were received.

3.5 Motions of which prior notice has been given:

Nil.

3.6 Motions received from the floor:

Presiding Member, Councillor Rich asked if there were any motions from the floor.

GME002/03/22

MOTION

Moved Ms Davies, seconded Ms Conlon

That Council:

- 1. Respectfully REQUESTS the Minister for Emergency Services, the Minister for Health, the Minister for Police, the Police Commissioner, the Chief Health Officer and the Premier to provide the adequate scientific, medical and legal evidence for the justification of our State of Emergency, as this is the legal basis of the mandatory vaccination policy.**
- 2. Respectfully REQUESTS the Minister for Health to revoke the Public Health State of Emergency Declaration as outlined in the *Public Health Act 2016*, section 171, as this is the legal basis of the mandatory vaccination policy.**

MOTION CARRIED

GME003/03/22

MOTION

Moved Ms Knight, seconded Ms Conlon

That Council formally REQUEST and ADVOCATE for the State Government of Western Australia to release the Health Advice on which the current mandates in relation to COVID-19 are based, including the names and qualifications of those providing said Health Advice.

MOTION CARRIED

Presiding Member, Councillor Rich asked if there were any further motions from the floor. No further motions were received.

4. Closure:

There being no further business, the Presiding Member declared the meeting closed at 7:33pm.