



Shire of
Serpentine
Jarrahdale

Ordinary Council Meeting Minutes

7.00pm

Monday 27 November 2017

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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



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Minutes of the Ordinary Council Meeting held in the Council Chambers, 6 Paterson Street, Mundijong on Monday 27 November 2017. The Shire President declared the meeting open at 7.01pm and welcomed Councillors, staff and members of the gallery and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid her respects to their Elders past and present.

Minutes

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

In Attendance:

Councillors: M Rich Presiding Member
D Atwell
M Byas
R Coales
B Denholm
K McConkey
S Piipponen
J See

Officers: Mr K Donohoe Chief Executive Officer
Mr A Schonfeldt Director Development Services
Mr P BalleyActing Director Infrastructure Services
Mr P Kocian Acting Director Corporate and Community Services
Ms A LierschAgendas and Minutes Officer (Minute Taker)

Leave of Absence: Nil

Apologies: Councillor Gossage

Observers:

Members of the Public – 29
Members of the Press – Nil
Shire Officers - 2

2. Public question time:

2.1 Response to previous public questions taken on notice:

There were no questions taken on notice as the Ordinary Council Meeting held on 16 October 2017.

2.2 Public questions:

Public question time commenced at 7.02pm.

Mrs L Bond, Box 44, Armadale WA 6112

Question 1

What actions have or are being taken with regard to kemmat lv50 escaping from the chicken broiler farm on King Road, Oakford onto the Jandakot water mound, refer to you tube video



during cleaning of the containers and what actions have or are being taken with regards to the non approved transport depot on the cnr King Rd and Abernethy Rd, Oakford believed to be servicing their trucks on the property

Response

This question will be taken on notice and a response provided to Mrs Bond.

Question 2

Does the Australian native nursery on King Rd Oakford have a nutrient plan, if so, does the Serpentine Jarrahdale Shire council have knowledge or a copy of this plan and does the council have all details and have they given approval of the expansion of this nursery including it being open to the public?

Response

This question will be taken on notice and a response provided to Mrs Bond.

Question 3

Is the Shire aware of where the sulphate acid soils have been moved to from the property on Orton Rd Oakford abutting bio- organics property as these were not remediated?

Response

This question will be taken on notice and a response provided to Mrs Bond.

Ms Caren Earl, lot 329, 186 Bournbrook Avenue, Cardup

I am a resident of lot 329, 186 Bournbrook Ave Cardup.

The proposed monopole is 18m from my boundary. I have attached a photo of the proposed site, this is the view from my alfresco. The proposed monopole will be built between the 2 arrows with the possibility of the tree circled been removed by Eastern view on plans.

Question 1

Visual impact to my property is 100% this has been deemed acceptable by council officers whom have also stated that the current vegetation is to remain during construction and new vegetation is to be planted. What is classed as acceptable size vegetation? which has to be planted within 60 days of construction to reduce my visual impact when a 2.4m chain link fence is going to be installed!

Response

The Shire has a list of plant species that are considered acceptable in providing screening . To this end, the species Eucalyptus Rudis (Flooded Gum) trees with a minimum height of 2 meters is the Shire's preferred option in providing screening . Details of the vegetation proposed to be used will be further assessed as part of the Applicants Landscape Management Plan which is required to be submitted to the Shire as a condition recommended to form part of the approval. This process will ensure Shire officer can assess all details of the vegetation including its density, overall height and maintenance methods.

Question 2

Optus has stated that they have searched the area for suitable sites and no other sites are acceptable, yet in another application for a telecommunications pole at lot 394 Robertson Rd Cardup which is an industrial site, they state that they do not have suitable coverage from this proposed tower and it is also recognized by council officers that it does not meet location requirements of local planning policy. Also there are 2 other poles with in the Byford area, 1 in the industrial area off SW HWY and also a council tower up on the scarp with a 50km coverage which was explained to my neighbor by the Ranger. So why should it be considered at all in a residential area when there is other options.?



Response

Whilst the Shire's local planning policy does intend for these facilities to be located in zones other than the Special Rural zone, the policy's objectives requires consideration of the coverage and balancing the community's need for communication with the potential impacts on the environment. The applicant has advised that in accordance with their coverage requirements this tower is required to ensure that appropriate coverage is maintained in this area.

The Shire's local planning policy also does not allow towers to be located within 500m of each other. As the tower proposed at 394 Robertson Road will be over 2.7km away from the proposed tower at 57 Cavanagh Close; and the other closest tower in relation to the proposal is an approved, but not yet constructed NBN tower, at 264 Gossage Road, which is 2.7km away; the application does satisfy the 500m requirement. With regards to the "Shire's tower" on Kingsbury drive this is used primarily for emergency services and although other telecommunications infrastructure is on this tower it is 14.5km away from the proposed tower.

Question 3

Due to the land owners been offered compensation for this monstrosity of a pole to be erected why have neighbouring properties not been offered compensation for the major visual impact and reduction in land value it is going to have according to MJR real estate?

Response

The Shire is not involved in this process, but understands that no compensation has been offered however lease arrangements are standard approach for these types of facilities.

Mr John Kirkpatrick, 77 Mead Street, Byford WA 6122

OCM 28/08/17 – Item ARG005/07/17

Allegation 7 is clearly wrong as documents that I have clearly show differently as it shows that the employee in question is clearly responsible for the costs and is in breach of his contract and that the insurance company should not have paid the costs as this was raised in previous public question time when Councillor See was in the chamber

Question 1

Did Councillor See mislead the Council and other Councillor's when she stated that the Council had a clean bill of health when documentation would appear to contradict this statement and was Councillor See one of the Councillors' that was investigated in any of the matters r reported on?

Response (A response was prepared to the question but was not read on the night)

The Department of Local Government and Communities investigated a number of allegations against the Shire of Serpentine Jarrahdale. A copy of their report was included in the Minutes of the Ordinary Council Meeting of 28 August 2017. The Departments recommendations/findings were in the main around the requirement to review certain Policies which will occur as part of the Policy Review to be presented to Council in December. There was no adverse findings against the Shire, employees (past or present) or councillors.



The letter to me from the Director of Planning about LOT 3 837 S/W Highway states that original planning approval for 62 bays still stands and that the 48 bays as accepted on 24-3-2014 were sufficient at the time. Times have changed and we now have al fresco dining on the footpath in both Pitman Way and George Street also the construction of a facility on the corner of George and Pitman which increases the need for parking also the closure of the parking area on the old Byford Country Club site. We can see the illegal parking going further along George Street to the South well past the end of Mr White's property and the closure of the illegal parking opposite the Bendigo Bank.

Question 2

With the change of usage and the obvious need for the full number of parking bays will the Director of Planning please review the parking situation as commercial parking should be at the cost of the owner not the ratepayers and is the new development outside the bakery in the Road Reserve?

With the original development of the area known as Darling Downs it was all zoned Rural with various uses approved for the area. A number of areas were allocated as POS and zoned for Parks and recreation for all residents of the Shire as is all POS. Part of the original agreement was for transfer of the land to the Shire and an amount of money with it. There was to be a committee formed to manage this but it does not state from the Darling Downs necessarily to manage the reserves and the money. There was a temporary arrangement made for the Darling Downs residents to manage it for a period of time but that is no longer the case.

Response

Yes, as the matter has now been brought to our attention Shire officers will follow up on the relevant approvals.

Question 3

Was that committee ever formed and what were its terms of reference as it was managing monies vested in the Shire?

Response

This question will be taken on notice and a response provided to Mr Kirkpatrick

Public question time concluded at 7.13pm.

3. Public statement time:

Public statement time commenced at 7.13pm.

Mrs L Bond, Box 44, Armadale WA 6112

I want to thank councillors McConkey, Coales and Byas for taking the time answer my specific questions regarding why we should believe this council will be different to the last council and how will they bring transparency, honesty and integrity to the ratepayer. No doubt i will watch with great interest but i am sure you know that.

It is not an accident that i have mentioned three matters in the oakford area, there is more and i fully intend to pursue all of them.

I also make comment on the swearing in ceremony for the new councillors and express my disgust with the behaviour of far too many that evening. Applauding someone is the norm but revenge behaviour like that starts the new council off with a very nasty taste in the mouth. Those councillors who responded to my questions will have to work very hard to convince decent people that they



are different. I hope we will not see further displays like this from councillors. Ask questions on behalf of the ratepayer but not through revenge behaviour.

Mr John Kirkpatrick, 77 Mead Street, Byford WA 6122

It is good to see a change of Councillors and leadership team. I hope they take note of the size of the vote in the election and the overwhelming rejection of the previous President and the councillors that were up for re-election. The ratepayers have spoken and the community wants things done to benefit the whole community not just a favoured few.

We want the Council to communicate with the community and tell what is happening and when it is likely to happen. There will be genuine mistakes which we as ratepayers must accept but just be honest and tell us what is the problem and get on with it.

I understand that the CEO is reviewing all the Council Policies and Procedures this is a good start as it will give a sound basis to work from and avoid nepotism.

We as Ratepayers must understand that we have asked for things to be put right so we must give the leadership group time to get it done it will not and cannot happen overnight. Some things the Council does not control as it is under either State or Federal legislation.

We might not always like the answers given to us but if they can be explained in a reasonable, logical way well hard luck if you do not agree with it. The Council cannot do everything to please all every time.

It is good to see the new Council has been working with the State and Federal Government to get the Tonkin Highway on the Budget at last after many previous promises. That will open up the industrial area in Mundijong for employment. The Railway to Byford is being discussed as part of Metro Net, all we need now is for the leadership group to find a way of getting the missing portion of San Simeon Boulevard constructed and get students from the Byford Central area to the High School. San Simeon Boulevard being constructed would fix most of our traffic problems in Larson Road.

You may think that the Shire President and I are Friends and you would be correct. As I have no local family and am elderly she keeps an eye on me and rings me each morning to see if I am all right, I am not the only one she does this to. This attitude shows a commitment to members of the Community that need support from time to time. But if I feel she is wrong I will be back up here chewing her ear and she would expect no different so sort it out so that I can have some peaceful Monday evenings and good wishes and wisdom to all councillor's for the future.

Ms Colleen Rankin, address withheld

I would like to thank council for continuing the community grants, in particular the \$10,000 to the Byford Progress Association towards a new \$30,000 sculpture - a 1920s brick worker with a barrow containing historical Byford State Brickwork's bricks.

Over the past 10 years the BPA has been successful in having the South Western Highway upgraded through Byford at a total cost of nearly \$3million in close cooperation with Council. Council's only financial contribution has been \$110,000 towards the sculptures. The BPA's contribution has been \$130,000 and most of the administration and negotiation with Government Ministers and Main Roads.

I would also like to commend the outside staff for the improvements to the Tourist Information Bay on the South Western Highway near Thomas Road. The tourist information board now needs to be reinstated with advertisements for attractions throughout the Shire. The BPA will contribute \$1,500 for plants and a table and seats in this area and the Byford Envirolink will carry out the planting, mulching and watering.

**Ms Karina Salzmann Baker, address withheld**

Welcome to the newly elected and congratulations to Cr Rich and Cr Atwell on their appointments.

My statement is in relation to the situation my husband and I find ourselves in, which is being excluded to be part of the Submission process for the Plastic Manufacturing Application at lot 41 Cardup Siding Rd.

We only became aware of this Application last Monday, the 20th November, after visiting the Shire's website on unrelated matters. We waited for our Submission until Thursday 23rd November, then I rang the Planning Department that afternoon to be told that we are out of the 500 meter radius for Submissions.

Now our problem with this is that with the ever-changing Industry of this particular business and its proximity to our Community, we believe that the Radius needs to be far more reaching so people are aware and can be part of and have input. The general consensus is that the applicant and the Shire do not care about the residents' concerns. We have been labelled as being anti-Industry, which is not the case. We are concerned about the type of Industry and a great number of owner occupiers as it would seem are being left out of the loop.

Would it not serve the Community better to perhaps hold a Community Consultation with the Shire, our Council representatives, and Company to go over the very extensive sometimes-confusing Application where by people can ask questions that may alleviate some concerns? Instead of this radius acceptability that we personally find very disconcerting.

I personally did not think that 4 years down the track from the Community Consultation meeting at the Byford Hall, that we would be dealing with this now after being led to believe that this Business Park was primarily transport, logistics and warehousing but here we are and the method being used is not in the best interest of the Community.

The Submissions are due in 2 days end of business 29th November, an extension is surely required and submissions if that's the only Process afforded to us should be available for all and the radius should be no less than 1,000 to 1,500 meter radius.

Thank you

Public statement time concluded at 7.22pm.

4. Petitions and deputations:**4.1 Stuart Devenish, Game Planning Australia on behalf of Optus, regarding OCM146/11/17.**

My name is Stuart Devenish, Managing Director of Game Planning Australia, and I act on behalf of, and represent the applicant for the proposed telecommunications facility at 9 Cavanagh Close, Cardup – the subject of report and recommendation on tonight's agenda.

I wish to support the Officers assessment and recommendation for conditional approval for the telecommunications installation.

The proposed communications tower is a discretionary use – meaning the proposal must be considered on its merits.

The merits of the proposal must be determined according to the planning provisions as they apply.

In the regard, we agree with the Officers assessment and conclusion that the proposal satisfies the terms of the various requirements and objectives expressed within:

- Commonwealth radio communications standards;
- State Government policy;



- Local Planning Scheme provisions; and
- Local Planning Policy guidelines.

The terms of the application have been prepared to align with policy as close as possible while achieving the communications requirements for Cardup.

We recognise some concerns have been raised amongst the local community, and regrettably, we cannot satisfy all concerns fully.

We do point out however:

- The tower is a monopole structure, designed to be slim-line and less obtrusive than alternative forms – such as lattice type design.
- The height is only that necessary to achieve the required radio coverage;
- Radio power levels are calculated to be 196 times lower than the allowable standard set by the Australian Communications and Media Authority;
- The positioning of the tower is chosen to:
 - avoid new residential areas,
 - optimise separation from existing dwellings; and
 - be adjacent to a future major highway.

To help further reduce the visual impact of the proposed facility, the Officers recommend a landscape plan and additional planting. This is supported.

A professional landscape architect will be appointed to prepare a landscape management plan to the Shire's satisfaction. The plan will need to identify suitable:

- species;
- Sufficient maturity.

Additional planting will be implemented as part of the construction program.

To conclude, the installation is required due to the present level of coverage being inadequate to service business, residents and visitors to the area as well as emergency services.

The proposal will improve the level of service available within the Shire.

Noting the application is well within Commonwealth standards, and meets planning objectives at State and Local Government level, elected members are respectfully asked to adopt the recommendation of its Officers to conditionally approve the application.

5. President's report:

Hello and welcome to the November Ordinary Council Meeting.

It's been a very busy month, with a number of excellent community events. We have raised community safety awareness with our annual Community Barbeque series in partnership with Mundijong Police and Neighbourhood Watch. We have also been supporting the Roadside Eats food van program, which has seen wonderful local food options available to residents. The Serpentine Foothills Polocrosse tournament happened on 4 November, and on 5 November, there was the Serpentine airfield annual fly-in while the Jarrahdale Volunteer Bush Fire Brigade celebrated their 30th anniversary.

The Serpentine Jarrahdale RSL held a Remembrance Day service on 11 November 2017 at ANZAC Memorial Park. The Serpentine Jarrahdale Food & Farm Alliance Inc. showcase book 'Food and Farms in the Shire of Serpentine Jarrahdale' was launched on 23 November at Millbrook Winery, and keen fitness enthusiasts flowed into SJ for the Spartan Asia Pacific Championships from 23 to 26 November. I also attended the long-standing Darling 200 rally in Jarrahdale and



welcomed 24 new Australians to Serpentine Jarrahdale at our citizenship ceremony on 22 November.

I attended a number of strategic meetings, including the Westport Freight Forum, the Department of Local Government Sport and Cultural Industries' Mayors and Presidents workshop, and met with both Minister Allannah MacTinnan and Senator Louise Pratt.

We are looking forward to a productive December, as we progress towards wrapping up 2017.

6. Declaration of Councillors and Officers interest:

Councillor Atwell declared a financial interest in OCM146/11/17 as he has a part share in land on which Optus has a monopole and lease. Councillor Atwell will leave the chambers when this item is discussed.

Councillor McConkey declared a financial interest in OCM149/11/17 as she is an employee of a company that receives a donation from a tenderer. Councillor McConkey will leave the chambers when this item is discussed.

7. Confirmation of minutes of previous Council meeting(s):

7.1 Ordinary Council Meeting – 16 October 2017

COUNCIL DECISION

Moved Cr Atwell, seconded Cr Byas

That the minutes of the Ordinary Council Meeting held on 16 October 2017 be confirmed (E17/10320).

CARRIED UNANIMOUSLY 8/0

7.2 Special Council Meeting – Swearing In Ceremony 23 October 2017

COUNCIL DECISION

Moved Cr Byas, seconded Cr McConkey

That the minutes of the Special Council Meeting held on 23 October 2017 be confirmed subject to the amendment to part 8, Members to occupy own seats, as per the distributed seating plan (E17/10542).

CARRIED UNANIMOUSLY 8/0

7.3 Special Council Meeting – 30 October 2017

COUNCIL DECISION

Moved Cr McConkey, seconded Cr Coales

That the minutes of the Special Council Meeting held on 30 October 2017 be confirmed. (E17/10916).

CARRIED UNANIMOUSLY 8/0

**COUNCIL DECISION**

Moved Cr Byas, seconded Cr Denholm

That the Council meeting be adjourned at 7.34pm for a short break to enable Officers to check why the technology for the screens and microphones is not working.

CARRIED UNANIMOUSLY 8/0

COUNCIL DECISION

Moved Cr See, seconded Cr Piipponen

That the Council meeting recommence at 7.45pm.

CARRIED UNANIMOUSLY 8/0

8. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings:

8.1 Development Services reports

Councillor David Atwell declared a financial interest in OCM146/11/17 and left the chambers at 7.46pm while this item was discussed.

OCM146/11/17 – Proposed Radio, TV and Communication Installation (Telecommunication Facility) – Lot 57 (9) Cavanagh Close, Cardup (PA17/186)	
Author:	Regan Travers – Senior Planning Officer
Senior Officer/s:	Ashwin Nair – Manager Statutory Planning and Compliance
Date of Report:	23 October 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Proponent:	Catalyst One
Owner:	Adam Edward Bednarczyk Elisabeth Anderson
Date of Receipt:	23 March 2017
Lot Area:	1.94ha
Town Planning Scheme No 2 Zoning:	Special Rural (SR21)
Metropolitan Region Scheme Zoning:	Rural

Introduction

The report is presented to Council to consider a planning application seeking planning approval for a Telecommunication Facility at Lot 57, 9 Cavanagh Close, Cardup (OCM146.1/11/17). The development proposal was received on 23 March 2017. The determination of the application was delayed due to the applicant changing planning consultants after the application was submitted to the Shire.

The Applicant has advised that the proposed Telecommunication Facility will provide continuous mobile network coverage to the area bound by Soldier Road, Bishop Road, Kargotich Road and Abernethy Road.



The subject land is zoned 'Special Rural' in accordance with the Shire's Town Planning Scheme No.2 (TPS2). A telecommunication tower is considered a 'Radio, TV and Communication Installation' use, which is a discretionary 'AA' use within a Special Rural zone in accordance with the Shire's TPS2.

The proposal is reported to Council for determination as it proposes a variation to Local Planning Policy 3 – Telecommunications Infrastructure regarding location.

It is recommended that Council approve the application as proposed, subject to conditions.

Relevant Previous Decisions of Council

There is no previous Council decision relating to this application.

Background

The subject site features a single residential dwelling, water tank, and outbuildings associated with the single residential dwelling. The subject site is located on the corner of Cavanagh Close and Hopkinson Road, approximately 800m south of Orton Road and 2.6km north of Bishop Road. Shire Officers note that immediately east of Hopkinson Road the land is reserved for the future Tonkin Highway extension.



Location Plan

Proposed Development

The Applicant proposes a telecommunications facility as part of a nation-wide roll-out to improve mobile coverage and access to enhanced services via the Optus mobile network.

The facility comprises the following:

- One 35m tall monopole;
- Three (3) antennas mounted at the top of the monopole (resulting on overall height of 36m);
- One 600mm parabolic transmission antenna;
- One 'paper bark' coloured equipment shelter (7.5m² floor area); and
- 2.4m tall chain link fence around the monopole and equipment shelter.



The monopole and equipment shelter are proposed to be located in the south east portion of the subject site which is substantially cleared and level. A small tree and shrubs will be required to be removed to facilitate the proposed development.

The compound is set back 18m from the southern property boundary and 84m from the nearest adjoining property to the west of the subject site. The monopole is proposed to be set back five metres from the eastern property boundary which abuts Hopkinson Road. The development plans have been included as an attachment to this report (OCM146.4/11/17).



Site Plan



Community / Stakeholder Consultation

The application was advertised to surrounding landowners for a period of 21 days from 1 June 2017 to 22 June 2017 in accordance with Clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015. Submissions are summarised in Table 1 and Table 2 below.

Total Submissions	No. of different submitters	Supportive	Objections
23	17	1	16

Table 1 – Summary of Submissions

Nature of Concern	Shire Officer Comment
Visual Amenity	<p>Shire Officers acknowledge that the proposed monopole will be visible to nearby properties. Shire Officers consider the impacts of the proposed monopole to be acceptable, when balanced with the additional infrastructure service available to residents and businesses within the Shire. It is not a requirement for telecommunications facilities to be invisible.</p> <p>While the Applicant has not shown landscaping on the plan, Shire Officers have discussed the requirement for landscaping with the Applicant.</p> <p>Therefore, Shire Officers recommend a condition be added to any planning approval requiring the base of the monopole and the equipment shelter be screened by vegetation to the satisfaction of the Shire.</p> <p>This would need to be complied with for the life of the development. It would account for natural loss of vegetation and require replacement if vegetation dies or was damaged.</p> <p>Shire Officers note the existing vegetation both in the Hopkinson Road reserve and on the subject site which is considered likely to provide a partial screen to the proposed development and therefore minimise likely amenity impacts.</p>
Health	The applicant has demonstrated that the proposed development is well under the maximum public exposure limit for electromagnetic energy (EME), at 0.51%.
Land Values	Shire Officers are not able to comment on the value of properties.
Possible Alternative Locations	Shire Officers acknowledge that the proposed development is not consistent with the location requirements of Local Planning Policy 3, and that



Nature of Concern	Shire Officer Comment
	<p>is why the application is being presented to Council for determination.</p> <p>The Applicant has investigated other nearby suitable sites, however they all have similar impacts on existing residents and development.</p> <p>Moving the location of the proposed development would decrease its effectiveness in providing continuous network coverage for the specific area.</p>
Reduced Subdivision Potential	The proposed development will not have an impact on the ability to subdivide lots, which already have subdivision potential.
Traffic Impacts	<p>Construction works would affect traffic on Hopkinson Road. Traffic interruptions are typical for development which requires large components to be delivered to a site.</p> <p>Shire Officers consider the proposed development would not have any safety impacts for vehicles travelling on Hopkinson Road. It is proposed to be further set back than existing vegetation, which is in close proximity to the road pavement.</p>

Table 2 – Summary of Concerns and Shire Officer Responses

Full submissions and Shire Officers responses to concerns raised in the submissions are attached to this report (OCM146.2/11/17).

Statutory Environment

Legislation

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Metropolitan Region Scheme

Shire of Serpentine Jarrahdale Town Planning Scheme No.2 (TPS 2).

State Government Policies

Directions 2031

Draft South Metropolitan Peel Sub-Regional Framework Towards Perth and Peel 3.5 Million

State Planning Policy 1 – State Planning Framework

State Planning Policy 5.2 – Telecommunications Infrastructure

Local Planning Framework

Shire of Serpentine Jarrahdale Town Planning Scheme No.2

Rural Strategy Review 2013

Local Planning Policy 3 – Telecommunications Infrastructure



Local Planning Policy 27 – Stakeholder Engagement

Planning Assessment

Land Use

Definitions

The proposal is consistent with the following definition of 'Radio, T.V. and Communication Installation' of TPS2:

“means any land or buildings used for the transmission, relay or reception of signals or pictures, both commercial and domestic, but does not include a communications antennae domestic.”

Permissibility of Proposed Land Use

The subject site is zoned Rural under the Metropolitan Region Scheme (MRS). In accordance with Clause 24(1) of the MRS, approval of the responsible authority is required for development of land zoned Rural under the MRS. The Shire is the responsible authority for this application.

The subject lot is zoned 'Special Rural' under TPS2. A Radio, T.V. and Communication Installation is capable of approval in the 'Special Residential' zone under Clause 3.2.2 of TPS2. Table 1 of TPS2 indicates that a Radio, T.V. and Communication Installation is an 'AA' land use, which means that the Council may, at its discretion, permit the use.

Council Discretion

The Council needs to exercise its discretion before granting planning approval and give due regard to the elements of Schedule 2, Part 9, Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Deemed Provisions).

Attachment OCM146.3/11/17 details a comprehensive assessment of each of the 27 matters contained within Clause 67. For the purposes of this report, topics of concern or where variations are sought are discussed within this report including 1) Orderly and Proper Planning 2) Form of Development and 3) Amenity.

Orderly and Proper Planning

Clause 67 of the Deemed Provisions, specifically A – J, considers the state and local planning policy framework including draft schemes, strategies, state planning policies, local planning policies and the like. These frameworks provide guidance in order to establish if a development is consistent with orderly and proper planning. The Deemed Provisions also specifically require consideration of the aims and objectives of the Scheme.

Aims and Objectives of the Scheme

Clause 5.9.1 of TPS2 states the objective of the 'Special Rural' zone is:

“to depict places within the rural area wherein closer subdivision will be permitted to provide for such uses as hobby farm, horse training and breeding, rural residential retreats and intensive horticulture, and also to make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of the selected areas”.



Shire Officers consider that the proposed land use is consistent with the objective of the 'Special Rural' zone. It allows for the retention of the rural landscape and amenity, due to its location next to large trees and ability to provide a landscaping screen, in a manner, which is consistent with the orderly, and proper planning of the area.

Policy Framework

When considering the State and Local Planning Policy framework the following policies are relevant:

Directions 2031 and Beyond

Directions 2031 is a high level spatial framework and strategic plan that establishes a vision for future growth of the metropolitan Perth and Peel region; and it provides a framework to guide the detailed planning and delivery of housing, infrastructure and services necessary to accommodate a range of growth scenarios. The proposed development involves the provision of infrastructure which would service future growth in the locality. As the proposed development would provide infrastructure support to achieve the growth scenarios referred to in Directions 2031, Shire Officers consider that the proposed development is consistent with the broad vision of the Directions 2031 strategic document.

Draft Perth and Peel @ 3.5 Million

The draft sub-regional planning framework is an important mechanism for managing urban growth and achieving the increased urban consolidation and residential housing choice required to accommodate the State's anticipated long-term population growth. It has objectives related to people and society, economy, urban environment and environment/landscapes. It is relevant to the proposed development as it has potential to support growth of the local community and economy.

The proposal is consistent with the objectives of providing infrastructure in line with the Draft Perth and Peel @ 3.5 Million and Draft South Metropolitan Peel and Sub-Regional Framework Towards Perth and Peel @ 3.5 Million. These documents refer back to State Planning Policy 5.2 – Telecommunications Infrastructure, which provides a framework for the preparation, assessment and determination of applications for planning approval of telecommunications facilities within the State's planning context.

State Planning Policy No.1 (SPP1)

This Policy provides general principles for land use planning in the areas of environment, community, economy, infrastructure and regional development. Part A No.2 refers to planning taking account of and giving effect to these principles and related policies to ensure integrated decision-making throughout government. This policy applies to all land within Western Australia.

Environment

This principle encourages the protection and enhancement of key natural and cultural assets of the State and deliver to all West Australians a high quality of life based on environmentally sustainable principles. Shire Officers note that the site provides an opportunity for remnant vegetation to be retained. Shire Officers consider that appropriate landscaping of the site as part of the development will positively contribute to the natural assets of the area.

Community

This principle encourages land use planning to respond to social changes and facilitate the creation of vibrant, safe and self-reliant communities. Shire Officers note that the population of the Byford area has increased dramatically over the past ten years. The provision of telecommunication infrastructure allows the community to connect through technology.

Economy

This principle encourages land use planning to actively assist in the creation of regional wealth, support the development of new industries and encourage economic activity in accordance with sustainable development principles. This principle refers to avoiding land use conflicts by separating



incompatible economic activities and land uses. Shire Officers acknowledge that development for telecommunication infrastructure does not represent the development of a new industry, however, the provision of communications infrastructure is important supporting infrastructure to business and industry and also for innovative technologies within the Shire. Shire Officers consider that the proposed development is unlikely to result in land use conflict.

Infrastructure

This principle encourages land use planning to facilitate strategic development by making provision for efficient and equitable transport and public utilities. The proposed development requires minimal transport infrastructure. As the proposed development is telecommunications infrastructure, Shire Officers consider the proposed development to be consistent with the infrastructure principle of SPP1.

Regional Development

This principle encourages land use planning to assist the development of regional Western Australia by taking account of the special assets and accommodating individual requirements of each region. This principle does not directly relate to the proposed development as it refers to outlying regions, rather than Perth and Peel.

State Planning Policy 5.2 – Telecommunications Infrastructure

Installation of telecommunications network infrastructure usually involves the development of land and/or alteration to the appearance of buildings or structures, which may have visual impacts. This planning policy aims to balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas. Using a set of land use planning policy measures, the policy intends to provide clear guidance pertaining to the siting, location and design of telecommunications infrastructure.

The objectives of this policy are to:

- a) Facilitate the provision of telecommunications infrastructure in an efficient and environmentally responsible manner to meet community needs;
- b) Manage the environmental, cultural heritage, visual and social impacts of telecommunications infrastructure;
- c) Ensure that telecommunications infrastructure is included in relevant planning processes as essential infrastructure for business, personal and emergency reasons; and,
- d) Promote a consistent approach in the preparation, assessment and determination of planning decisions for telecommunications infrastructure.

SPP 5.2 states “*the benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area*” and sets out provisions for the location and design of telecommunication infrastructure proposals. The proposed development is proposed in a location which minimises its visual impact due to being located close to Hopkinson Road, providing the maximum possible setback from nearby residences. It is not being located in a position which would detract from a significant view of heritage item or place, landmark, streetscape, vista or a panorama whether viewed from private or public land.

The proposal is consistent with the State Planning Framework. As a result, the development is considered to be in accordance with orderly and proper planning.

Local Planning Policy 3 – Telecommunications Infrastructure

Whilst recognising the need to provide an efficient communications network for the community, there is a need to ensure that mobile phone towers/monopoles are developed in a manner which is compatible with



the surrounding environment and to not adversely impact the amenity of an area. In assessing such applications and determining whether or not to grant planning consent for any proposed mobile phone tower/monopole, Council should have due regard to the objectives and provisions of this policy.

The objectives of this policy are:

- a) To facilitate the coordinated development of mobile phone towers/monopoles in appropriate locations within the Shire.
- b) To minimise adverse impacts of mobile phone towers/monopoles on the locality, including visual impact/intrusion/clutter, impacts on residential amenity, environment and heritage.
- c) To provide a level of certainty for the industry and community in regards to the development of mobile phone towers/monopoles.
- d) To establish suitable assessment criteria for the control and siting of Mobile Phone Towers/Monopoles.
- e) To facilitate the establishment of an effective mobile telecommunications network in the Shire of Serpentine Jarrahdale, which meets the needs and expectations of mobile phone users in the community – including residents, visitors and employees.

Location

Local Planning Policy 3 provides four (4) specific requirements for development of telecommunications infrastructure regarding location, which are considered in detail below.

The first requirement is that telecommunications infrastructure should be located in the General Industry, Light Industry, Showroom/Warehouse (Highway Commercial, Town Centre, Mixed Business zones (as identified in the draft Byford Structure Plan) and Rural zone (excluding Landscape Protection Policy Area Overlay of Councils Rural Strategy), and not in any other zone(s) listed in the Zoning Table of Town Planning Scheme No.2. This is due to the opinion of Council at the time the policy was adopted, that telecommunications infrastructure development in these zone(s) would have prospect for adverse environmental, visual, heritage impact which is not in the public/community interest and/or meet long term sustainable strategic planning objectives. Towers/monopoles will also generally not be supported by Council for location reasons on local and/or Metropolitan Region Scheme reserves vested for an alternative purpose for reason of potential land use conflict, although each case will be considered on its own merits.

The proposed development is located in a Special Rural zone. While it is not listed above as a preferred location for telecommunications infrastructure, Table 1 of TPS2 lists Radio, T.V. and Communication Installation as an 'AA' (discretionary) land use which can be considered. Shire Officers consider there to be merit to the proposed location due to the monopole being proposed to be set back a suitable distance from neighbouring residences and having the benefit of being located next to a future transport corridor.

The second requirement is that monopoles should not be located within 200 metres of land zoned Urban or Urban Deferred in the Metropolitan Region Scheme. The Applicant has demonstrated that the monopole is proposed to be located 430m south of the nearest Urban zoned area. Shire Officers consider the proposed location to have a sufficient setback from Urban zoned areas. The land on the opposite side of Hopkinson Road, Lot 33 Hopkinson Road, is identified as 'Rural' and 'Primary Regional Roads' (Tonkin Highway) under the Metropolitan Region Scheme, and is zoned Special Rural under TPS2. Lot 33 Hopkinson Road is identified as subject to future investigation in the Shire's draft 2013 Rural Strategy Review.



The third requirement is that monopoles should not be located closer than 500m from each other. The Applicant has demonstrated that the closest approved tower/monopole is 2.7km away, however, that facility is yet to be constructed. Shire Officers consider that the location is consistent with Local Planning Policy 3 in this regard.

The fourth requirement is encouraging the co-location of facilities. The Applicant has advised that there are no tall structures or existing public utilities within the search area and therefore there is no opportunity for the co-location of facilities. Locations away from public roads are also encouraged. Shire Officers acknowledge that the proposed development is located close to both Hopkinson Road and the Tonkin Highway road reserve. However, increasing the setback from Hopkinson would decrease the separation distance between the proposed tower and nearby residences. In this scenario Shire Officers consider that priority should be given to maintaining setbacks to nearby residences, as the future Tonkin Highway is likely to reduce the rural amenity experienced by people travelling on Hopkinson Road. Shire Officers consider the location of the proposed development to be consistent with Local Planning Policy 3 in this regard.

Co-Location

Local Planning Policy 3 features two requirements regarding co-location.

The first is that the facility be designed in a manner which permits at least three carriers to co-locate. The Applicant has advised that co-location in a manner consistent with Local Planning Policy 3 will be able to be achieved and it is a common theme for its infrastructure. Shire Officers consider the development to be consistent with Local Planning Policy 3 in this regard.

The second is that co-location onto existing monopoles is preferred, before new facilities are proposed. As previously demonstrated by the Applicant, there are no existing monopoles nearby which offer the possibility of co-location and achieve the objectives of the Applicant. Shire Officers consider the proposed development to be consistent with the two co-location requirements of Local Planning Policy 3.

Design

Local Planning Policy 3 features five requirements regarding the design of facilities.

The first requirement is that the development be designed in a manner which has minimal impact on the streetscape and the visual amenity of the surrounding built and natural environment. The Applicant has provided justification for the proposed development based on the location being as far as possible from sensitive land uses and densely populated areas. The Applicant referred to the significant investigation of the suitability of other sites which occurred prior to identifying the subject site as being most appropriate. Shire Officers note the existing vegetation both in the Hopkinson Road reserve and on the subject site which are considered likely to provide a partial screen to the proposed development and therefore minimise likely amenity impacts.

The second requirement is that carriers are required to use techniques to blend the facility into the environment in which it is located, including the use of natural, non-reflective, compatible colours and finishes and innovative monopole designs. Shire Officers consider that the Applicant has addressed this requirement with regards to the equipment shelter, however, it has not addressed this requirement with regards to the monopole. To ensure the requirements of Local Planning Policy 3 are met, Shire Officers recommend a condition be added to any planning approval to require colours and materials to be consistent with design provision (b) of Local Planning Policy 3.

The third requirement does not apply to this application because it is not an addition to an existing structure.



The fourth requirement is that monopole construction is preferred. As the development proposes a monopole, Shire Officers consider the proposed development to be consistent with Local Planning Policy 3 in this regard.

The final design requirement is that the base of the monopole be screened by vegetation. While the Applicant has not shown landscaping on the plan, Shire Officers have discussed the requirement for landscaping and no concerns were raised. Therefore, Shire Officers recommend a condition be added to any planning approval requiring the base of the monopole and the equipment shelter be screened by vegetation to the satisfaction of the Shire.

General Requirements

The only general requirement of Local Planning Policy 3 is that all decommissioned mobile phone monopoles be removed and the site reinstated to its original condition at the proponents cost. Shire Officers recommend this requirement be added as a condition to any planning approval to ensure consistency with Local Planning Policy 3.

Form of Development

Clause 67 of the Deemed Provisions, specifically K, L, M, P, all relate to the form of the development that is required to be assessed.

Visual Amenity

Shire Officers acknowledge that the proposed monopole will have an impact on the visual amenity of the area. However, as detailed in the amenity section of this report, Shire Officers consider the proposed development to be generally consistent with the expectations of State Planning Policy 5.2 and Local Planning Policy 3. The adverse amenity impacts can be further reduced with the addition of landscaping, as recommended by Shire Officers.

Access

Access to the development is proposed to be taken from Hopkinson Road via a new access. The access will be rarely used, with the exception of infrequent maintenance. Shire Officers recommend that a condition of planning approval require vehicle access to be to the satisfaction of the Shire if it is approved.

Landscaping

The Applicant has not provided for additional landscaping. While Shire Officers acknowledge that existing remnant vegetation will provide some screening to the facility, it is not sufficient to meet Shire Officers expectations. As a result, Shire Officers recommend a condition of planning approval that requires the Applicant to submit a landscaping management plan to the satisfaction of the Shire.

Service Areas and Equipment

At the base of the monopole a 'paperbark' coloured equipment shelter of 7.5m² is proposed. Shire Officers acknowledge that equipment shelters are normally associated with monopole facilities. While Shire Officers acknowledge the 'paperbark' colour is likely to blend in with the natural landscape surrounding the site, amenity impacts of the equipment centre could be further reduced if additional landscaping was installed around the equipment shelter. Shire Officers recommend a condition of planning approval to require landscaping to be installed around the equipment shelter.



Amenity

Clause 67 of the Deemed Provisions, specifically N, relates to the amenity of the locality which is required to be assessed.

Noise, Dust and Odour

Dust is only a consideration during the construction phase of this development, as the infrastructure will not be regularly accessed after it has been installed. A condition of planning approval requiring a dust management plan would not be an appropriate measure in this circumstance, as dust from construction is unlikely to travel 150m west to the nearest residences.

Odour and noise will not be generated by the development after it has been constructed. Similar to dust, a condition of planning approval requiring odour and noise management would not be appropriate in this circumstance, given that these impacts are unlikely to affect the nearest residences which are more than 150m away.

Other Matters

Concerns were raised during the consultation period that the proposed development would have adverse health impacts on nearby residents.

The Australian Communications and Media Authority (ACMA) mandates the exposure limits of the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) Standard. The Applicant provided an Environmental EME Report using methodology developed by the ARPANSA, demonstrating that the maximum EME level of the proposed development will be 0.51% of the maximum public exposure limit.

Shire Officers consider that the abovementioned report satisfactorily addresses health concerns regarding the proposed development.

Options and Implications

Council has the following options:

Option 1: Council may resolve to approve the application subject to conditions.

Approval of the Telecommunications Facility will provide a service to the community with an acceptable impact on the amenity of the area.

Option 2: Council may refuse the application.

Refusal of the Telecommunications Facility would maintain the existing amenity of the area, however it would result in the loss of infrastructure likely to be used by community member and businesses.

Should Council resolve to refuse the application the applicant may wish to appeal the decision. Reasons for refusal must be provided to ensure Council's position can be argued at the State Administrative Tribunal.

Option 1 is recommended.

Conclusion

The proposed development will provide a service to the growing population of the Shire of Serpentine Jarrahdale and visitors to the local area of Byford. The proposed development will provide these services in a form which is generally consistent with the aspirations and objectives of TPS2 and Local Planning Policies which apply to the site.



Shire Officers acknowledge the overall positive contribution of the development to the Shire and its residents, and recommend that the application be approved subject to conditions.

Attachments

- [OCM146.1/11/17](#) – Development Application (IN17/11009)
- [OCM146.2/11/17](#) – Schedule of Submissions (E17/4587)
- [OCM146.3/11/17](#) – Clause 67 Assessment (E17/10739)
- [OCM146.4/11/17](#) – Development Plans (IN17/23002)

Alignment with our Strategic Community Plan

Outcome 3.1	A commercially diverse and prosperous economy
Strategy 3.1.1	Actively support new and existing local business within the district.
Outcome 4.2	A strategically focused Council
Strategy 4.2.1	Build and promote strategic relationships in the Shire's interest.

Financial Implications

Nil.

Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Refusal	Possible (3)	Minor (2)	Moderate (5-9)	Financial Impact - 2 Minor - \$50,000 - \$250,000	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 6 has been determined for this item. Any



items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements: Simple Majority

OCM146/11/17 Officer Recommendation

That Council APPROVES the application seeking approval for the proposed Radio, TV and Communication Installation (Telecommunication Facility) at Lot 57, 9 Cavanagh Close, Cardup, subject to the following conditions:

1. The development is to be carried out in compliance with the plans and documentation listed below and endorsed with Council's stamp, except where amended by other conditions of this consent.

Plans and Specifications	P1-3 received at the Shire's Offices on 23 March 2017
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2. Upon decommissioning of the telecommunications facility, the monopole shall be removed and the site returned to its original condition at the cost of the landowner.
3. All existing trees and vegetation on the subject lot not identified on the plans for removal, shall be retained and protected from damage prior to and during construction.
4. Any proposed constructed road access to the telecommunications facility shall be designed, constructed and maintained to the satisfaction of the Shire of Serpentine Jarrahdale.
5. A landscape management plan must be submitted and implemented to the satisfaction of the Shire, prior to development commencing.
6. A vegetation screen must be installed around the equipment shelter within 60 days of the monopole being erected, to the satisfaction of the Shire of Serpentine Jarrahdale.



OCM146/11/17

COUNCIL DECISION / Alternate Recommendation

Moved Cr See, seconded Cr Denholm

That Council APPROVES the application seeking approval for the proposed Radio, TV and Communication Installation (Telecommunication Facility) at Lot 57, 9 Cavanagh Close, Cardup, subject to the following conditions:

1. The development is to be carried out in compliance with the plans and documentation listed below and endorsed with Council's stamp, except where amended by other conditions of this consent.

Plans and Specifications	P1-3 received at the Shire's Offices on 23 March 2017
--------------------------	---

2. Upon decommissioning of the telecommunications facility, the monopole shall be removed and the site returned to its original condition at the cost of the landowner.
3. All existing trees and vegetation on the subject lot not identified on the plans for removal, shall be retained and protected from damage prior to and during construction.
4. Any proposed constructed road access to the telecommunications facility shall be designed, constructed and maintained to the satisfaction of the Shire of Serpentine Jarrahdale.
5. A landscape management plan must be submitted and implemented to the satisfaction of the Shire, prior to development commencing.
6. A vegetation screen must be installed around the equipment shelter within 60 days of the monopole being erected, to the satisfaction of the Shire of Serpentine Jarrahdale. The vegetation screen shall include mature species of Eucalyptus Rudis (Flooded Gum) trees with a minimum height of 2m, together with a mixture of other native shrubs/trees of varying heights."

Motion lost 3 / 4

Councillors See, Byas, Coales and Pipponen requested their votes against the motion be recorded.

Reasons for Change

The Officers recommendation was changed by adding additional words to recommendation 6. The reason for change was to allow additional mature screening to be planted to ensure amenity and visual sightlines were softened as much as possible.

Councillor Atwell returned to the meeting at 7.51pm.

The Shire President informed Councillor Atwell that the alternate recommendation was lost 3 / 4.

**8.2 Infrastructure Services reports**

OCM147/11/17 – Landcare SJ Inc. – Quarterly Report for the first period of 2017/2018 (SJ204)	
Author:	Vanessa Slater – Natural Reserves Coordinator
Senior Officer/s:	Pascal Balley - Acting Director of Infrastructure Services
Date of Report:	8 November 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

The purpose of this report is to provide Council with reporting information from Landcare SJ Inc as per section 4 of the Agreement for Funding and Use of the SJ Community Landcare Centre between the Shire of Serpentine Jarrahdale and Landcare SJ Inc.

It was resolved that the Shire was to formalise a reporting process of Landcare SJ project activity and performance against key service areas by way of a quarterly report to Council.

Relevant Previous Decisions of Council

As part of:-

OCM064/05/17 – Approval to enter into a service partnership with Landcare SJ Inc via the “Agreement for funding and use of the SJ Community Landcare Centre.

It was resolved that the Shire was to formalise a reporting process of Landcare SJ project activity and performance against key service areas by way of a quarterly report to Council.

Background

Landcare SJ Inc (Landcare SJ) are an incorporated, not for profit entity. Landcare SJ was incorporated in 2002, through an agreement between the Shire of Serpentine Jarrahdale (Shire) and the SJ Land Conservation District Committee (SJ LCDC) to provide coordination and management for environmental and community projects in the Shire.

The goals and objective of Landcare SJ include the development and management of programs promoting sustainable practices, conservation and restoration of native habitat and improvement of water quality in river systems, drains and wetlands.

These have been realised through activities such as:

- Engaging and training landholders and community organisations;
- Publishing documents, guides and pamphlets,
- Managing to completion on-ground projects on Shire reserves, road verges and
- Cooperatively developing, promoting and implementing the Shire’s Environmental policies including management plans, free verge plant scheme and the biodiversity strategy.

Landcare SJ fund their projects by obtaining grants from a number of government and non-government funding partnerships. Since their inception in 2002, the Shire have supported their operations with a financial contribution, which has been utilised to subsidise salary costs.



Council approved the Agreement for funding and use of the SJ Community Landcare Centre between the Shire of Serpentine Jarrahdale and Landcare SJ Inc, which included a funding component of \$200,000 plus CPI per year for a period of 3 years at the Council meeting held on the 22 May 2017, attachment OCM147.3/11/2017.

Community / Stakeholder Consultation

None required.

Statutory Environment

This item is considered in accordance with section 1.3 (3) of the *Local Government Act 1995*, which states that a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.

Comment

As part of the Agreement for Funding and Use of the SJ Community Landcare Centre between the Shire of Serpentine Jarrahdale and Landcare SJ Inc. Landcare SJ Inc. is to provide a quarterly written report to the Shire. The written report is to inform the Shire of the operation of the centre during the previous quarter. The report is to include:

- a) Landcare's delivery of the Landcare services;
- b) Income and expenditure for the Centre for the relevant period;
- c) A report on incidences at the Centre for the relevant period for which claims are or are reasonably likely to be made against the Shire or Landcare, and any other relevant details concerning insurances; and
- d) Any information on the Centre or the provision of the Landcare Services reasonably required, and requested in writing, by the Shire.

Shire officers assessed the report submitted by Landcare for the relevant period and noted Landcare is effectively delivering the services as per its Key Performance Indicators with the majority of services either started or completed.

No incidences was reported for which claims are to be sought against the Shire or Landcare.

Total expenses for the quarter is \$126,854.24 with a total net profit of \$275,321.11.

Options and Implications

N/A

Conclusion

To accept the submission of Landcare Serpentine Jarrahdale's first quarterly report for 2017/2018, as per CONFIDENTIAL attachments OCM147.1/11/17 and OCM147.2/11/2017 and have the remaining reports for the period submitted as Councillor information.

Attachments

- CONFIDENTIAL OCM147.1/11/17 - Landcare Serpentine Jarrahdale Project report for October 2017 (E17/11123)
- CONFIDENTIAL OCM147.2/11/17 – Landcare Serpentine Jarrahdale Profit and Loss Report October 2017 (E17/11125)
- [OCM147.3/11/17](#) – Landcare Serpentine Jarrahdale – Agreement for funding and use of Serpentine Jarrahdale Landcare Centre (IN17/17356)



Alignment with our Strategic Community Plan

Strategy 1.1	A healthy, active, connected and inclusive community
Strategy 2.2	A sustainable natural environment
Strategy 2.3	A productive rural environment

Financial Implications

The acceptance of this report is linked as a condition of the agreement for funding and use of the SJ Community Landcare Centre between the Shire of Serpentine Jarrahdale and Landcare SJ Inc which delivers \$200 000 plus CPI to Landcare SJ per annum for the next 3 years.

Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation. A risk rating of four has been assessed. Based on this assessment there is no requirement for the risk to be recorded on the risk register.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not accepting report	Unlikely (2)	Minor (2)	Low (1-4)	Financial Impact - 2 Minor - \$50,000 - \$250,000	Accept Officer Recommendation

Risk Matrix

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

Voting Requirements: Absolute Majority

OCM147/11/17 COUNCIL DECISION / Officer Recommendation

Moved Cr See, seconded Cr Piipponen

That Council:

1. **Receives the first quarterly report from Landcare SJ for the 2017/2018 reporting period, and,**
2. **Based on the report from Landcare SJ, determine that Landcare SJ are meeting the stated objectives and KPI's under the agreement between the Shire and Landcare SJ.**

CARRIED BY ABSOLUTE MAJORITY 8/0



OCM148/11/17 – Asset Management Planning (SJ490)

Author:	Pascal Balley – Acting Director Infrastructure
Senior Officer/s:	Kenn Donohoe - Chief Executive Officer
Date of Report:	18 October 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

In response to a Councillor motion, at the August 2017 Ordinary Council Meeting, Council resolved to request staff to develop a business case to outline a methodology and required resources to, among other things, develop 'full' asset management plans. Accordingly, Council is asked to consider the below report, and determine an asset management roadmap.

Relevant Previous Decisions of Council

OCM118/08/17 – Commissioning of an Audit Program

Background

At the Ordinary Council Meeting of August 2017, Council resolved as follows:

That a business case outlining methodology and resourcing be presented to the November 2017 Ordinary Council Meeting regarding the implementation of the following:

1. *Chief Executive Officer commissioning an audit program to be implemented and completed by June 2018 including the following outcomes:*
 - a) *Full audit and review of Asset replacement schedules,*
 - b) *Written Asset management report to Council quarterly,*
 - c) *Review Shire Asset Management Strategy,*
 - d) *Audit Shire community buildings utilisation,*
 - e) *Audit/review Shire's roads' footpaths, cycleways and drainage strategies business plans.*
2. *Individual project timelines to be developed by the Chief Executive Officer, and*
3. *The completed audit program to inform and update the Shire's Long Term Financial Plan.*

To progress Council's resolution, Officers have reviewed its current progress on each element. As part of this exercise, Officers have reviewed the status of each of the major asset classes, discussed updated processes with consultants, and considered internal capacity. Relevantly, other than quarterly reporting, officers were already working on updating asset management plans and a review of building utilisation. In addition, the Shire is required to provide infrastructure asset valuations as part of the annual report, so has an existing commitment to undertake part of the asset management plan. A detailed analysis of Council's resolution is provided in Officer Comment below.



Statutory Environment

Pursuant to *Section 6.8 of the Local Government Act 1995*, Council is requested to consider the approval of an amendment to the 2017/18 Budget for the allocation of an additional funds against general ledger account EDT525 in support of dedicated resourcing to advance the Shire's Asset Management Framework as per the above motions.

Comment

Shire Officers have commenced a review of the Asset Management Plans, this is a significant body of work and the Shire does not have a fully resourced asset management team. The carrying value of the Shire's assets is over \$250 million, and data pick-up, validation, and condition assessments of all assets is a very resource intensive (and expensive) task.

The Local Government (Financial Management) Regulations 1996 were amended to require Local Governments to revalue all assets on a 3-year cyclical basis, commencing the financial year ending 30 June 2013. A full cycle of revaluation has now been completed and the quality of the Shire's asset data has certainly improved. However, an assessment of the current asset management plans does indicate weaknesses in data, particularly for infrastructure assets such as roads, drainage, footpaths, building and open space. If the requirements of OCM118/08/17 – Commissioning of an Audit Program, are to be achieved by the 30 June 2018, a budget amendment will be required to ensure appropriate resources are in place, in terms of both internal staff resources and consultancy budget.

A breakdown of the funding amount required to complete the above motion is shown in the Table below.

Item No.	Service Description	Cost (\$)
1	RAMM Update – to reflect new areas of existing sub-divisions	4,200.00
2	Data Capture – Roads (Sealed and Unsealed), Kerb and Channel and Carparks	34,143.00
3	Asset Management Strategy - Road	25,000.00
4	Data Capture – Paths / Cycleways	6,906.00
5	Asset Management Strategy - Path	25,000.00
6	Data Capture – Drainage (20% sample of network)	64,916.00
7	Asset Management Strategy - Drainage	27,015.00
8	Data Capture – Parks	17,741.00
9	Asset Management Strategy - Park	25,000.00
10	Audit Shire Community Buildings utilisation	15,000.00
11	Asset Valuation Report – To satisfy fair value for Road and Park Asset Classes	4,000.00
12	Asset Management Software	
12.1	Annual licensing fee	29,000.00
12.2	iPad or Window field module set up	15,000.00
12.3	iPad or Window field module annual fee	6,000.00
12.4	Migration of Shire asset inventory dataset	30,000.00
12.5	Project / Contract Management	5,000.00
Total		333,921.00

The Shire's 2017/18 adopted Budget does include an allocation of \$100,000 for reviewing asset management plans and a further allocation of \$100,000 for other works, including commencement of data pick-up for drainage, bridle paths and street trees. An additional **\$223,921** is therefore requested to complete the above scope of work.

Currently Officer's rely on a host of different systems to record, store and manage the Shire's asset data. Utilisation of these systems makes the management of assets onerous and ineffective. Officers require



one centralised asset management system to successfully implement Council Resolution OCM118/08/17 – Commissioning of an Audit Program, which states in part the following;

- a) Full audit and review of Asset replacement schedules,
- b) Written Asset management report to Council quarterly,
- c) Audit Shire community buildings utilisation,
- d) Audit/review Shire’s roads’ footpaths, cycleways and drainage strategies business plans,

To that end, the Shire has sought, through WALGA’s Preferred Supplier System, quotes for a complete asset management system. Quotations were requested from qualified and experienced asset management software specialists. The received quotations were evaluated with an Officer recommendation made to proceed with the purchase of Asset Finda Asset Management System as per the fee breakdown below. Asset Finda is a robust system that is widely used by numerous Local Government authorities including the surrounding Local Governments. It is recommended to allocate the following cost for the purchase of the system:

- a) \$29,000 initial cost of a fixed asset management system. This cost is also to be paid annually in licensing fees.
- b) \$30,000 for data migration from the various systems currently used into the new system. Best practice is to streamline the myriad of systems to ensure a one stop assets management point and ensure effectiveness.
- c) \$15,000 for a portable asset pick up and remote transfer asset management unit with a \$6,000 annual licensing fee,
- d) \$5,000 for contract management.

Options and Implications

Option One: That Council approves an amendment to the 2017/18 Budget for the allocation of an additional \$223,921.00 against general ledger account EDT525 to support dedicated resourcing to advance the Shire’s Asset Management Framework as per the above motion.

Option Two: That Council does not approve an amendment to the 2017/18 Budget for the allocation of an additional \$223,921.00 against general ledger account EDT525 to support dedicated resourcing to advance the Shire’s Asset Management Framework as per the above motion.

As Option One addresses the motion of Council resolution OCM118/08/17 – Commissioning of an Audit Program, this is recommended.

Conclusion

In response to a Councillor motion at the August 2017 Ordinary Council Meeting, Shire Officers developed a business case outlining resourcing for best practice asset management recording. Officers are seeking Council support for provision of funding through an amendment to the 2017/18 Budget and allocation of additional \$223,921.00 against general ledger account EDT525 to support the development of a ‘full’ asset management plans to be completed by June 2018.

Attachments

- [OCM148.1/11/17](#) – Commissioning of an Audit Program (CR17/136)

Alignment with our Strategic Community Plan

Outcome 2.2	A sustainable natural environment
Strategy 2.2.1	Develop, maintain and implement plans for the management and maintenance of Shire controlled parks, reserves, and natural assets..
Outcome 3.3	An innovative, connected transport network



Strategy 3.3.1	Maintain, enhance and rationalise the Shire’s transport network in accordance with affordable sound Asset Management Plans.
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Financial Implications

Amendment to the 2017/18 Budget, allocating an additional \$223,921.00 against general ledger account EDT525, to support dedicated resourcing in advancing the Shire’s Asset Management Framework as per OCM118/08/17 – Commissioning of an Audit Program.

Provision of annual budget of \$35,000 to support annual licensing fees for fixed and portable asset management systems.

Risk Implications

Risk has been assessed on the basis of the Officer’s Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
No provision of additional fund to support dedicated resourcing to advance the Shire Asset Management Framework by June 2018	Possible (3)	Moderate (3)	Moderate (5-9)	Compliance - 3 Moderate - Non-compliance with significant regulatory requirements imposed	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 9 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.



Continued

Ordinary Council Meeting Minutes
Monday 27 November 2017

Voting Requirements:

Absolute Majority

OCM148/11/17

COUNCIL DECISION / Officer Recommendation

Moved Cr Coales, seconded Cr See

That Council, pursuant to section 6.8 of the *Local Government Act 1995*, authorises an amendment to the 2017/18 Budget, allocating an additional \$223,921 against general ledger account EDT525, to support the implementation of asset management initiatives. (Note: This budget variation has been included in the Schedule of Budget Variations presented as a separate report).

CARRIED BY ABSOLUTE MAJORITY 8/0



Councillor McConkey declared a financial interest in OCM149/11/17 and left the chambers at 7.53pm while this item was discussed.

OCM149/11/17 - Award of Tender - Abernethy Road Upgrade (Separable Portion 4) – Works within Rail Boundary (SJ1665-03; SJ2348)	
Author:	Samantha Ballantyne – PA to Director Infrastructure Services
Senior Officer/s:	Pascal Balley – Acting Director, Infrastructure
Date of Report:	08 November 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

The purpose of this report is for Council to consider the Officer's recommendation to award a tender for the Abernethy Road Upgrade (Separable Portion 4 - Works within Rail Boundary) Construction Project, after consideration of the financial implications.

Relevant Previous Decisions of Council

There is a history of Council decisions leading to the current point in time. These include decisions relating to a Town Planning Scheme amendment, the adoption of a district structure plan, the inclusion of the DCP in the Town Planning Scheme and the adoption of the 2016/17 and 2017/18 financial year budget.

In April Council resolved to Award Tender RFT05/2017 to WBHO Infrastructure Pty Ltd for Separable Portions 1, 2 and 3.

SCM001/04/17 – Award of Tender – Abernethy Road Upgrade Construction Project

Background

As part of Council's obligations, under the Byford Developer Contribution Plan ('DCP'), Officers have been progressing the upgrade of Abernethy Road. The works completed to date include the road design, design of relocated water mains, design of gas mains, and design of the relocation of Telstra infrastructure. Works currently being completed are the civil construction works for the relocation of water mains, gas mains, Telstra infrastructure, the undergrounding of power, and the design of NBN Co. infrastructure and rail crossing signalling equipment. In addition, Officers are working closely with the Public Transport Authority to achieve the required approvals for widening Abernethy Road through the level crossing.

To assist with progressing the project, Officers have successfully sought grant funding through the National Stronger Regions Fund and through Main Roads Western Australia.

With completion of most of the applicable designs, and the award of construction contracts for all but the portion of the level crossing works, to progress the project further, a tender was called for the works of the level crossing elements of the project. This includes replacement of a section of rail, relocation and upgrade of the railway signalling equipment, the installation of a pedestrian maze on the south side of the road, and the construction of the widened road, through the crossing.

Prior to issuing the request for tender, a cost estimate was undertaken by Officers with an allocation of \$310,000 plus ten percent contingency. It is to be noted that the cost estimate was based only on concept design and Officers' limited understanding of civil works on the rail, as well as its associated signalling



system. No tender process was undertaken at the time of developing the estimate, so the estimate is not based on market advice. The total project cost, and the financial implications of tender options, are discussed below.

Tender

Whilst Officers had estimated cost, the total project cost was still subject to final designs, and market forces. In order to manage the project's financial risk, and to avoid having to re-scope the project and recall tenders, if the tender price, combined with the other project elements, was outside a reasonable budget, a contingency of ten percent was included in the total project cost.. Recalling the tender will substantially delay works and adversely impact other elements of the current on-going works on Abernethy Road.

Community / Stakeholder ConsultationPolicy Concept Forum

Not Applicable.

Tender RFT 09/2017 Abernethy Road Upgrade (Separable Portion 4) – Works within Rail Boundary, was advertised in the West Australian newspaper on Saturday 07 October 2017. The tender closed at 2:00pm on Friday 3 November 2017.

The project itself has been known in the community for many years, and has been advertised by the Shire, in different forms, over the past several years.

Business owners fronting Abernethy Road are being consulted. The consultation process is ongoing with the relevant stakeholders to ensure impact on traffic movement is minimised and to give stakeholders advanced warning of any temporary road closures or traffic delay.

Statutory Environment

The *Local Government Act 1995*, Sections 3.57 (1) (2) and *Local Government (Functions and General) Regulations 1996, Part 4*, provide for the calling of tenders and the award of contract.

Comment**Submissions**

Three tenders were received with three of these summarised in the tender assessment included in the confidential attachment OCM149.1/11/17.

Evaluation Panel

An evaluation panel was convened and consisted of the following personnel:

- Project Coordinator – Infrastructure and Assets;
- Design Coordinator; and
- Senior Engineer Subdivisions.

Each member of the panel assessed the tenders separately.

Evaluation Criteria

The evaluation criteria and percentage weighting against which the tenders were assessed were:

- Price with quantities (20%);
- Relevant experience (30%) with:
 - Details of similar work (type, size and budget);
 - Tenderers involvement including details of outcome;



-
- Details of issues and how these were managed;
 - Any additional information.
 - Tenderer's resources, Key Personnel, Skills and Experience (25%) with
 - Key personnel's role in the performance of the contract, including their experience in similar projects;
 - Curriculum Vitae of key personnel;
 - Plant, equipment and materials;
 - Resources availability schedule, including any contingency measures or back up of resources;
 - Details of subcontractors and major suppliers of goods and services.
 - Demonstrated Understanding/Experience (25%) with
 - Project schedule;
 - Process for delivery of goods/services;
 - Project Management Plan;
 - Occupational Health and Safety Management Plan;
 - Critical assumptions; and
 - Any additional information.

Overall, the tender process has resulted in receiving responses from high-quality, large contractors, with proven records in the delivery of similar projects, providing Officers with the confidence to recommend a tenderer. Accordingly, the award of tender to negotiate a contract is recommended.

Based on the tender assessment, the recommended tenderer will be tenderer number 2 (in attachment OCM149.3/11/17). While the Recommended tender is not that with the lowest tender price, it is the one that presented the least risk and most benefit to the Shire. The tenderer is a high quality large contractor with relevant experience in works with rail reserve. However, notwithstanding the assessment undertaken by Officers and their recommendation, ultimately, the award of tender is the role of Council, and it is open to Council to make its own decision, after weighing all the information in the context of the prosperity of the local community.

Options and Implications

As part of the 2016/17 budget, Council recognised the need to raise a loan to fund the municipal contribution to the project. Budget has been allocated in the 2017/18 to carry out the project. The allocated total budget included the officer estimated cost for the project and a ten percent contingency of the total project budget. The tendered cost of the recommended tender can be accommodated within the allocated budget.

Assuming Council is inclined to proceed with the project, the following options have been identified.

Option 1 – Award the contract to tenderer number 2 based on the submission received found at Confidential Attachment OCM149.3/11/2017. As recommended by the Officer.

Option 2 – Not award a contract. This option will delay the total upgrade project and is likely to be unpopular within the community. It also creates the risk of traffic bottle necking at the level crossing.

Option 1 is the recommended option. The recommendation that the level crossing section of the project proceed, is to ensure completeness of the project and ensuring effective and safe traffic flow.



Conclusion

It is recommended that Council award RFT 09/2017 Abernethy Road Upgrade (Separable Portion 4 - Works within Rail Boundary) to Tenderer number 2, as part of the 2017-18 budget.

Attachments

- CONFIDENTIAL OCM149.1/11/17 – Tender Assessment combined score sheet (E17/11196)
- CONFIDENTIAL OCM149.2/11/17 – Tender Submission from Tenderer 1 (IN17/24245)
- CONFIDENTIAL OCM149.3/11/17 – Tender Submission from Tenderer 2 (IN17/24144)
- CONFIDENTIAL OCM149.4/11/17 – Tender Submission from Tenderer 3 (IN17/24249)
- CONFIDENTIAL OCM149.5/11/17 – Financial Summary (E17/11197)

Alignment with our Strategic Community Plan

Outcome 3.3	An innovative, connected transport network
Strategy 3.3.1	Maintain, enhance and rationalise the Shire's transport network in accordance with affordable sound Asset management plans

Financial Implications

Budget has been allocated in the 2017/18 annual budget and detailed in confidential attachment OCM149.5/11/17. Noting that the initial Officer estimated project cost is \$310,000 is significantly less than the tendered price, the short fall can still be accommodated within the ten percent contingency allocation of the full upgrade project. This still allows additional contingency of 5% for the project as a whole.

Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Not award the contract and delay delivery of works	Possible (3)	Major (4)	High (10-16)	Reputation - 4 Major - Substantiated, public embarrassment, widespread high impact on key stakeholder trust, high media profile, third party actions	Accept Officer Recommendation

**Risk Matrix**

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 12 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements: Absolute Majority

OCM149/11/17 COUNCIL DECISION / Officer Recommendation:

Moved Cr See, seconded Cr Piipponen

That Council awards Tender RFT 09/2017 Abernethy Road Upgrade (Separable Portion 4 - Works within Rail Boundary) to Tenderer number 2 (Downer EDI Works Pty Ltd), in accordance with their submission at Confidential Attachment OCM149.3/11/2017.

CARRIED BY ABSOLUTE MAJORITY 7/0

Councillor McConkey returned to the meeting at 7.54pm.

The Shire President informed Councillor McConkey that the Officers recommendation was carried by absolute majority 7/0.

**8.3 Corporate and Community reports**

OCM150/11/17 – Memorandum of Understanding – Darling Downs Residents Association (SJ975-06)	
Author:	Sara Bryan – Senior Property and Facilities Officer
Senior Officer/s:	Peter Kocian – Acting Director Corporate and Community
Date of Report:	1 November 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

The purpose of this report is to seek Council's endorsement of the draft Memorandum of Understanding (MOU), as per attachment OCM150.1/11/17, between the Shire of Serpentine Jarrahdale (Shire) and the Darling Downs Residents Association (DDRA) for the maintenance of bridle trails, horse training area and track on the Darling Downs public recreation reserve.

Relevant Previous Decisions of Council

CGAM031/10/08 – Council endorsed the Licence Agreement between the Shire of Serpentine Jarrahdale and the DDRA for a period of one year

CGAM023/10/11 - Council endorsed the Memorandum of Understanding between the Shire of Serpentine Jarrahdale and the DDRA for a period of two years

Background

The Darling Downs bridle trails and equestrian area comprises an area of over 70 hectares. The subject land sits over Reserves 35601, 35603, 35701, 35702, 35706, 38830, and 39190 within the Darling Downs locality. The Shire holds management orders over these Reserves for the purpose of Public Recreation (Reserve 35706 also includes an additional use of drainage). Town Planning Scheme No. 2 lists the site as Rural Living A, Public Open Space.

The DDRA was formed in February 1987 to manage funds provided to the Shire by way of a cash in lieu contribution towards the development of public open space within the rural residential development area.

Over the subsequent 30 year period, the DDRA and the Shire worked collaboratively to develop and maintain the recreational area by building bridle paths, beautifying the overall area and managing revegetation programs.

In 2008, the Shire entered into a licence agreement with the DDRA for one year to formalise the working relationship and identify the responsibilities and obligations of the Shire and the DDRA in the management of the area. At the end of the licence period, the instrument of agreement was reviewed and a Memorandum of Understanding (MOU) developed between the parties.

The original MOU was in place between 2010 and 2014. At the expiration of this MOU, a new MOU was prepared for a period of four years and due to expire in 2018. This document was never formally considered by Council and it is considered that the content of the MOU is no longer relevant. Officers have been liaising with the DDRA to consider the current status of the arrangement and to provide a recommendation on the most suitable management arrangements for the site.



Community / Stakeholder Consultation

A comprehensive consultation process has been undertaken in the preparation of this item, ensuring that all stakeholders have had the opportunity to provide comment on the review of the management arrangements for the reserve moving forward.

External

- Darling Downs Residents Association (DDRA)

Internal

- Executive Management Group
- Coordinator Sport and Recreation
- Manager Operations and Parks
- Natural Reserves Coordinator
- Risk, Health and Safety Advisor

During the consultation process, the following items were discussed and considered:

Annual funding

Over the life of the existing arrangement, the DDRA have accessed funds from the 1988, developer contributed, Darling Downs Reserve funds. These funds have been utilised towards plant and equipment, consumables and various land improvements.

The DDRA have presented a works schedule with the intent of maintaining the current level of service and amenity to the area. The Shire has committed funding to the group for the amount of \$10,000 per year over the next 3 years to assist in managing the expenses incurred conducting these activities.

Public Liability and personal accident for volunteer workers insurance

Historically, the Shire have provided public liability and volunteer workers insurance for eligible community groups. As part of a review of this insurance cover in early 2017, it was identified that the bulk insurance policy did not provide adequate cover for a number of community groups. As of 30 September 2017, the Shire have ceased providing this cover, with community groups being responsible to obtain appropriate insurances for their activities.

The DDRA have obtained appropriate insurances to support their activities at a cost of \$2,500 per annum.

As part of this review, a sundry grant of up to \$750 is available to eligible community groups as contribution towards insurance costs. Should Council resolve to proceed with the recommendation of this item, it is proposed that a sundry grant of \$750 be provided to the DDRA, with the balance of insurance costs to be covered under the annual funding amount of \$10,000.

Skills verification and certification

In order to satisfy conditions of insurance and the draft MOU, the DDRA have provided evidence of competency for conducting all tasks as proposed within the works schedule.

Statutory Environment

Where the DDRA is applying its efforts to management and maintenance of land under the care, control and management of the Local Government, it is assisting Council to fulfil a general power of the Local Government under section 3.54 of the *Local Government Act 1995*.



In accordance with delegation instrument EX022D, the Chief Executive Officer is delegated authority to execute documents under s9.49A(4) of the *Local Government Act 1995*.

Providing a grant in exchange for an agreed suite of outcomes does not correlate to a procurement activity, and as such, the recommendation of this item does not need to consider either the tender regulations under section 3.57 of the *Local Government Act 1995* or the Shire's procurement policy.

In accordance with Council Policy *PC107 – Reserve improvement/development by the community*, the proposed MOU supports the purpose of this policy in ensuring that improvement or development works on Council reserves is undertaken within approved guidelines and has lasting value.

Comment

Officers have held a number of meetings with representatives of the DDRA over the last 6 months to refine the maintenance responsibilities of each party with respect to the bridle trails, horse training area and track.

Through the management of volunteer labour activities, the DDRA have established and maintained a high level of service for the Darling Downs reserve. This has been achieved by accessing funds from the developer contribution funds as noted in the background of this item.

These reserve funds have been completely depleted as of 30 June 2017.

Option One

The proposed MOU supports the continuation of the current level of service to the area by providing the following:

- Annual funding amount of \$10,000 for a period of 3 years;
- Agreed maintenance activity schedule; and
- Agreed insurance requirements.

Option Two

Should Council resolve not to proceed with the recommendation of this item, the Shire would need to take back responsibility for management of maintenance of the reserve and would need to consider resourcing and budget considerations for a number of level of service scenarios.

Maintain current level of service

In order for the Shire to maintain the current level of service to this reserve it would need to consider the following:

- Costings for Shire staff to conduct the existing maintenance activity schedule;
- Current level of investment into maintaining other like facilities within the Shire's property portfolio; and
- Feedback from the broader community in relation to any increase to the investment in this area.

The Shire's 2017/18 budget contains an amount of \$50,000 for the purpose of completing an Equine Strategy. This development of this strategy will include a comprehensive review of all equine activities within the Shire and will provide direction in relation to future investment planning for the development and maintenance of infrastructure including bridle trails.

Conclusion

In consideration of the development of the imminent Equine Strategy, it is recommended that Council consider a continuation of the agreement with the DDRA to maintain the existing level of service to the reserve until such time as the strategic direction is confirmed.



Attachments

- [OCM150.1/11/17](#) - Draft Memorandum of Understanding – Agreement for Maintenance of Improvements to Darling Downs Bridle Trails and Reserves (E17/10942)

Alignment with our Strategic Community Plan

Outcome 1.1	A healthy, active, connected and inclusive community
Strategy 1.1.1	Provide well planned and maintained public open space and community infrastructure
Outcome 2.2	A sustainable natural environment
Strategy 2.2.4	Support community groups (both new and existing), who are preserving and enhancing the natural environment

Financial Implications

Should Council resolve to proceed with the recommendation of this item, an amount of \$10,000 will need to be allocated from the municipal reserve.

Typically, volunteer organisations are able to convert each \$1 of funding into three or four times this amount in tangible outcomes. In consideration of this, it is suggested that should Council opt for the Shire to take back responsibility for the management of maintenance of this reserve, that the annual cost could be somewhere between \$30,000 and \$40,000 to keep the area maintained to the current level of service and amenity.

Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That council do not approve the recommendation of this item	Possible (3)	Moderate (3)	Moderate (5-9)	Reputation - 3 Moderate - Substantiated, public embarrassment, moderate impact on key stakeholder trust or moderate media profile	Accept Officer Recommendation

**Risk Matrix**

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 9 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements: Absolute Majority

OCM150/11/17 COUNCIL DECISION / Officer Recommendation:

Moved Cr See, seconded Cr Piipponen

That Council:

- 1. Endorses the terms of the proposed Memorandum of Understanding with the Darling Downs Residents Association on the following terms and conditions:**
 - a. Annual funding amount of \$10,000, to be increased by CPI on each anniversary of the term;**
 - b. Term of 3 years;**
 - c. Darling Downs Residents Association to provide annual evidence (Certificates of Currency to a value of \$20 million) of Public Liability insurance cover indemnifying the Shire of Serpentine Jarrahdale and the Minister for Lands against any claims related to the activities of the Darling Downs Residents Association;**
 - d. Annual works schedule to be provided to the Shire of Serpentine Jarrahdale in advance of each anniversary of the term; and**
 - e. Approve a sundry grant of \$750 as contribution to insurance costs with the balance to be covered under the annual funding amount of \$10,000.**

CARRIED BY ABSOLUTE MAJORITY 8/0



OCM151/11/17 – Applications for Rates Exemption (SJ281)	
Author:	Les Mainwaring – Manager Finance
Senior Officer/s:	Peter Kocian – Acting Director Corporate and Community
Date of Report:	6 November 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

This report is presented to Council to consider applications for rates exemption from;

- Serpentine Jarrahdale Grammar School (Inc), and
- The Western Australia Public Transport Authority

Relevant Previous Decisions of Council

There is no previous Council decision relating to this matter.

Background

Council does not currently have a policy covering rate exemptions and the Chief Executive Officer does not have any delegated authority under Section 6.26 of the *Local Government Act 1995* to approve rate exemptions.

On 15 September 2017 an application for rates exemption was received from the Serpentine Jarrahdale Grammar School (Inc) for Lot 1 Bishop Road, Mundijong (A399835).

On 11 September 2017 a notification was received from the Western Australia Public Transport Authority (PTA) that rateable land had become unoccupied Crown Land at Lot 11 Gossage Road, Oldbury (A129101).

Community / Stakeholder Consultation

Nil

Statutory Environment

Section 6.26 of the *Local Government Act 1995* - Rateable land.

- (2) The following land is not rateable land;
- (a) land which is the property of the Crown and —
 - (i) is being used or held for a public purpose; or
 - (ii) is unoccupied
 - (f) land used exclusively as a non-government school within the meaning of the *School Education Act 1999*.

Serpentine Jarrahdale Grammar School (Inc) is a non-government school, specifically a Christian School in the Anglican tradition and can be exempted under s6.26 (2)(f).



The Western Australia Public Transport Authority holds Crown land which is unoccupied and can be exempted under s6.26 (2)(a)(ii).

Comment

Serpentine Jarrahdale Grammar School (Inc)

An application has been received for rates exemption from the Serpentine Jarrahdale Grammar School (The School). The School property is used as an education facility providing education for students from Kindergarten to Year 12. The School is an incorporated body and is registered as a not-for-profit and does not lease any part of the land to a third party.

In support of the application the School has provided a Statutory Declaration as to the use of the property, a Certificate of Incorporation, Australian Tax Office status, a copy of their Constitution, a written statement of the organisation's operations, a layout plan of the property and audited financial statements for the year ended 31 December 2016.

The School is a non-government school, within the meaning of the *School Education Act 1999*, and the land is used exclusively for that purpose. The use of the land, not the nature of the landowner, is the key determinant of ratable land and in this case the exclusive use of the land is non-government school.

Western Australia Public Transport Authority (PTA)

Ratable vacant land was acquired by the PTA on 21 June 2017. On receipt of a rate notice for 2017/2018, the PTA issued a letter formally requesting rate exemption under s6.26 of the *Local Government Act 1995*.

The PTA is a State Government Authority that has purchased land, which now belongs to the Crown and is unoccupied land. Unoccupied Crown land is exempt from Local Government rating.

Options and Implications

Both applications appear to fall unambiguously within the provisions of s6.26 of the *Local Government Act 1995*.

Conclusion

The applications for rate exemption are supported given that land used exclusively as a non-government school and unoccupied Crown land are both exempt from rates.

Attachments

- [OCM151.1/11/17](#) - Application For Rates Exemption – Serpentine Jarrahdale Grammar School (IN17/19244)
- [OCM151.2/11/17](#) - Rate Exemption Letter - WA Public Transport Authority (E17/10961)

Alignment with our Strategic Community Plan

Outcome 4.1	A resilient, efficient and effective organisation
Strategy 4.1.1	Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources.

Financial Implications

The properties are deemed non-rateable pursuant to section 6.26 of the *Local Government Act 1995*.



Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Rate exemption	Possible (3)	Insignificant (1)	Low (1-4)	Financial Impact - 1 Insignificant - Less than \$50,000	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements: Absolute Majority

OCM151/11/17 COUNCIL DECISION / Officer Recommendation

Moved Cr McConkey, seconded Cr Coales

That Council resolves to make the following properties non-rateable as they are not rateable pursuant to section 6.26 of the Local Government Act 1995:

- 1. Lot 1 Bishop Road, Mundijong - Land used exclusively as a non-government school.**
- 2. Lot 11 Gossage Road, Oldbury – Land which is unoccupied Crown land.**

CARRIED BY ABSOLUTE MAJORITY 8/0



OCM152/11/17 - Confirmation of Payment of Creditors (SJ801)	
Author:	Vicki Woods – Finance Officer
Senior Officer/s:	Peter Kocian – Acting Director Corporate and Community
Date of Report:	1 November 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

The purpose of this report is to prepare a list of accounts paid by the Chief Executive Officer each month, as required by The *Local Government (Financial Management) Regulations 1996*.

Relevant Previous Decisions of Council

There is no previous Council decision relating to this issue.

Community / Stakeholder Consultation

No community consultation was required.

Statutory Environment

Section 5.42 of the *Local Government Act 1995* states that the Local Government may delegate some of its powers to the Chief Executive Officer. Council have granted the Chief Executive Officer Delegated Authority CG07 - Payments from Municipal and Trust Fund.

Comment

In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, schedules of all payments made through the Shire's bank accounts are presented to Council for their inspection. The list includes details for each account paid incorporating:

- a) Payees name;
- b) The amount of the payment;
- c) The date of the payment; and
- d) Sufficient information to identify the transaction.

It is recommended that Council records the payments under delegated authority.

A detailed list of invoices for the period 1 October 2017 to 31 October 2017 is provided per attachment OCM152.1/11/17. Transactions made by purchasing cards are detailed in the Purchasing Card Report 6 September 2017 to 5 October 2017 as per attachment OCM152.2/11/17.

Attachments

- [OCM152.1/11/17](#) - Creditors List of Accounts 1 October 2017 to 31 October 2017. (E17/10817)
- [OCM152.2/11/17](#) – Purchasing Card Report 6 September 2017 to 5 October 2017. (E17/10818)

Alignment with our Strategic Community Plan



Outcome 4.1	A resilient, efficient and effective organisation
Strategy 4.1.1	Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources

Financial Implications

All payments that have been made are in accordance with the Purchasing Policy and within the approved budget, and where applicable budget amendments, that have been adopted by Council.

Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not accept the payments.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Compliance - 3 Moderate - Non-compliance with significant regulatory requirements imposed	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 6 has been determined for this item.



Continued

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Voting Requirements: Simple Majority

OCM152/11/17 COUNCIL DECISION / Officer Recommendation:

Moved Cr Byas, seconded Cr Piipponen

That Council records the accounts as paid under delegated authority for October 2017, totalling \$2,404,279.54 as attached, covering:

- 1. EFT Vouchers EFT48692 to EFT49004 including Purchasing Card Payment totalling \$2,274,991.49**
- 2. Municipal Cheque Vouchers CHQ45880 to CHQ45884 totalling \$1,140.85.**
- 3. Municipal Direct Debits DD45435.1 to DD45481.30 totalling \$128,147.20.**

CARRIED UNANIMOUSLY 8/0

**OCM153/11/17 – Monthly Financial Report – September & October 2017 (SJ801)**

Author:	Stacey Hobbins – Management Accountant
Senior Officer/s:	Les Mainwaring – Manager Finance
Date of Report:	6 November 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i>

Introduction

The purpose of this report is to provide a monthly financial report, which includes rating, investment, reserve, debtor, and general financial information to Councillors in accordance with Section 6.4 of the *Local Government Act 1995*.

These reports are about the financial position of the Shire as at 30 September 2017 and 31 October 2017.

Relevant Previous Decisions of Council

The original budget for 2017/18 was adopted on 24 July 2017 at an Ordinary Council Meeting (OCM090/07/17). As a part of this decision, and in accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2017/18 for reporting material variances, as resolved by Council, shall be:

- a) 10% of the amended budget; or
- b) \$10,000 of the amended budget, whichever is greater.

In addition, that the material variance limit be applied to total revenue and expenditure for each Nature and Type classification and capital income and expenditure in the Statement of Financial Activity.

Background

The *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* require that the Shire prepare a Statement of Financial Activity each month. The *Local Government Act 1995* further states that this statement can be reported by either by Nature and Type, Statutory Program or by Business Unit. The Council has resolved to report by Statutory Program and Nature and Type and to assess the performance of each category, by comparing the year-to-date budget and actual results. This gives an indication that the Shire is performing against expectations at this point in time.

Community / Stakeholder Consultation

No community consultation was undertaken / required.

Statutory Environment

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as are prescribed.



Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the local government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

Comment

Monthly Financial Report

The attached reports show our month end positions as at the end of September and October. The municipal surplus for the month ending 31 October 2017 is \$17,354,931, which is unfavourable, compared to a budgeted surplus for the same period of \$19,758,586. This variance is attributable to the advanced progress being made on the Abernethy Road project.

Description	YTD Budget	31 October 2017 Actual	Variance (Favourable)
Opening Surplus at 1 July 2017	2,735,736	3,105,535	(369,799)
Proceeds from sale of assets	-	-	-
Changes to net transfers to and from Reserves	-	(134,200)	134,200
Changes to net transfers to and from Restricted Cash	-	(173)	173
Loan Principal Drawdown (New loans)	-	-	-
Loan principal repayments	-	-	-
Capital expenditure	(1,200,348)	(4,372,619)	3,172,271
Capital revenue (cash items)	833,700	484,226	349,474
Operating revenue (cash items)	27,904,118	27,693,952	210,166
Operating expenditure (cash items)	(10,514,620)	(9,421,789)	(1,092,830)
	19,758,586	17,354,931	2,403,655

A more detailed explanation of these variances can be found in the attached report. The main variances contributing to the current increased surplus position are timing issues relating to expenditure.

Attachments

- [OCM153.1/11/17](#) – Monthly Financial Report September 2017 (E17/10982)
- [OCM153.2/11/17](#) – Monthly Financial Report October 2017 (E17/10983)

Alignment with our Strategic Community Plan

Outcome 4.1	A resilient, efficient and effective organisation.
Strategy 4.1.1	Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources.

Financial Implications

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in this report.



Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not accept the Officer's recommendation.	Unlikely (2)	Moderate (3)	Moderate (5-9)	Compliance - 3 Moderate - Non-compliance with significant regulatory requirements imposed	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 6 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements: Simple Majority

OCM153/11/17 COUNCIL DECISION / Officer Recommendation

Moved Cr Byas, seconded Cr Atwell

That Council:

1. Receives the Monthly Financial Report for September 2017, in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* as contained in attachment OCM153.1/11/17.
2. Receives the Monthly Financial Report for October 2017, in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* as contained in attachment OCM153.2/11/17.

CARRIED UNANIMOUSLY 8/0

**OCM154/11/17 – Disability Access and Inclusion Plan Review 2018-2022 (SJ805)**

Author:	Sarah Farrance - Acting Manager Community Development
Senior Officer/s:	Peter Kocian - Acting Director Corporate and Community
Date of Report:	6 November 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

The *Disability Services Act 1993* requires Local Governments to develop and implement an Access and Inclusion Plan to ensure that people with disability have equity of access and inclusion to functions, facilities and services. This report is seeking endorsement of the Shire's Access and Inclusion Plan and Implementation Plan 2018-2022, a budget for access and inclusion initiatives and establishment of an Access and Inclusion Advisory Committee.

Relevant Previous Decisions of Council

OCM116/01/13 – Council endorsed the Shire's Disability Access and inclusion Plan and Implementation Plan 2012-2016 as a guide for future planning.

Background

While there have been many improvements in the lives of people with disability, significant barriers still remain. Data from the Australian Bureau of Statistics (ABS) 2015 Survey of Disability, Ageing and Carers (SDAC) provides a profile of people with disability in Australia:

- Almost one in five Australians report living with disability (18.3% or 4.3 million people).
- The majority (78.5%) of people with disability report a physical condition, such as back problems, as their main long-term health condition. The other 21.5% report mental and behavioural disorders.
- The likelihood of living with disability increases with age, 2 in 5 people with disability are aged 65 years or older.

It is a requirement of the *Disability Services Act 1993* (amended 2004) (the Act) that all Local Governments develop and implement a Disability Access and Inclusion Plan (DAIP) which identifies barriers to access and inclusion and proposes solutions to ensure that people with a disability have equality of access to the organisations facilities and services.

Each Local Government, as required by the Act, is to undertake a review of their DAIP at least every five years. In 1995 Shire of Serpentine Jarrahdale lodged its first plan with the Disability Services Commission. The Shire has since produced a Disability Access and Inclusion Plan (DAIP) 2007-2011 and 2012-2016.

The Act also sets out the minimum reporting requirements for public authorities in relation to their DAIPs. All Local Governments are to report on the implementation of the Plan through its Annual Report. Local Governments are also required to complete the Disability Services Commission prescribed progress report template by July 4 each year.

The Shire engaged a consultant in June 2017 to undertake a review and develop a new five year plan. The Access and Inclusion Plan and Implementation Plan 2018 – 2022 fulfils a legislative requirement to outline the Shire's approach in accomplishing equal access for people with disability to its buildings, facilities, information, services and community life.



Community / Stakeholder Consultation

The report was presented to Councillors at Policy Concept Forum:

Meeting Date	6 November 2017
Councillors in Attendance	Cr Atwell, Cr Byas, Cr Coales, Cr Denholm, Cr Gossage, Cr McConkey, Cr Rich, Cr See

The consultation process involved residents and ratepayers, in particular people with a disability, their families and carers. Consultation also occurred with disability service agencies and organisations, local community and sporting groups, Shire of Serpentine Jarrahdale employees and Executive Management Group.

The report has been provided to the Disability Services Commission for initial comment and feedback has been received that it is compliant with the *Disability Services Act 1993* (amended 2004).

Statutory Environment

- Western Australia Disability Services Act 1993 (amended 2004).
- Western Australia Equal Opportunities Act 1984 (amended 1988).
- Commonwealth Disability Discrimination (DDA) Act 1992.
- United Nations convention on the Rights of Persons with a Disability 2007.
- Australian Standards 1428 – Design for Access and Mobility.
- Building Code of Australia.

Comment

An Access and Inclusion Plan provides a planned approach to improving the physical access to services and facilities, as well as incorporating inclusion at a participatory and service level. Understanding that individuals have varied needs and expectations, the Shire has the resources and capabilities to make a difference on the quality of life of the people with disability, who live, work and spend time in our community.

The Access and Inclusion Plan 2018-2022 provides the strategic direction for the Shire to improve its services and facilities as well as partnering with the community to achieve progress in this field. A copy of the Access and Inclusion Plan 2018-2022 and Implementation Plan are provided as attachments OCM154.1/11/17 and OCM154.2/11/17.

Key strategies have been developed under seven (7) desired outcomes that align with the legislative requirements of the Act. These strategies will guide the Shire of Serpentine Jarrahdale towards improving access to its services, buildings and information.

The seven (7) desirable outcomes include:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Serpentine Jarrahdale.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Serpentine Jarrahdale.
3. People with disability receive information from the Shire of Serpentine Jarrahdale in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disability receive the same level and quality of service from the staff of the Shire of Serpentine Jarrahdale as other people receive from the staff of the Shire of Serpentine Jarrahdale.
5. People with disability have the same opportunities as other people to make complaints to the Shire of Serpentine Jarrahdale.
6. People with disability have the same opportunities as other people to participate in any public



consultation by the Shire of Serpentine Jarrahdale.

- 7. People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Serpentine Jarrahdale.

A policy statement has been developed and incorporated into the Plan:

“The Shire of Serpentine Jarrahdale is committed to ensuring that the community is an accessible and inclusive community for people with disabilities, their families and carers. The Shire of Serpentine Jarrahdale interprets an accessible and inclusive community as one in which people with a disability can access and are welcomed to participate in all Local Government functions, facilities and services (both in-house and contracted) in the same manner and with the same rights and responsibilities as other members of the community.”

The review highlighted a need to focus on inclusion for all, rather than only on disability. The word disability has been removed from the Disability Access and Inclusion Plan with this expanded scope. Pregnant women and mothers with prams or small children, people with a temporary illness or injury, those experiencing various mental health issues, people with low literacy or English language skill and aged and frail members of the community all experience, from time to time, issues with access and inclusion.

The review also emphasised a need for an Access and Inclusion Advisory Committee to monitor progress and achievements of the Access and Inclusion Plan. The Committee is to be comprised of Council representatives, staff members from across the organisation, agency service providers and community members, and operate under the Terms of Reference as per attachment OCM154.3/11/17.

Conclusion

The Shire has the resources and capabilities to make a difference on the quality of life of the people with disability, who live, work and spend time in our community. In fulfilling the Shire’s legislative requirements, Council is asked to endorse the Access and Inclusion Plan and Implementation Plan 2018-2022, support a budget for access and inclusion initiatives and endorse the Terms of Reference for an Access and Inclusion Advisory Committee.

Attachments

- [OCM154.1/11/17](#) - Access and Inclusion Plan 2018-2022 (IN17/23500)
- [OCM154.2/11/17](#) – Access and Inclusion Implementation Plan 2018-2022 (E17/10188)
- [OCM154.3/11/17](#) – Access and Inclusion Advisory Committee Terms of Reference (E17/11077)

Alignment with our Strategic Community Plan

Outcome 1.1	A healthy, active, connected and inclusive community
Strategy 1.1.1	Provide well planned and maintained public open space and community infrastructure
Strategy 1.1.2	Provide a healthy community environment

Financial Implications

Council’s budget for 2017/2018 is \$20,000 and is allocated to consultant fees as part of the DAIP review and a new 5 year plan. It also includes the commencement of initiatives as prescribed in the Plan.

Council is requested to consider 10% of the total renewal expenditure for buildings and footpaths for future DAIP initiatives which amounts to approximately \$50,000.00 in 2018/19.



Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not accept the Officer Recommendation	Unlikely (2)	Major (4)	Moderate (5-9)	Compliance - 4 Major - Non-compliance results in termination of services or imposed penalties	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 8 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements: Absolute Majority

OCM154/11/17 COUNCIL DECISION / Officer Recommendation:

Moved Cr Piipponen, seconded Cr Coales

That Council:

- Endorses the Access and Inclusion Plan and Implementation Plan 2018-2022 in accordance with attachments OCM154.1/11/17 and OCM154.2/11/17.
- Considers 10% of the total renewal expenditure for buildings and footpaths for Access and Inclusion initiatives for future budgets, which amounts to approximately \$50,000.00 in 2018/2019.



Continued

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3. Establishes an Access and Inclusion Advisory Committee pursuant to Section 5.8 of the Local Government Act 1995 and endorses the Terms of Reference as per attachment OCM154.3/11/17.

CARRIED BY ABSOLUTE MAJORITY 8/0



OCM155/11/17 – Appointment of Council Standing Committees, Members and Deputies (SJ2332)

Author:	Angelyn Liersch, Minutes & Agendas Officer
Senior Officer/s:	Kellie Bartley - Manager Corporate Services Peter Kocian – Acting Director Corporate & Community
Date of Report:	11 November 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

Councillor nominations are being sought for appointment to the following Committees which have been formally established under the *Local Government Act 1995*;

- Audit, Risk and Governance Committee,
- CEO Employment Committee,
- Economic Development Advisory Committee,
- Access and Inclusion Advisory Committee.

Council is also being asked to formally establish an Arts, Culture and Heritage Advisory Committee under Section 5.8 of the *Local Government Act 1995*.

Relevant Previous Decisions of Council

AC002/03/17 - ARG Committee Terms of Reference, reviewed and adopted.

OCM082/06/17 – Establishment of an Economic Development Advisory Committee.

ARG006/07/17 Appointment of Ms Eileen Newby and Mr S Casilli to the Audit, Risk and Governance Committee, until October 2017.

Background

The membership terms of the Shire's Standing Committee's came to an end on 21 October 2017 (2017 ordinary Local Government Election) and it is therefore necessary to appoint new members to the Audit, Risk & Governance Committee, CEO Employment Committee, Economic Development Advisory Committee and Access and Inclusion Advisory Committee.

Community / Stakeholder Consultation

Workshop with Councillors

Meeting Date	15 th November 2017 5-6pm
Councillors in Attendance	Cr Atwell, Cr Byas, Cr Coales, Cr Denholm, Cr Gossage, Cr McConkey, Cr Rich, Cr See

Statutory Environment

Audit, Risk & Governance Committee (ARG)

Division 7.1A of the *Local Government Act 1995* sets out the requirement for Local Governments to establish an Audit Committee and sets out a range of requirements applicable to Audit Committees. The *Local Government (Audit) Regulations 1996* further prescribes the functions of an Audit Committee.



CEO Employment Committee

The Committee was established pursuant to Section 5.8 of the *Local Government Act 1995* on the 8 August 2016 – SCM014/08/16.

Economic Development Advisory Committee (EDAC)

This Committee was established pursuant to Section 5.8 of the *Local Government Act 1995* on the 26 June 2017 – OCM082/06/17.

Access and Inclusion Advisory Committee

The legislative requirements of the *WA Disability Services Act 2007*, *Commonwealth Disability Discrimination Act 1992*, and the *WA Equal Opportunity Act 1984* apply.

Arts, Culture and Heritage Advisory Committee

Establishment under Section 5.8 of the *Local Government Act 1995* is required by resolution of Council.

Comment

Information regarding Council's Standing Committees is available in attachment OCM155.1/11/17.

Council is required to consider the appointment of Elected Members, by resolution, to fill all positions on the Standing Committees.

Audit, Risk and Governance Committee (ARG)

ARG Committee appointments expire on the day of the Local Government Elections, unless resolved otherwise.

This Committee comprises 5 Councillors, 2 deputy Councillors, and 2 External Independent Members.

The two external independent members, Mr S Casilli, and Ms E Newby were appointed to the ARG Committee at the August 2017 Ordinary Council Meeting (ARG006/07/17). It is recommended that the appointment of Mr Casilli and Ms Newby be extended for a further two years until the next Ordinary Council Elections in 2019.

CEO Employment Committee

CEO Employment Committee appointments are to be determined by Council following the ordinary Local Government Elections. The Committee comprises 5 Councillors and an Independent Facilitator to be appointed by Council to assist with the performance review process if required.

Economic Development Advisory Committee (EDAC)

The EDAC was established at the Ordinary Council Meeting in June 2017 (OCM082/06/17) and appointments to the Committee have not been made. Expressions of Interest from Community Delegates was advertised and closed on 8 September 2017. Council is requested to appoint those delegates listed in Confidential attachment OCM155.2/11/17.

The Terms of Reference require the appointment of 2 Elected Members as Delegates, and 2 Elected Members as Deputies.



Access and Inclusion Advisory Committee

A report to establish this Committee in line with the Access and Inclusion Advisory Plan is listed for consideration by Council separately at this ordinary meeting. Should Council support the recommendation, 2 Elected Members and 2 Deputies are to be appointed to this Committee.

Arts, Culture and Heritage Advisory Committee

An Arts, Culture and Heritage Advisory Committee would support outcomes and objectives outlined in the Strategic Community Plan and Corporate Business Plan, to work towards the development of a Shire Public Art Policy and Local Heritage Strategy. Additional supporting objectives include development of a Style Guide for signage, engagement with stakeholders and input an advice into the Shire's annual budget process relating to arts, culture and heritage activities.

The Terms of Reference included in attachment OCM155.1/11/17 requires the appointment of 2 Elected Members as Delegates and 1 Elected Member as a Deputy. Expressions of Interested will be sought to fill 4 community delegate positions.

Options and Implications

To enable good governance and compliance with the *Local Government Act 1995*, Council is required to appoint Committee members following each Ordinary Council Election.

Conclusion

Existing Committee Appointments for the Audit, Risk and Governance Committee and the CEO Employment Committee expired at the Local Government Elections in October 2017.

The recently formed Economic Development Advisory Committee and the Access and Inclusion Advisory Committee have not had Councillor appointments to date.

Councillor Delegates, and Deputy Delegates are required for the Council Standing Committees. These appointments are in place until the next Ordinary Council Election in October 2019.

Attachments

- [OCM155.1/11/17](#) – Council Committees, Community Committees and Working Groups Handbook 2017 – 2019 (E17/11005).
- CONFIDENTIAL OCM155.2/11/17 – Economic Development Advisory Committee (EDAC) – Expression of Interest – Summary for consideration by Council (E17/11411)

Alignment with our Strategic Community Plan

Outcome 1.2	A recognised culture and heritage
Strategy 1.2.1	Recognise local heritage
Strategy 1.2.2	Encourage and support public art in public areas
Outcome 3.1	A commercially diverse and prosperous economy
Strategy 3.1.1	Actively support new and existing local business within the district.
Outcome 4.2	A strategically focused Council
Strategy 4.2.1	Build and promote strategic relationships in the Shire's interest.



Financial Implications

Nil.

Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
Appointments not made to Council Standing Committees	Unlikely (2)	Major (4)	Moderate (5-9)	Reputation - 3 Moderate - Substantiated, public embarrassment, moderate impact on key stakeholder trust or moderate media profile	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 8 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.



Voting Requirements: Absolute Majority

OCM155/11/17 COUNCIL DECISION / Officer Recommendation

Moved Cr Piipponen, seconded Cr See

That Council:

1. Appoints Councillors to each of the following Standing Committees for the period ending on the next ordinary Local Government Election day in October 2019:

Committee Name	Objective and Meeting Details	Appointments for 2017 – 2019
Audit, Risk and Governance Committee (ARG)	<p>To oversee the risk management, internal control, legislative compliance and external audit processes, including the receipt of auditors statements and management reports.</p> <ul style="list-style-type: none"> • 5 Councillors • 2 Deputies • 2 External Members <p>Meets quarterly.</p>	<p>Cr Byas Cr Coales Cr McConkey Cr Rich Cr See Deputy – Cr Denholm Deputy – vacant</p>
CEO Employment Committee	<p>To undertake the performance review of the CEO.</p> <ul style="list-style-type: none"> • 5 Councillors • 1 Independent Facilitator <p>Meets at least once per year and as required.</p>	<p>Cr Atwell Cr Byas Cr Piipponen Cr Rich Cr See</p>
Economic Development Advisory Committee	<p>The Economic Advisory Committees purpose is to provide advice to the Shire of Serpentine Jarrahdale on Economic Development matters.</p> <ul style="list-style-type: none"> • 2 Councillors • 2 Deputies <p>Meets quarterly and as required.</p>	<p>Cr Rich Cr See Deputy – Cr Atwell Deputy – Cr McConkey</p>
Access and Inclusion Advisory Committee	<p>To provide valuable expertise and advice that will contribute towards improvements in disability access and inclusion throughout the Shire of Serpentine Jarrahdale.</p> <ul style="list-style-type: none"> • 2 Councillors • 2 Deputies <p>Meets quarterly and as required.</p>	<p>Cr Coales Cr Denholm Deputy – Cr Atwell Deputy – Cr Rich</p>



2. Reconfirms the appointments of Ms Eileen Newby and Mr Santo Casilli as external independent members to the Audit, Risk and Governance Committee for the period ending on the next ordinary Local Government Election day in October 2019.
3. Appoints applicants Sandra Harvey, Kylie Jovanovic, Merri Harris, Andrew Paton, Nancy Scade and Davina Eden-Austen to the Economic Development Advisory Committee (EDAC) as contained in Confidential attachment OCM155.2/11/17.
4. Establishes an Arts, Culture and Heritage Advisory Committee under Section 5.8 of the *Local Government Act 1995* and appoints Councillors to the Committee for the period ending on the next ordinary Local Government Election day in October 2019.

Committee Name	Objective and Meeting Details	Appointments for 2017 – 2019
Arts, Culture and Heritage Advisory Committee	<p>To develop a Shire of Serpentine Jarrahdale Public Art Policy and to make recommendations to Council relating to its implementation.</p> <p>To develop a Shire of Serpentine Jarrahdale Local Heritage Strategy.</p> <p>To develop a Style Guide for signage.</p> <p>To liaise with stakeholders on matters relating to Arts, Heritage and Culture.</p> <p>Provide input and advice regarding the allocation of funds for arts, culture and heritage activities for the Shire’s annual budget process.</p> <ul style="list-style-type: none"> • 2 Councillors • 1 Deputy <p>Meets quarterly and as required.</p>	<p>Cr McConkey</p> <p>Cr Rich</p> <p>Deputy – Cr Byas</p>

CARRIED BY ABSOLUTE MAJORITY 8/0



OCM156/11/17 – Appointment of Delegates to Committees, Working Groups and Organisations (SJ2332)

Author:	Angelyn Liersch, Minutes and Agendas Officer
Senior Officer/s:	Kellie Bartley, Manager Corporate Services Peter Kocian, Acting Director Corporate and Community
Date of Report:	27 October 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

Councillor nominations are being sought for appointment as representatives on Community Committees, Working Groups and Organisations for 2017 – 2019.

Relevant Previous Decisions of Council

SCM004/10/15 – Appointment of Delegates to Committees, Working Groups and Organisations.

Background

The following committees, established under legislation, require Elected Member representation:

- Local Emergency Management Advisory Committee (established under the *Emergency Management Act 2015*).
- Bush Fire Advisory Committee (established under the *Bush Fires Act 1954*).

In addition to Standing Committees of Council, Councillors are also invited to hold membership on a number of external committees and associations.

In some cases, the membership of these Committees is often prescribed in their Constitution or Terms of Reference and require a specific Elected Member, in particular the Shire President or Deputy Shire President.

Community / Stakeholder Consultation

Council Workshop

Meeting Date	15 th November 2017 5pm – 6pm
Councillors in Attendance	Cr Atwell, Cr Byas, Cr Coales, Cr Denholm, Cr Gossage, Cr McConkey, Cr Rich, Cr See

Council's Community Development Officers have reviewed the various Community Group requirements for Council representation on their Committees and Groups. Community Development Staff have liaised with the organisations, and some of the delegates required have changed from the 2015 – 2017 Council Committees, Community Committees and Working Groups Handbook.

Statutory Environment

Section 5.11 of the *Local Government Act 1995* states that where a person is appointed as a member of a Committee, their membership continues until the next ordinary election day, unless they have previously resigned, the Committee is disbanded or they no longer hold the office by virtue of which they became a member.



Comment

The Council Committees, Community Committees and Working Groups Handbook (OCM156.1/11/17) details the various Committees and Groups where Councillor representation is either required by Legislation, has historically been appointed by Council or is desired by the Group.

The Handbook provides an overview of Councillor involvement on the Committees / Groups that affect the Shire of Serpentine Jarrahdale.

Part 1 of the Handbook are formally established Council Committees (Standing Committees) under the *Local Government Act 1995*. Councillor appointments on the four Standing Committees, namely the Audit Risk and Governance (ARG) Committee, the CEO Employment Committee, the Economic Development Advisory Committee (EDAC) and the Access and Inclusion Advisory Committee are dealt with in a separate Council report.

Part 2 of the Handbook are Committees that operate under separate Legislation, and in some instances, also the *Local Government Act 1995*. Membership on these Committees is resolved by Council.

Part 3 of the Handbook are the State or Regional Bodies or Groups where Shire of Serpentine Jarrahdale representation is required.

Part 4 of the Handbook are Community Committees / Groups that currently have Councillor representation. The Community Committee / Group can liaise with the Councillor appointed regarding the extent of attendance required at the Community Group meetings.

Part 5 of the Handbook are Council Working Groups. These are Working Groups which relate to Council operations, and any recommendations from these Groups are to be considered by Council.

The Peel Development Commission has also written to the Chief Executive Officer advising that there are two vacancies on the Peel Development Commission Board following the recent October Elections. Councils are being invited to nominate up to two Councillors as local government representatives on the Board. A nomination form is required to be completed for each nominee. It is recommended that the Shire President be nominated as the Shire's nominee given their standing as the Presiding Member of the local government.

Attachments

- [OCM156.1/11/17](#) – Council Committees, Community Committees and Working Groups Handbook 2017 – 2019 (E17/11005)

Alignment with our Strategic Community Plan

Outcome 1.1	A healthy, active, connected and inclusive community
Strategy 1.1.1	Provide well planned and maintained public open space and community infrastructure
Strategy 1.1.2	Provide a healthy community environment
Outcome 1.2	A recognised culture and heritage
Strategy 1.2.1	Recognise local heritage
Strategy 1.2.2	Encourage and support public art in public places
Outcome 1.3	A safe place to live
Strategy 1.3.1	Comply with relevant local and state laws, in the interests of the community
Strategy 1.3.2	Support local emergency services



Strategy 1.3.3	Enhance community safety
Outcome 2.1	A diverse, well planned built environment
Strategy	Actively engage in the development and promotion of an effective planning framework.
Outcome 2.2	A sustainable natural environment
Strategy 2.2.1	Develop, maintain and implement plans for the management and maintenance of Shire controlled parks, reserves, and natural assets.
Strategy 2.2.2	Seek to minimise resource usage and continue to maximise reuse opportunities
Strategy 2.2.4	Support community groups (both new and existing), who are preserving and enhancing the natural environment
Outcome 3.1	A commercially diverse and prosperous economy
Strategy 3.1.1	Actively support new and existing local businesses within the district
Outcome 3.2	A vibrant tourist destination experience
Strategy 3.2.1	Actively support tourism growth within the district
Outcome 4.1	A resilient, efficient and effective organisation
Strategy 4.1.1	Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources
Strategy 4.1.2	Maximise the Shire's brand and reputation in the community
Outcome 4.2	A strategically focused council
Strategy 4.2.1	Build and promote strategic relationships in the Shire's interest
Strategy 4.2.2	Ensure appropriate long term strategic and operational planning is undertaken and considered when making decisions
Strategy 4.2.3	Provide clear strategic direction to the administration

Financial Implications

1. Under Council Policy, Councillors are entitled to reimbursement of travel in attending Committee meetings (provided they are not reimbursed by a third party).
2. Meeting attendance fees are not applicable as these are covered under the annual allowance paid to Councillors.



Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not appoint representatives to designated Committees	Possible (3)	Moderate (3)	Moderate (5-9)	Reputation - 3 Moderate - Substantiated, public embarrassment, moderate impact on key stakeholder trust or moderate media profile	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 9 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

COUNCIL DECISION

Moved Cr Piipponen, seconded Cr Byas

That Council adjourn at 8.27pm to allow for the preparation of Ballot Papers.

CARRIED UNANIMOUSLY 8/0

COUNCIL DECISION

Moved Cr See, seconded Cr Piipponen

That the Council meeting recommence at 8.48pm.

CARRIED UNANIMOUSLY 8/0



The Chief Executive Officer conducted a voting process for the:

- **Community Grants Assessment Panel - North Ward – 1 Councillor required;**
- **Metro-East Joint Development Assessment Panel (JDAP) – 2 Members and 2 Alternates are required;**
- **Rivers Regional Council (RRC) – 2 Councillors required;**

and advised the Council of the results of the ballot.

Community Grants Assessment Panel North Ward – 1 Councillor required

Councillor Denholm - 5 votes

Councillor See - 3 votes

Metro-East Joint Development Assessment Panel (JDAP) – 2 Members and 2 Alternate Members required.

Cr Rich – 6 votes

Cr McConkey – 5 votes

Cr Piipponen – 1st alternate member

Cr See – 2nd alternate member

Rivers Regional Council (RRC) – 2 Councillors required and 2 Deputies required.

Cr Byas – 6 votes

Cr Denholm – 5 votes

Cr See – 3 votes – Deputy for Cr Denholm

Cr Coales – 2 votes – Deputy for Cr Byas

Voting Requirements: Absolute Majority

OCM156/11/17 Officer Recommendation:

Moved Cr See, seconded Cr Byas

1. That Council considers recommendation 1 (i) to (iii) below en bloc:

- Adopts the Terms of Reference for the relevant Committees as contained within the Council Committees, Community Committees and Working Groups 2017 – 2019 Handbook.**
- Nominates the President, Cr Rich, as the local government's nominee to be considered for appointment to the Peel Development Commission Board.**
- Appoints Councillors to each of the following Community Committees, Working Groups and Organisations for the period ending on the next ordinary Local Government Election day in October 2019:**



Committee/Group Name	Details	Appointments for 2017 – 2019
Committees with Legislatively Required Council Representation		
Bush Fire Advisory Committee	<p>The purpose of the Bush Fire Advisory Committee is to advise the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities and any other matter relating to bush fire control.</p> <ul style="list-style-type: none"> • 2 Councillors • 1 Deputy <p>Meets April and November each year.</p>	<p>Cr Byas Cr Rich Cr Atwell - Deputy</p>
Local Emergency Management Committee (LEMC)	<p>As per the Terms of Reference, the Chairperson should be the Shire President, Chief Executive Officer or Local Government nominated chairperson.</p> <ul style="list-style-type: none"> • Cr Rich • 1 Councillor <p>Meets Fourth Tuesday of every third month (Quarterly)</p>	<p>Cr Rich Cr Atwell</p>
State / Regional Bodies / Groups		
Serpentine Jarrahdale Land Conservation District Committee	<p>Land Conservation District Committees are Statutory Committees appointed by the Commissioner of Soil and Land Conservation.</p> <p>There is a requirement for Local Government Representation.</p> <ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meetings held as required. Annual General Meeting held in December of year.</p>	<p>Cr Coales Cr Byas - Deputy</p>



State / Regional Bodies / Groups		
Western Australian Local Government Association – Peel Zone	<p>The Shire President must be a delegate.</p> <ul style="list-style-type: none"> • Cr Rich • 1 Councillor • 1 Deputy <p>Meets every two months.</p>	<p>Cr Rich Cr Atwell Cr McConkey - Deputy</p>
Metropolitan Regional Roads Sub Group (MRRG)	<ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>The Technical Committee and Elected Members meetings are held twice per year in March/April and October/November. Sub Group meetings are held in advance of these.</p>	<p>Cr Coales Cr Piipponen - Deputy</p>
Metro-East Joint Development Assessment Panel (JDAP)	<ul style="list-style-type: none"> • 2 Councillors • 1 Councillor - 1st Alternate Member • 1 Councillor – 2nd Alternate Member <p>Meets as required.</p>	<p>1) Cr Rich 2) Cr McConkey Cr Piipponen - 1st Alternate Member Cr See - 2nd Alternate Member</p>
Rivers Regional Council (RRC)	<ul style="list-style-type: none"> • 2 Councillors • 2 Deputies <p>Dates for the following year are set at December Meeting. Generally third Thursday of the second month.</p>	<p>(1) Cr Byas (2) Cr Denholm Cr Coales - Deputy for (1) Cr See - Deputy for (2)</p>
Peel Trails Group	<ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meets Bi-monthly.</p>	<p>Cr Denholm Cr McConkey - Deputy</p>
Community Committees / Groups		
Byford Progress Association	<ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meets February, May, July, October. AGM in July.</p>	<p>Cr Coales Cr Piipponen - Deputy</p>
Darling Downs Residents Association	<ul style="list-style-type: none"> • 2 Councillors <p>Meets first Wednesday of each month. AGM in October.</p>	<p>Cr Byas Cr Piipponen</p>



Community Committees / Groups		
Jarrahdale Community Association	<ul style="list-style-type: none"> • 1 Councillor • 1 Deputy 	Cr Rich Cr McConkey - Deputy
Karnet Community Liaison Group	<ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meets quarterly 1.30pm on second Thursday.</p>	Cr McConkey Cr Piipponen - Deputy
Keysbrook Mineral Sands Project Community Consultation Group	<p>Facilitate open and honest dialogue between the local communities in the Shire of Murray, the Shire of Serpentine Jarrahdale and MZI. The CCG is a formal way for MZI to draw on local knowledge to minimise impacts and maximise benefits from the proposed mineral sands extraction operation.</p> <p>Considers and assesses Sponsorship applications received from community groups in both the Shire of Murray and the Shire of Serpentine Jarrahdale.</p> <ul style="list-style-type: none"> • 1 Councillor <p>Meets every 8 weeks at 5pm.</p>	Cr McConkey
Landcare Centre Management Committee	<p>The Management Committee is a subcommittee of the Landcare SJ Board that discusses and makes decisions on everyday workings of the Landcare SJ office and officers, projects and tasks.</p> <ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meets second Friday of every second month 9.30am.</p>	Cr Rich Cr Byas - Deputy
Landcare SJ Inc (Board)	<p>The Landcare SJ Board functions as the managing board for Landcare SJ Incorporated. The group makes executive decisions about the running of Landcare SJ Incorporated.</p> <ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meets fourth Wednesday of every second Month from February, 9.30am.</p>	Cr Rich Cr Atwell - Deputy



Community Committees / Groups		
Mundijong Community Association	<ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meets second Tuesday of every month, 7pm.</p>	<p>Cr McConkey Cr Atwell - Deputy</p>
Serpentine Community Association	<ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meets third Wednesday of each month, alternating between 9am and 7pm.</p>	<p>Cr Rich Cr McConkey - Deputy</p>
Serpentine Jarrahdale Community Resource Centre Board and SJ Business Sub-Group	<ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meets second Wednesday each month, 1pm.</p>	<p>Cr Piipponen Cr Coales - Deputy</p>
Serpentine Jarrahdale Ratepayers and Residents Association	<ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meets first Tuesday of each month, 7.30pm.</p>	<p>Cr Denholm Cr Byas - Deputy</p>
Darling Range Regional Park Community Advisory Committee	<p>Liaison group between stakeholders who have a vested interest in the management of parks.</p> <ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meets quarterly Meetings, 5pm.</p>	<p>Cr Byas Cr Piipponen - Deputy</p>
Council Working Groups		
Community Grants Assessment Panel	<ul style="list-style-type: none"> • 1 Councillor – North Ward • 1 Councillor – North West Ward • 1 Councillor – Southern Ward 	<p>North Ward Cr Denholm</p> <p>North West Ward Cr Byas</p> <p>Southern Ward Cr McConkey</p>
Community Events Working Group (formerly Australia Day Project Committee)	<ul style="list-style-type: none"> • 1 Councillor • 1 Deputy <p>Meets quarterly.</p>	<p>Cr McConkey Cr See - Deputy</p>



Council Working Groups		
Cemeteries Management Working Group (formerly Cemeteries Management Committee)	Communication on management and potential issues within the two cemeteries that are managed by the Shire. <ul style="list-style-type: none">• 1 Councillor• 1 Deputy Meets quarterly.	Cr Atwell Cr Denholm - Deputy
Neighbourhood Watch (formerly Community Safety and Crime Prevention Committee)	Neighbourhood Watch is about you, your local neighbourhood, the wider community and WA Police working together to maintain a safer community. <ul style="list-style-type: none">• 1 Councillor• 1 Deputy Meets last Thursday of each month, 5.30pm.	Cr See Cr Byas - Deputy
South East Regional Energy Group	<ul style="list-style-type: none">• 1 Councillor• 1 Deputy Meets at least 5 times per year.	Cr See Cr Coales - Deputy
Youth Action Network	<ul style="list-style-type: none">• 3 Councillors• 1 Deputy Terms of Reference to be developed.	Cr Denholm Cr Coales Cr See Cr McConkey - Deputy
Serpentine Jarrahdale Trails Association Inc.	<ul style="list-style-type: none">• 1 Councillor• 1 Deputy Meets bi-monthly 7.30pm.	Cr Denholm Cr Byas - Deputy

CARRIED BY ABSOLUTE MAJORITY 8/0

**OCM157/11/17 – Delivery Plans Community Infrastructure Projects**

Author:	Peter Kocian, Acting Director Corporate and Community Services
Senior Officer/s:	Kenn Donohoe, Chief Executive Officer
Date of Report:	25 October 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

This report seeks Councils endorsement of the following Delivery Plans with a view of handing these projects over to the Infrastructure Services Team for delivery:

- BMX Lighting Upgrade
- Cricket Sporting Infrastructure
- Serpentine Sports Reserve Irrigation

Relevant Previous Decisions of Council

OCM093/07/17 – Council endorsed a budget allocation of \$25,000 towards the upgrade of the Byford BMX Track Lighting as per the draft 2017/18 Budget.

Council approved a transfer of \$75,000 into Reserve to fund the redevelopment of the Serpentine Sports Reserve including irrigation. Council also requested the consideration of a funding application through the State Government Community and Sport and Recreation Facility Fund in October 2017 to fund this project.

OCM011/02/17 COUNCIL DECISION / Alternative Officer Recommendation:

Moved Cr Rich, seconded Cr Gossage

That Council appreciates the consultation and willingness of the Polocrosse Club to work with the Shire to achieve a shared partnership in developing the Serpentine Sports Facility (Polocrosse Field) and defers the decision to fund the inground reticulation system until September 2017 to achieve the following aims:

- a. Finalisation of the Community Facility review.*
- b. Consideration of the funding through the State Government Community Sport and Recreation Facility fund in October 2017.*
- c. That Council resolve to establish a Reserve Account under s6.11 of the Local Government Act 1995 titled 'Polocrosse Grounds Redevelopment' with a reserve purpose of funding capital expenditure on the Polocrosse Grounds.*
- d. That Council resolve to transfer \$75,000 into Polocrosse Grounds Redevelopment Reserve.*
- e. Maintains watering of the Polocrosse Turf in the interim.*

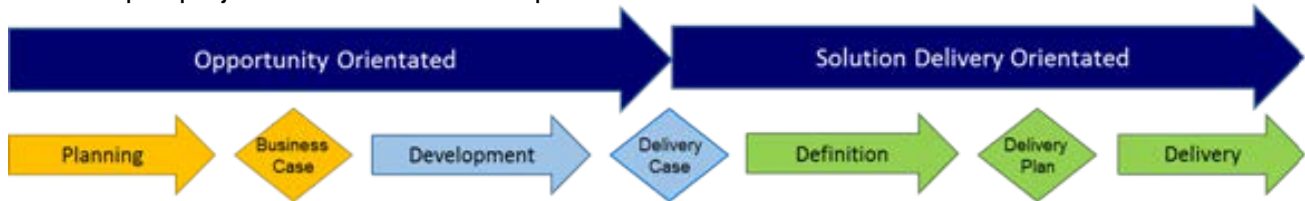
CARRIED 9/0 by ABSOLUTE MAJORITY

Background

The Shire engaged LogiKal Projects in November 2016 to undertake a review of project management practices and to identify critical blockers to the effective management and delivery of projects. As part of the review, the focus was on staff roles and responsibilities, current processes and the consistent application of tools and templates. Stronger project governance was a key deliverable to improve the project 'gate' process to ensure projects are commenced and approved in a controlled measure.



A number of project templates have now been developed, as per the framework below, to ensure that ownership of projects is retained until the point of handover to the Infrastructure Services Team for delivery.



The sequence for project development is the Business Case, then Delivery Case and finally the Delivery Plan. The Delivery Case is to achieve a P70 (70% confidence) with regards to project scope/design, to be further refined into a Delivery Plan to achieve P90 (90% confidence). A Delivery Plan will usually be supported by technical specifications and drawings, as well as a formal cost estimate.

Delivery Plans will be presented to Council for all new Community Infrastructure Projects to demonstrate that project scope and budget have been fully considered. This will ensure that project scope is not compromised due to the unavailability of funds.

Community / Stakeholder Consultation

Stakeholder consultation has been evidenced in the attached Delivery Plans.

Statutory Environment

Pursuant to section 6.8 of the *Local Government Act 1995*, a Local Government is not to incur expenditure from the municipal fund unless it is *generally* authorised in advance by absolute majority resolution of Council.

Comment

The following Delivery Plans are presented for Council approval:

- BMX Lighting Upgrade (Confidential OCM157.1/11/17)
- Cricket Sporting Infrastructure (Confidential OCM157.2/11/17)
- Serpentine Sports Reserve Irrigation (Confidential OCM157.3/11/17)

The projects have been requested by the Clubs (identified in their Strategic Plans), or have been identified in the Shire's strategic planning documents such as the Community Facilities and Services Plan 2020 (2008/09) and Serpentine Sports Reserve Management Plan 2012 (irrigation). The centre wicket at Kalimna Oval forms part of the infrastructure that the Shire is required to install as per the Shared Use and Development Agreement with the Department of Education.

Each of the projects are shovel-ready, meaning that subject to Council endorsement of the Delivery Plan, the projects can be handed over to the Infrastructure Services Team for delivery.

Noting Council's resolution of February 2017 (OCM011/02/17), a community facility review has commenced. This framework considers Council's current Policies in relation to community facilities (such as lease and license management), as well as a number of operational business improvements.

Given the absence of an adopted Policy Framework, Council will need to determine whether they are prepared to consider the Delivery Plans in isolation, and whether the investment in developing the identified community facilities meets the following criteria:

- Efficient and cost effective use of Council resources.
- Efficient, streamlined and transparent decision-making.



- Council resources are allocated and developed according to community need.
- Duplication of services and facilities in communities is avoided.
- Wherever possible investigation into multiple uses of existing community resources is undertaken before allocation of Council owned or managed resources.

Conclusion

Officer's recommend that Council endorses the attached Delivery Plans as two of the three projects are fully funded from cash-backed Reserves and external contributions, with only the cricket sports infrastructure requiring municipal funding. The delivery of the projects will result in an increase in the level of service across a number of sporting facilities.

Attachments

- **CONFIDENTIAL** OCM157.1/11/17 – Delivery Plan and Supporting Documents BMX Lighting Upgrade Project (E17/10930)
- **CONFIDENTIAL** OCM157.2/11/17 - Delivery Plan and Supporting Documents Cricket Sporting Infrastructure (E17/10931)
- **CONFIDENTIAL** OCM157.3/11/17 - Delivery Plan and Supporting Documents Serpentine Sports Reserve Irrigation (E17/10932)

Alignment with our Strategic Community Plan

The upgrade of community facilities is aligned to the following key themes in the Strategic Community Plan:

Outcome 1.1	A healthy, active, connected and inclusive community.
Strategy 1.1.1	Provide will planned and maintained public open space and community infrastructure.

Financial Implications

The estimated financial impact of each of the projects is as follows:

Name of Project	Estimated Project Cost	Club Contribution	Reserve Funding	Municipal Funding
BMX Lighting Upgrade	\$65,000	\$22,727	\$42,273	\$0
Cricket Sports Infrastructure	\$53,900	\$5,000	\$0	\$46,900** (part funded reallocation from Byford tennis courts)
Serpentine Sports Reserve Irrigation	\$75,000	\$0	\$75,000	\$0

The adopted 2017/18 Budget includes a budget allocation of \$46,640 for the resurfacing of the Byford Tennis Courts. Pre-cursor remedial work was completed earlier this financial year with the installation of root barriers and removal of puffballs. The courts are now fully serviceable, though remain unsightly as the bitumen repairs are a different colour to the existing court surface.

It is recommended that \$30,000 be reallocated from the Byford Tennis Courts Project to partially-fund the Cricket Sports Infrastructure project. This will mean that the re-surfacing will be deferred until a future budget.



Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council does not support the Delivery Plans resulting in an impact on the serviceability of community facilities.	Possible (3)	Moderate (3)	Moderate (5-9)	Reputation - 3 Moderate - Substantiated, public embarrassment, moderate impact on key stakeholder trust or moderate media profile	Accept Officer Recommendation

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 9 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements Absolute Majority

OCM157/11/17 COUNCIL DECISION / Officer Recommendation

Moved Cr Byas, seconded Cr Atwell

That Council:

- Endorses the Delivery Plans and supporting documentation for the following community infrastructure projects, to allow handover to the Infrastructure Services Team for delivery:
 - BMX Lighting
 - Cricket Sports Infrastructure



- **Serpentine Sports Reserve Irrigation**

2. Pursuant to section 6.8 of the *Local Government Act 1995* authorises the following variations to the 2017/18 Budget:

Description	Original 2017/18 Budget	Amended 2017/18 Budget	Change in Net Current Assets
BMX Lighting	(\$25,000)	(\$65,000)	(\$40,000)
Contribution from BMX Club	\$0	\$22,727	\$22,727
Transfer from Byford BMX Track Reserve	\$0	\$42,273	\$42,273
Cricket Sports Infrastructure	(\$8,900)	(\$53,900)	(\$45,000)
Contribution from Cricket Club	\$0	\$5,000	\$5,000
Serpentine Sports Reserve Irrigation	\$0	(\$75,000)	(\$75,000)
Transfer from Serpentine Jarrahdale Sporting Precinct Reserve	\$0	\$75,000	\$75,000
Byford Tennis Courts	(\$46,460)	(\$16,460)	\$30,000

CARRIED BY ABSOLUTE MAJORITY 8/0



OCM158/11/17 – Perth Symphony Orchestra Concert (SJ2395)	
Author:	Peter Kocian, Acting Director Corporate and Community
Senior Officer/s:	Kenn Donohoe, Chief Executive Officer
Date of Report:	8 November 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

This report is seeking Council's direction as to whether to proceed with the proposed Perth Symphony Orchestra Event for the 2018 calendar year.

Relevant Previous Decisions of Council

The 2017/18 Community Events Calendar was approved by Council at the June 2017 Ordinary Meeting (OCM078/06/17), and subsequently carried into the 2017/18 Budget with a budget allocation of \$265,000. The Perth Symphony Orchestra Concert was included as part of the Events Calendar, with an approved expenditure budget of \$100,000, premised on \$50,000 in budgeted grant funding/sponsorship.

Background

Council has endorsed the 2017/18 Community Events Calendar, which includes a proposed Perth Symphony Orchestra Concert. However, given the revised financial implications associated with the event, and the requirement for the Shire to underwrite the event, Council approval is required.

A large-scale event presents a great opportunity to promote the Shire, celebrate our community, and to generate economic and tourism activity.

Community / Stakeholder Consultation

Shire staff have been liaising with Ms. Bourby Webster, the Founder and Executive Director of the Perth Symphony Orchestra. This has resulted in a formal proposal.

Statutory Environment

A budget variation will be required to support the delivery of this event. An absolute majority decision of Council will be required pursuant to section 6.8 of the *Local Government Act 1995*.

Comment

The Shire has received an event proposal (commercial in confidence) from the Perth Symphony Orchestra (Confidential OCM158.1/11/17). The proposal is summarised as follows:

- Event Date 17 March 2018.
- To be held at the Jarrahdale Oval.
- Full symphony orchestra comprising 50 musicians, plus solo guest artists.
- Largely a non-ticketed event.
- Community engagement program including school visits.



The City of Kwinana will be hosting an identical event in December, with a Rock Symphony theme featuring music from Metallica, Led Zeppelin, Nirvana, Pharrell Williams and Adele, plus film classics from Pirates of the Caribbean, James Bond and Lion King. A series of pop-up surprise mini-concerts will occur in neighbourhood centres, as well as interactive musical programs with schools.

The Shire has also consulted with an events company to assess event logistics such as infrastructure requirements (lighting, generators, and toilets), site management (rubbish, first aid), traffic management, licenses and approvals, and marketing and promotion (Confidential OCM158.2/11/17).

The total estimated budget for this proposed event is \$190,000 (ex GST):

- Perth Symphony Orchestra \$100,000 (ex GST)
- Community Engagement Program \$20,000 (ex GST)
- Event Management and Marketing \$70,000 (ex GST)

The Shire will endeavor to seek external grant funding and corporate sponsorship for this event. However, given the short lead-time to the proposed event date of 17 March 2018, there is a degree of risk that the Shire will have to underwrite the full cost of the event. Council needs to make a determination as to whether the economic and social benefits of holding a large-scale event outweighs the cost of providing the event. This will be a subjective assessment, as the economic and social benefits cannot be accurately quantified at this time.

Council can consider a number of options:

Option One

Agree to underwrite the full estimated cost of the proposed event.

Option Two

Request to modify the scale of the event such as a smaller orchestra, or remove the community engagement program, in an effort to reduce the cost of the event.

The Perth Symphony Orchestra can provide a smaller touring ensemble of 24 musicians and three solo singers for \$60,000 (ex GST). The program would cover rock, classical and musical theatre. This would reduce the total cost to approximately \$140,000 as the event overheads are largely fixed.

Option Three

Consider making the event a ticketed event with a view of recovering a portion of costs, however this is likely to significantly reduce the number of people attending and removes the 'community' element.

Option Four

Resolve not to proceed with the proposed event.

Option Five

Resolve to defer the proposed event for 12-months and/or invest budgeted funds for 2017/18 into infrastructure and amenities at Jarrahdale Oval to convert this facility into the Shire's primary event location.

The Chief Executive Officer and Acting Director Corporate and Community did meet with representatives from the Lions Club following the Jarrahdale Log Chop and SJ Lions Fair. A number of facility issues were



raised including poor oval surface, lack of power, lack of water and sub-standard ablutions and building structures. It is apparent that some investment is required into the site, if it is to be continued as an events space.

Conclusion

Officers are of the view that \$190,000 is a significant investment into an inaugural event that does not have confirmed seed funding from external sources. In order for this event to become sustainable, and a feature on the annual community calendar, a minimum 3-year sponsorship package is required with corporate sponsors. Adequate lead-time is required to pull this together.

Attachments

- **CONFIDENTIAL** OCM158.1/11/17 – Perth Symphony Orchestra Concert Proposal (Commercial in Confidence) (E17/11083)
- **CONFIDENTIAL** OCM158.2/11/17 – Production Estimate (Commercial in Confidence) (E17/11084)

Alignment with our Strategic Community Plan

Outcome 3.2 of the Strategic Community Plan is applicable – to create a vibrant tourist destination experience.

The Community Infrastructure and Public Open Space Strategy suggests the use of Jarrahdale Oval as a dedicated events space. The proposed scope of works includes water, power and toilets.

The preparation of a Local Development Strategy for Jarrahdale is also likely to identify event activation opportunities for Jarrahdale Oval.

Financial Implications

The adopted 2017/18 Budget includes an expenditure allocation of \$100,000 for the proposed Perth Symphony Orchestra Concert, with a partial-contra offset of \$50,000 in budgeted grant funding/sponsorship.

If Council wishes to proceed with the proposed event for 2017/18, additional funding of \$90,000 will need to be authorised as a budget variation.

If Council elects for the smaller event, additional funding of \$40,000 will need to be authorised as a budget variation.

The Shire will also be carrying the risk that the \$50,000 in budgeted grants/sponsorship is not received, resulting in a further budget variation.

Alcoa has agreed to provide \$10,000 for three years under the Community Partnership Agreement with the Shire for this event.



Risk Implications

Risk has been assessed based on the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council proceed with proposed event.	Possible (3)	Minor (2)	Moderate (5-9)	Financial Impact - 2 Minor - \$50,000 - \$250,000	Accept Officer Recommendation
That Council not proceed with the proposed event.	Possible (3)	Insignificant (1)	Low (1-4)	Reputation - 1 Insignificant - Unsubstantiated, localised low impact on key stakeholder trust, low profile or no media item	Accept Risk
That Council reduce the scale of the event.	Possible (3)	Minor (2)	Moderate (5-9)	Financial Impact - 2 Minor - \$50,000 - \$250,000	Accept Risk
That Council defer the event and invest the budget into improving facilities at Jarrahdale Oval.	Possible (3)	Minor (2)	Moderate (5-9)	Financial Impact - 2 Minor - \$50,000 - \$250,000	Accept Risk

Risk Matrix

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 6 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.



Voting Requirements: Absolute Majority

OCM158/11/17 Officer Recommendation

Moved Cr , seconded Cr

That, with respect to the proposed Perth Symphony Orchestra Concert, Council:

1. Endorses that the event concept be retained in the Shire's Annual Events Calendar;
2. Defers the proposed 2018 event for 12 months to allow corporate sponsorship agreements to be finalised to mitigate financial risks for the Shire in underwriting the event;
3. Approves a re-allocation of \$100,000 in the Shire's 2017/18 Budget from the Perth Symphony Orchestra Event towards upgrading infrastructure at Jarrahdale Oval as a dedicated events location;
4. Requests that a scope of works for Jarrahdale Oval be presented to Council for endorsement prior to works commencing.

Councillor Coales moved an amendment to the Alternate Recommendation.

OCM158/11/17 Amended Alternate Recommendation

Moved Cr Coales, seconded Cr See

That, with respect to the proposed Perth Symphony Orchestra Concert, Council:

1. Endorses that the event concept be retained in the Shire's Annual Events Calendar;
2. Defers the proposed 2018 event for 12 months to allow corporate sponsorship agreements to be finalised to mitigate financial risks for the Shire in underwriting the event;
3. Quarantine the net municipal funding of \$50,000 that was allocated to the Perth Symphony Orchestra Concert for another purpose, with business cases outlining options for expenditure to be presented to Council at the March 2018 OCM;
4. Resolves that the Business cases as detailed in 3 above are to give weight to economic and tourism projects within the Shire with weighting given to Economic and Tourism projects.

Reason for difference to Officer Recommendation

The amended alternate recommendation deleted the Officers recommendations 3 and 4, and added new recommendations 3 and 4. The amended alternate recommendation is to restrict funding until such time as a business case is funded, and that the funds go to identified issue (s) in the Shire with weighting given to Economic and Tourism projects.

**The amendment to the alternate recommendation was put and lost 3 / 5.
Councillors Coales, Piipponen and See requested their votes for the amendment be recorded.**



OCM158/11/17 COUNCIL DECISION / Alternate Recommendation

Moved Cr Byas, seconded McConkey

That, with respect to the proposed Perth Symphony Orchestra Concert, Council:

1. Endorses that the event concept be retained in the Shire's Annual Events Calendar;
2. Defers the proposed 2018 event for 12 months to allow corporate sponsorship agreements to be finalised to mitigate financial risks for the Shire in underwriting the event;
3. Resolves to establish a Reserve Account pursuant to section 6.11 of the *Local Government Act 1995* as follows:

Reserve Name	Reserve Purpose	Establishment Date
Jarrahdale Community Infrastructure	To provide funds for the upgrade, renewal or replacement of community assets in the Jarrahdale locality	30 November 2017

4. Approves a budget variation pursuant to section 6.8 of the *Local Government Act 1995* as follows:

Account Description	Account Number	Adopted 2017/18 Budget	Proposed 2017/18 Budget	Net Change
Perth Symphony Orchestra Concert	PSO600	(\$100,000)	\$0	\$100,000
Perth Symphony Orchestra Grant	OTC200	\$50,000	\$0	(\$50,000)
Transfer to Jarrahdale Community Infrastructure Reserve		\$0	(\$50,000)	(\$50,000)

5. Requests a Business Case to be presented to Council for consideration at the March 2018 OCM outlining how funds quarantined in the Jarrahdale Community Infrastructure Reserve is proposed to be applied.

CARRIED BY ABSOLUTE MAJORITY 5/3
Councillors Coales, Piipponen and See requested their votes against the alternate recommendation be recorded.

Reason for difference to Officer Recommendation

The alternate recommendation were different to the Officers recommendations 3 and 4. The alternate recommendation restricts funding until such time as a business case is funded.

**OCM159/11/17 – 2016/17 Carried Forward Surplus and September 2017 Quarterly Budget Review**

Author:	Megan Hodgson – Strategic Financial Planner
Senior Officer/s:	Peter Kocian – Acting Director Corporate and Community
Date of Report:	06 November 2017
Disclosure of Officers Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Introduction

Council is requested to approve the allocation of the additional surplus carried forward from the 2016/17 financial year as per the recommendations contained in this report.

Relevant Previous Decisions of Council

There is no previous Council decision relating to this report.

Background

The audited 2016/17 Financial Statements confirm an actual carried forward surplus of \$3,105,535 as at 30 June 2017. This compares to a 2017/18 Budget carried forward surplus of \$2,735,736, giving rise to a favourable improvement of \$369,799 to the 2017/18 Budget position. The following commentary and attachment to this report outline the reasons for the additional surplus of \$369,799, and how the additional surplus is proposed to be allocated in the 2017/18 financial year.

Community / Stakeholder Consultation

The carried forward surplus has been discussed with the Executive Management Group and recommendations for the allocation of the additional surplus have stemmed from these discussions.

Statutory Environment

Section 6.8 of the *Local Government Act 1995* requires a local government not to incur expenditure from municipal funds where an estimate has not been provided for in the Annual Budget without prior authorisation by Absolute Majority.

Comment**Carried Forward Surplus Position as at 30 June 2017**

The original 2016/17 budget was premised on a budgeted surplus of \$40,870 as at 30 June 2017. This compares to an actual surplus of \$3,105,535, a favourable variance of \$3,095,546 to the original budget.

A summary of major variances by Nature and Type for the year ended 30 June 2017 is included in OCM159.1/11/17, with capital variances further explained in OCM159.2/11/17. It is pertinent to note that these variances relate to the actual result against the original budget and do not reference any budget amendments that may have been made during the course of the financial year. A large number of the major variances below were identified during the mid-year budget review and budgets were subsequently amended.



September 2017 Quarterly Budget Review - Proposed Variations to the 2017/18 Budget

As discussed above, the audited financial statements for the year ended 30 June 2017 identify actual net current assets as at 30 June 2017 carried forward of \$3,105,535 (see Rate Setting Statement and Note 24 in the Annual Financial Report). This compares to a 2017/18 Budget carried forward amount of \$2,735,736 (see Rate Setting Statement and Note 4 in the 2017/18 Statutory Budget). A favourable budget variance of \$369,799 has therefore arisen, with this additional surplus available to fund expenditure, transfer to Reserves, debt retirement, or simply remain unallocated which would result in a municipal surplus as at 30 June 2018.

Council decisions having impact on budget variations include the following:

1. Council approved at its September OCM (OCM126/09/17) the award of tender to Hames Sharley for the preparation and delivery of Byford, Mundijong, Serpentine, and Darling Range/Jarrahdale Development Strategies, for an amount of \$398,153. Budget implications of this are an increase in the Strategic Planning Projects budget of \$220K, a reduction in CEO Consulting Fees of \$195K, and a reduction in consulting fees for the development of a Mundijong Whitby Developer Contribution Plan of \$25K.
2. Council approved at its August OCM (OCM113/08/17) the award of contract to Civica for the replacement of the Library management system. Original budget was for \$31,000 (LIB525). Contract amount approved by Council was for \$35,375
3. Options were presented to Council at its July OCM (OCM093/07/17) for the upgrading of track lighting at the Byford BMX track. Original budget includes \$25,000. Project now estimated to cost \$65,000. Additional funding of \$22,727 (\$25,000 inc GST) to be contributed by the Byford BMX Club.
4. Council approved at its August OCM (OCM108/08/17) MOU's to be entered into for the following groups that would provide assistance and support with their activities; Byford Carols by Candlelight, Serpentine Community Association, Byford Community Garden, Darling Downs Residents Association, Hugh Manning Tractor Museum, Jarrahdale Heritage Society, Serpentine Jarrahdale Youth Activity Group. No additional municipal funds are required for this. Additional funds to be transferred from the Community Grants Reserve.

The unallocated carried forward surplus has been discussed with the Executive Management Group, with a recommendation from the Chief Executive Officer that it be applied to fund the September 2017 Quarterly Budget review adjustments, including the above decisions of Council. A full schedule of Budget Adjustments is included in OCM159.3/11/17, however the notable significant adjustments include the following:

1. Additional Funds to be allocated to CEO Consulting fees to allow for the completion of CEO KPI 4 – Independent Financial Review, and the commencement of a growth plan. This is necessary as funds were reallocated from this account to fund the preparation of development strategies and contract awarded to Hames Sharley as decided by Council at its September OCM.
2. An increase to Engineering Consulting fees to allow for revision of all asset management plans including a license to the Asset Finder software program and data migration, Urban Forest Strategy development, and Street Trees data pickup.
3. A reduction in direct grants received from Main Roads due to changes in the grant funding program.
4. Additional funds allocated to Director of Corporate Services consulting fees, which represents a reallocation from the CEO's budget to allow for the completion of CEO KPI 2 – Review of the Hester Report and business case development for strategic land parcels.



5. Attachment includes the proposed works program for Parks & Gardens Renewals for approval by Council. Due to the process and timelines of the Integrated Planning and Reporting process and subsequent development of the 2017/18 Budget, it was not possible to finalise the capital renewals budgets prior to adoption. An amount of \$225,600 was allocated to Parks and Gardens renewals generally, with a works program to subsequently be approved by Council before any expenditure could be incurred. Works programs were approved by Council at its August OCM for Roads, Buildings, Footpaths, and Drainage renewals. Parks and Gardens is the only works program that remains outstanding. Grimes Contracting conducted a playground audit in August 2017, and the majority of the requested renewals are based on the recommendations of this report. No additional funds required.

Conclusion

It is recommended that council approve the allocation of carry forward surplus as included in Attachment OCM159.3/11/17.

Attachments

- [OCM159.1/11/17](#) – 2016/17 Carry Forward Surplus – Schedule of variances (E17/10919)
- [OCM159.2/11/17](#) – 2016/17 Carry Forward Surplus – Schedule of variances – Capital Projects (E17/10920)
- [OCM159.3/11/17](#) – 2017/18 Budget – September 2017 Quarterly Budget Review (E17/10921)

Alignment with our Strategic Community Plan

Outcome 4.1	A resilient, efficient and effective organisation.
Strategy 4.1.1	Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources.

Financial Implications

The financial implications are detailed in this report.

Risk Implications

Risk has been assessed on the basis of the Officer's Recommendation.

Risk	Risk Likelihood (based on history and with existing controls)	Risk Impact / Consequence	Risk Rating (Prior to Treatment or Control)	Principal Risk Theme	Risk Action Plan (Controls or Treatment proposed)
That Council not accept the Officer's recommendation	Unlikely (2)	Moderate (3)	Moderate (5-9)	Compliance - 3 Moderate - Non-compliance with significant regulatory requirements imposed	Accept Officer Recommendation

**Risk Matrix**

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

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 6 has been determined for this item.

Voting Requirements**Absolute Majority****OCM159/11/17 COUNCIL DECISION / Officer Recommendation****Moved Cr Byas, seconded Cr McConkey****That Council:**

- Notes the actual net current assets carried forward as at 30 June 2017 as \$3,105,535, compared to 2017/18 Budgeted net current assets carried forward of \$2,735,736, giving rise to a favourable improvement of \$369,799 to the 2017/18 Budget position;
- Notes the explanations provided for the improved surplus result as at 30 June 2017 as contained within attachment OCM159.1/11/17 and variances against capital expenditure as contained within attachment OCM159.2/11/17.
- Pursuant to section 6.8 of the Local Government Act 1995, approves the schedule of variations to the 2017/18 Budget as presented below, including the full allocation of the additional carried forward surplus of \$369,799 from the 30 June 2017, resulting in a closing budget municipal deficit of (\$115,550) as at 30 June 2018:

Account/Project Description	Code	Original Budget	Proposed Amended Budget	Net Change
		2017/18	2017/18	2017/18
GOVERNANCE				
CEO - Consulting Fees	CEO502	300,000	180,000	(120,000)
GENERAL FINANCING				
General Rates	RAR120	(20,867,297)	(20,732,841)	134,456
Interim Rates	RAR122	(1,100,000)	(1,234,456)	(134,456)
Reimbursements - GST	GFI265	(75,000)	(100,000)	(25,000)
Reimbursements Non GST	GFI264	(20,000)	(71,022)	(51,022)



Account/Project Description	Code	Original Budget	Proposed Amended Budget	Net Change
LAW AND ORDER				
Stationery	RAN515	-	700	700
Bushfire Mitigation Grants	ESD409	-	(140,000)	(140,000)
Grants	ESD406	(133,700)	(193,700)	(60,000)
Bushfire Mitigation	ESD636	50,728	190,728	140,000
COMMUNITY AMMENITIES				
Jarrahdale Cemetery	JCM600	17,872	32,764	14,893
Serpentine Cemetery	CMS600	25,592	32,700	7,108
Subscriptions	STP517	-	1,500	1,500
Subscriptions	TPL517	3,000	1,500	(1,500)
Planning Projects	STP525	250,000	470,622	220,622
Byford DCP	DCP525	104,564	139,564	35,000
West Mundijong DCP	DCP528	50,000	-	(50,000)
Community Infrastructure DCP	DCP531	-	50,000	50,000
RECREATION AND CULTURE				
Minor Tools	MTE625	-	2,500	2,500
Library Management System Lease Costs	LIB525	31,000	35,375	4,375
MOU'S - Community Funding	MOU528	-	50,000	50,000
Youth Strategy	YOU572	55,000	-	(55,000)
Equine Strategy	EQU572	50,000	70,000	20,000
Sport & Recreation Strategy	SRS572	80,000	105,000	25,000
Crime Prevention Plan and CCTV Strategy	CCP572	8,000	18,000	10,000
Contributions	OSR408	-	(27,727)	(27,727)
Tree Pruning	PRU730	197,424	315,647	118,223
Tree Pruning	MOR798	315,647	197,424	(118,223)
TRANSPORT				
Roads to Recovery Grants	CDA101	(766,621)	(767,321)	(700)
Direct Grants	MOR303	(221,552)	(127,594)	93,958
Engineering Design Consulting Fees	EDT525	200,000	423,921	223,921
OTHER SERVICES				
Consumables	OGC555	-	300	300
Minor Asset Purchases	OGC565	-	1,000	1,000
Subscriptions	OGC517	1,000	2,305	1,305
Legal Fees	OGC530	-	7,500	7,500
Director Corporate Services Consulting Fees	DCS502	50,000	125,000	75,000
CAPITAL PROJECTS				
Benalla Crescent	RC448	-	198,289	198,289
Hopeland Road	RRG017	-	1,700	1,700
Abernethy Road Design	DSC133	-	4,800	4,800



Account/Project Description	Code	Original Budget	Proposed Amended Budget	Net Change
Medulla Road	R2R250	72,000	72,000	-
Kiln Road	R2R130	73,000	73,000	-
Linton Street	R2R153	85,000	110,000	25,000
Gossage Road	R2R010	198,030	476,825	278,795
Elliott Road	R2R016	315,821	327,025	11,204
Plant replacement - P3771 - Light Fleet - Reticulation Fitter	WOH900	-	38,497	38,497
Administration Office Reconfiguration	MOC901	-	50,000	50,000
Administration Building - Minor Asset Purchases	ADM906	15,000	25,000	10,000
Upgrade and relocation of Server Room	ADM905	155,000	-	(155,000)
BMX Lighting Upgrade	BBX900	25,000	65,000	40,000
Briggs Park Cricket Net Recarpeting	BPC900	8,900	53,900	45,000
Byford Tennis Courts	BTC900	46,460	16,460	(30,000)
Library - Self Service Machine	LIB902	34,720	20,000	(14,720)
Serpentine Sports Reserve - Irrigation Project	RSS900	-	75,000	75,000
Volunteer Brigades Capital Improvements	ESD909	-	60,000	60,000
Road Renewals - Henderson Road	RRN032	619,359	529,359	(90,000)
Road Renewals - Baigup Loop	RRN435	-	90,000	90,000
Byford Hall - Playground Rubber Soft Fall	BHR951	-	17,825	17,825
Total				1,110,122
Budget Amendments Funded By:				
Additional Transfers From Reserves:				
Byford DCP Reserve				(64,800)
Community Grants Reserve				(50,000)
Miscellaneous Developer Contributions Reserve				(198,289)
Unspent Grants Reserve				(291,245)
Light Fleet Reserve				(2,425)
Administration Building Reserve				95,000
Byford BMX Reserve				(42,273)
Serpentine Jarrahdale Sporting Precinct Reserve				(75,000)



Account/Project Description	Code	Original Budget	Proposed Amended Budget	Net Change
2016/17 Carry Forward Surplus Funds				(369,799)
2017/18 Budget Defecit		(4,259)	(115,550)	(111,291)
				(1,110,122)

4. Approves the proposed works program for the Parks and Gardens Renewal expenditure budget presented below;

Account/Project Description	Code	Original Budget	Proposed Amended Budget	Net Change
Parks and Gardens Renewals	REN900	225,600	-	(225,600)
Parks & Gardens Renewals - Bill Hicks Reserve Playground Replacement	PLA950	-	40,000	40,000
Cristonia Reserve - Irrigation System Upgrade	CRI950	-	15,000	15,000
Ballawarra Reserve - Replacement of Rubber Softfall	BAL950	-	31,000	31,000
Mundijong Oval - Replacement of Football Goals	MUR950	-	20,000	20,000
Kandimak Reserve - Replacement of Double BBQ	KAN951	-	12,218	12,218
Linear Park - Replacement of softfall retaining wall	MLP950	-	4,000	4,000
Linear Park - Replacement of Removal of playground fence	MLP951	-	4,000	4,000
Rain Forrest Reserve - Replacement of Timber walk bridge	RAI950	-	4,000	4,000
Kandimak Reserve - Replacement of Timber walk bridge	KAN950	-	18,000	18,000
Clondyke Reserve - Replace Timber walk bridges	BSC950	-	6,000	6,000
Tarcoola Link - Replace Rubber Soft Fall	TAR950	-	38,626	38,626
SunRays/St Thomas Reserve - Replacement or removal of Playground Fence	RAY950	-	4,895	4,895
Byford Hall - Upgrade Shade Sails	BHR950	-	9,861	9,861
Clem Kentish Oval - Gradually start to mound reserve	SSR950	-	18,000	18,000

5. Approves the following budget reallocations within the Road Asset Renewal Program following the closure of market responses, with net funding of \$47,723 required from the Roads Asset Management Reserve:



Continued

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Project Description	Job Number	Adopted Budget	Proposed Amended Budget	Net Change
Briggs Road, Byford	RRN158	75,000	115,633	40,633
Clifton Rd, Byford	RRN141	40,000	44,353	4,353
Edward Cr, Byford	RRN150	30,000	52,081	22,081
Alice Rd, Cardup	RRN155	30,000	30,000	0
Kiln Rd, Karrakup	RRN(NEW)	73,000	73,000	0
Soldiers Rd, Cardup	RRN132	40,000	69,997	29,997
Marsh Court, Jarrahdale	RRN253	30,000	30,000	0
Jarrahglen Rise, Jarrahdale	RRN254	40,000	44,445	4,445
Tonkin St, Mundijong	RRN097	20,000	43,157	23,157
Rapids Rd, Serpentine	RRN014	25,000	51,506	26,506
Mason Court, Serpentine	RRN242	15,000	28,192	13,192
Rowley Rd, Oakford	RRG302	10,000	41,779	31,779
Masters Rd, Darling Downs	RRG154	10,000	19,200	9,200
Wright Rd, Mardella	RRG005	10,000	28,313	18,313
Kargotich Rd, Mardella	RRB009	10,000	26,719	16,719
				240,375
Lowlands Road	RRN072	400,000	337,666	(62,334)
Henderson Road	RRN032	529,359	399,041	(130,318)
Transfer from Road Asset Management Reserve		(2,034,020)	(2,081,743)	(47,723)
Net Change				0

CARRIED BY ABSOLUTE MAJORITY 8/0



8.4 Audit, Risk and Governance Committee reports

Nil

8.5 Confidential reports

Nil

9. Motions of which notice has been given:

Nil

10. Chief Executive Officer reports:

Nil

11. Urgent business:

Nil

12. Councillor questions of which notice has been given:

Nil

13. Closure

There being no further business the Presiding Member declared the meeting closed at 9.44pm.

I certify that these minutes were confirmed at the
Ordinary Council Meeting held on 18 December 2017.

.....
Presiding Member

.....
Date