

12.1 – Councillor Questions of which Notice has been Given – Creditor Payment Breakdown for Council Plan, Harmony Festival, Catering and Photography (SJ4375)

Elected Member	Councillor Byas
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> .

The following questions were received from Councillor Byas via email on Monday, 8 April 2024.

Question 1

What was the total cost to ratepayers to deliver the Council Plan launch event, including all costs incurred, including advertising, printing, catering, etc.? I request an itemised breakdown, please.

Officer Response

Costs associated with the launch and ongoing promotion of the Council Plan 2023-2033 were broken into three phases to ensure staff are aligned with the Plan and community outcomes are met.

To support the delivery of the community launch event within the \$1,000 budget, styling items from the homes of Shire Officers was used, in addition to personal indoor plants located throughout the Shire administration building.

Internal Launch:

Item	Supplier	Total
Boho Furniture	Marketplace	\$225.00
Catering	Miss Mauds	\$333.00
Room hire	Shire of SJ	Nil – was held at Civic Centre
Packets of seeds to giveaway	Shire of SJ	Nil – existing resource
TOTAL		\$558.00

Community Launch:

Item	Supplier	Total
Boho Furniture	Marketplace	\$225.00
Room hire	Shire of SJ	Nil – was held at Civic Centre

Contact Us

Enquiries

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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)



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Item	Supplier	Total
Cupcake, Brownies, Cookies (65 vouchers)	Delicious Delights \$5 each	\$325.00
Coffees (65 vouchers)	Grounds for a Rest \$5	\$325.00 (awaiting invoice)
100 pot plants	WA Cactus	\$125.00
TOTAL		\$1000.00

Ongoing Council Plan promotion:

Item	Supplier	Total
Design collateral (email Sig, social media tiles, Plan on a Page, pillars, advert, invite, stickers, website banner)	Creative Chameleon	\$2035.00
Design pull-up banners and flags	Creative Chameleon	\$1292.50
Printing: <ul style="list-style-type: none"> • 100 stickers (50mm x 20mm) • Plan on a Page • Printed Council Plans • A0 corflute 	Armadale Print Hub / Quality Press	\$609.30
Printing of promotional banners	Image source	\$1402.50
Digital animation	Birdhouse Media	\$4950.00
1 x newspaper ad (half page)	The Examiner	\$770.00
TOTAL		\$11,058.00



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Question 2

What was the total cost to ratepayers to deliver the Harmony Festival event, including all costs incurred, including advertising, contractors, entertainment, etc.? I request an itemised breakdown, please.

Officer Response

In the 2023/24 Budget, \$24,000 was allocated for the delivery of the Harmony Night Festival Event. The actual costs was \$21,428.70. A transactional breakdown of this expenditure is below:

Item	Total	Status
Harmony Night Festival - Henna Artist Henna Florals	\$400.00	Invoiced
Harmony Night Festival - Chinese Lions Chung Wah Association	\$863.64	Invoiced
Harmony Night Festival – Stiltwalkers Enchanted Stiltwalking	\$1,490.00	Invoiced
Harmony Night Festival - Toilet Delivery Nature Calls Portable Toilets	\$254.55	Invoiced
Harmony Night Festival - Acc Toilet Nature Calls Portable Toilets	\$354.55	Invoiced
Harmony Night Festival - Single Toilets Nature Calls Portable Toilets	\$559.09	Invoiced
Event First Aid - Harmony Night Event St Johns Ambulance	\$416.00	Invoiced
Harmony Night - Roving Entertainment All The Lights	\$1,200.00	Invoiced
Harmony Night Festival – Facepainting Fun Faces Perth	\$220.00	Invoiced
Harmony Festival - Event Contractor Street Hassle Events	\$8,765.00	Invoiced
SJ Comm - Waste Man - Harmony FestivalGO2CUP Pty Ltd	\$2,228.00	Invoiced
Harmony Night Festival – Photography Stu Mckay Photography	\$300.00	Invoiced
Harmony Night - Filipino Dance Multicultural Community Arts Festival of	\$300.00	Invoiced
Harmony Night Festival – Design Creative Chameleon	\$900.00	Invoiced
Harmony Night Newspaper Ad - 21/3/2024Examiner Newspapers (WA)	\$600.00	Invoiced
Harmony Night Newspaper Ad - 14/3/2024Examiner Newspapers (WA)	\$500.00	Invoiced



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Item	Total	Status
Harmony Night Festival - Flyer Printing	\$20.60	PU amount – to be invoiced
Harmony Night Festival - Flyer Delivery	\$15.00	PU amount – to be invoiced
Harmony Night Festival - Corflute sign	\$40.00	PU amount – to be invoiced
Harmony Night - Didgeridoo and Dancer	\$500.00	Invoiced - awaiting payment
Harmony Night - Welcome to Country	\$300.00	Invoiced - awaiting payment
Harmony Night - Indonesian Dance	\$300.00	Invoiced - awaiting payment
Harmony Night Festival - VideographySoCo Studios	\$675.00	Invoiced
Digital advertising	\$227.27	PU amount – to be invoiced
TOTAL	\$21,428.70	

Question 3

For the months of February and March 2024, what was the total amount spent on catering for councillors? I request an itemised breakdown, please.

Officer Response

The total amount spent on catering services for February 2024 and March 2024 was \$2,696.59. This catering is available for Elected Members and Senior Staff.

Itemised breakdown:

Date	Event	Supplier	Ex GST
5/02/2024	February Ordinary Council Meeting - Q&A	Impressions	\$433.50



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12/02/2024	February Ordinary Council Meeting	Impressions	\$433.50
19/02/2024	Audit, Risk and Governance Meeting & Policy Concept Forum	Impressions	\$433.50
26/02/2024	Corporate Business Plan Workshop - Executive Management Group and Councillors	Mundijong Fish and Chips	\$139.00
4/03/2024	Values and Culture Workshop - Mint Collective	Byford Pizzeria	\$139.09
6/03/2024	March Ordinary Council Meeting - Q&A	Impressions	\$433.50
11/03/2024	March Ordinary Council Meeting	Impressions	\$433.50
23/03/2024	Swearing In Ceremony (Morning Tea)	2 Little Grazers	\$181.82
25/03/2024	Policy Concept Forum - Jarrahdale	Jarrahdale Tavern	\$208.18
Total			\$2,696.59

Question 4

For the months of February and March 2024, what was the total amount spent on photography and videography services? I request an itemised breakdown, please.

Officer Response

The total amount invoiced on photography and videography services for Feb 2024 was \$4,250 and March 2024 was \$975. See below for itemised breakdown:

Date	Supplier	Details	Amount ex GST
16/02/2024	SoCo Studios	Photography and videography for Jarrahdale Trails marketing campaign (<i>photography and videography delivered in late 2023 and invoices received during this period</i>)	\$3,500
19/02/2024	Stu McKay Photography	Photography – Serpy Sunset Cinema	\$150
27/02/2024	SoCo Studios	Photography – Engagement photo library (<i>photography delivered in late 2023 and invoices received during this period</i>)	\$600
24/03/2024	Stu McKay Photography	Photography – Harmony Night Festival	\$300



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26/03/2024	SoCo Studios	Videography - Harmony Night Festival	\$675
TOTAL			\$5,225

In-house staff resources and capability was used to produce 19 videos for social media. An itemised list of the videos is provided below:

DATE	VIDEO
31 March	Easter message
28 March	Easter road safety
27 March	Green spaces engagement
27 March	PCF in Jarrahdale
26 March	March OCM wrap-up
22 March	North Ward Election vote reminder
22 March	Council Plan launch promo
21 March	Harmony Night Festival promo
21 March	Family Fun Day promo
19 March	Green Waste collection update
15 March	New residents information
13 March	Youth programs
7 March	Skill up program
6 March	Jarrahdale update
1 March	Waste Transfer Station update
28 February	Skill up program
26 February	Shire projects 2024
22 February	Feb OCM wrap up
6 February	Skill up program