



Shire of
Serpentine
Jarrahdale



Shire of
Serpentine
Jarrahdale

Ordinary Council Meeting Minutes

7pm

Monday, 16 June 2025

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Open Monday to Friday 8.30am-5pm (closed public holidays)



www.sjshire.wa.gov.au



Ordinary Council Meeting Minutes Monday, 16 June 2025

Councillor Attendance Register

In accordance with the 11 April 2022 Ordinary Council Meeting, Council Resolution OCM067/04/22, clause 1 - "That Council requests the Chief Executive Officer maintain a Councillor Attendance Register recording Councillor Attendances at Ordinary Council Meetings, Special Council Meetings, Q & A briefings for Ordinary Council Meetings, Q & A briefings for Special Council Meetings, Councillor Workshops held for Project Briefings, Councillor Workshops held for Budget Preparations and Policy Concept Forums."

In accordance with the 12 December 2022 Ordinary Council Meeting, Council Resolution OCM313/12/22, clause 6 - "That Council requests that the Councillor Attendance Register published in the Agenda and Minutes displays attendances for the calendar year and notes that the full Councillor Attendance Register, including previous calendar years, will continue to be published on the Shire's website."

Date	Type	President Coales	Cr Bishop	Vacant	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
16/6/25	OCM	✓	✓		✓	✓	✓	✓
9/6/25	Q&A (OCM)	✓	A		A	A	✓	A
26/5/25	PCF	A	EP		✓	A	✓	✓
19/5/25	OCM	✓	✓		✓	✓	✓	✓
19/5/25	Q&A (OCM)	✓	A		✓	✓	✓	A
12/5/25	Q&A (OCM)	✓	A		✓	✓	✓	✓
8/5/25	WORKSHOP	A	✓		✓	✓	✓	✓
8/5/25	WORKSHOP	A	✓		✓	A	✓	✓
5/5/25	PCF	✓	A		✓	✓	A	✓
1/5/25	PCF	✓	A		✓	✓	✓	✓
1/5/25	WORKSHOP	✓	✓		✓	✓	✓	✓
28/4/25	WORKSHOP	✓	✓		✓	✓	✓	✓
28/4/25	PCF	✓	✓		✓	✓	✓	✓
14/4/25	OCM	✓	✓		✓	✓	✓	✓
14/4/25	Q&A (OCM)	✓				✓	✓	✓
7/4/25	Q&A (OCM)	✓	EP		✓	✓	✓	✓
3/4/25	WORKSHOP	✓	A		✓	A	✓	✓
24/3/25	PCF	✓	A	A	✓	✓	✓	✓
17/3/25	OCM	✓	✓	A	✓	✓	✓	✓
10/3/25	Q&A (OCM)	✓	EP	A	✓	✓	✓	✓



Continued

Ordinary Council Meeting Minutes Monday, 16 June 2025

Date	Type	President Coales	Cr Bishop	Vacant	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
16/6/25	OCM	✓	✓		✓	✓	✓	✓
5/3/25	SCM	✓	A	LoA	✓	✓	✓	A
4/3/25	Q&A (SCM)	✓	EP	LoA	✓	✓	✓	A
24/2/25	PCF	✓	A	LoA	✓	✓	✓	✓
17/2/25	PCF	EP	EP	LoA	✓	✓	✓	✓
10/2/25	OCM	✓	✓	LoA	✓	✓	✓	✓
3/2/25	Q&A (OCM)	✓	EP	LoA	✓	✓	✓	✓
28/1/25	PCF	✓	EP	A	✓	✓	✓	✓

Key:

✓ - Attended

A - Apology

LoA - Leave of Absence

NA - Non Attendance

EPNG - Electronic Participation Not Granted

EP - Electronic Participation



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The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting. Persons should be aware of the provisions of the *Local Government Act 1995* (section 5.25(1)(e)) and Council's *Standing Orders Local Law 2002 (as Amended)* - Part 14, Implementing Decisions. No person should rely on the decisions made by Council until formal advice of the Council resolution is received by that person.

The Shire of Serpentine Jarrahdale expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.



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Ordinary Council Meeting Minutes Monday, 16 June 2025

Council and Committee Meetings will be live streamed and audio recorded. If you are asking a public question or making a statement or deputation to the meeting this will be live streamed and audio recorded. Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed.



Ordinary Council Meeting Minutes Monday, 16 June 2025

Minutes of the Ordinary Council Meeting of the Shire of Serpentine Jarrahdale held on Monday, 16 June 2025 in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong.

President Coales declared the meeting open at 7pm and welcomed Councillors, Staff, and members of the gallery.

President Coales advised members of the gallery that tonight's meeting will be live streamed and audio recorded.

President Coales advised members of the gallery that a timer will be used when members of the gallery are making deputations and public statements.

When asking a public question or making a statement or deputation to the meeting, members of the gallery are requested to take a seat at the table.

Members of the gallery are reminded that no other visual or audio recording of this meeting by any other means is allowed.

Agenda

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

President: R Coales.....Presiding Member

Councillors: N Bishop

T Duggin

S Mack

R Jerrett

C Mazzini

Officers: Mr P Martin.....Chief Executive Officer

Mr N Scidone.....Acting Director Infrastructure Services

Mr A Trosic Director Development Services

Mr F Sullivan Director Corporate Services

Mr B Oliver..... Director Community Engagement

Mr F Jamodien.....Director Operations

Mrs D Merritt.....Coordinator Governance

Ms J Bavaro.....PA to Director Corporate Services (Minute Taker)

Leave of Absence: Nil.

Apologies: Nil.

Observers: 8



Presiding Member, President Coales, proposed a change to the order of the business to bring forward consideration of Urgent Business Item 11.1 to be the next matter considered.

OCM-141-2025

COUNCIL RESOLUTION

Moved Cr Duggin, seconded Cr Bishop

That Council, in accordance with clause 3.4(2) of the *Standing Orders Local Law 2002 (as amended)*, change the order of business to bring forward Item 11.1 to be considered.

CARRIED UNANIMOUSLY 6/0

Presiding Member, President Coales approved Urgent Business Item 11.1 on 16 June 2025.

11.1 - Leave of Absence Request - President Coales (SJ4376)	
Councillor	President Coales
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> .

An application for a Leave of Absence, in accordance with section 2.25 of the *Local Government Act 1995*, was received from President Coales on 16 June 2025. President Coales is seeking leave for the following dates:

- Monday, 23 June - Friday, 27 June 2025 inclusive, and
- Friday, 4 July - Thursday, 31 July 2025 inclusive.

In accordance with section 2.25(1) of the *Local Government Act 1995* (the Act), Council may, by resolution, grant leave of absence to a member. The decision to grant leave, or refusal to grant the leave and the reasons for that refusal, is to be recorded in the minutes of the meeting.

Should a leave of absence be granted, President Coales will be recorded as an apology for the meetings, workshops and forums missed, including the Ordinary Council Meeting on 21 July 2025. In accordance with the Act, the Deputy President, Cr Duggin, will perform the functions of the President during the periods of leave, including presiding at the July Ordinary Council Meeting.

Options

The provisions of the *Local Government Act 1995* provide two practical options to Council.

Option 1

That Council GRANT the leave of absence application made by President Coales for the periods:

- Monday, 23 June - Friday, 27 June 2025 inclusive, and
- Friday, 4 July - Thursday, 31 July 2025 inclusive.



Option 2

That Council REFUSES the leave of absence application made by President Coales for the periods:

- Monday, 23 June - Friday, 27 June 2025 inclusive, and
- Friday, 4 July - Thursday, 31 July 2025 inclusive.

Voting Requirements: Simple Majority

OCM-142-2025

COUNCIL RESOLUTION

Moved Cr Jerrett, seconded Cr Mazzini

That Council GRANT the leave of absence application made by President Coales for the periods:

- **Monday, 23 June - Friday, 27 June 2025 inclusive, and**
- **Friday, 4 July - Thursday, 31 July 2025 inclusive.**

CARRIED UNANIMOUSLY 6/0



2. Public question time:**2.1 Response to previous public questions taken on notice:****Ordinary Council Meeting - Monday, 19 May 2025**

Questions asked by **Mrs Michelle Rich** at the Ordinary Council Meeting, Monday, 19 May 2025. Correspondence was sent to Mrs Rich on 28 May 2025 (E25/5533).

Question 2

Please provide the current hour meter reading for each of these machines and a list of roads with the length of verge maintenance for each road completed since procession and the 31st December 2024?

Response (Director Operations)

By way of context, soon after purchasing this plant and equipment the Council resolved to undertake a full review of the Shire's Operations area. This review made several major recommendations regarding resourcing, function realignment and work area prioritisation. These recommendations were formally endorsed by Council and led to a staged realignment of staffing, plant allocation and service delivery focus. This has had a broad impact on change management, including the staged creation of formalised schedules and priorities for Operations to manage.

The creation of a fifth directorate (Operations), together with restructuring and new resourcing in that directorate (as per the recommendation of the review mentioned above) has provided the opportunity to now refocus on key areas and functions, including how best to optimise the use of plant and equipment.

The next schedules to be developed include verges and roadside maintenance, which was timed to reflect the policy change that Council adopted in November 2024. This will see the plant and equipment utilised in line with the new schedules once adopted.

Please find following the prior utilisation rates:

Plant and Equipment

Posi track - Case Track Loader (SJ522) - 602 hours.

Forestry Mulcher - This equipment does not include a voltage metre to track hours.

Beavertail truck (SJ55) - 20,170 kms

Roads and Maintenance completed

- Mundijong Rd - Paterson Rd Westbound to King Rd and King Road to Paterson Eastbound. (Approx 15km)*
- Karnup Rd - Serpentine Pony Club Westbound to Yangedi Rd and Yangedi Rd to the Pony Club Eastbound (Approx 18km)*
- Gossage Road - Hopkinson Rd to Kargotich Rd (Approx 3.5km)*

Additionally, the equipment has been utilised for bushfire mitigation.

**Question 3**

Please explain where the funding for the 2 full time employees that was resourced in the 2021/22 annual budget to operate the above machinery has been spent in the 2021/22, 2022/23, 2023/24 and 2024/25 financial years?

Response (Director Operations)

As mentioned above, soon after recruiting these two additional staff members the Council resolved to undertake a full review of the Shire's Operations area. This review made several major recommendations regarding resourcing, function realignment and work area prioritisation.

These recommendations were formally endorsed by Council and led to a staged realignment of staffing, plant allocation and service delivery focus. This has had a broad impact on change management, including the staged creation of formalised schedules and priorities for Operations to manage.

Resources have been allocated to schedules as they have been developed. The next schedules to be developed include verges and roadside maintenance, which was timed to reflect the policy change that Council adopted in November 2024. This will see existing resources utilised in line with the new schedules once adopted.

Questions asked by **Mr Nathan Cox** at the Ordinary Council Meeting, Monday, 19 May 2025. Correspondence was sent to Mr Cox on 28 May 2025 (OC25/7017).

Question 2

Can I please get a detailed complete costing of the new fence including but not limited to removal of old fence, labour, materials, additional modification and signage including signs that are no longer present.

Response (Director Operations)

Please see below a breakdown of the associated costs for the recent fencing and related works:

<i>Item</i>	<i>Cost EX GST</i>
<i>Mundijong Netball Court - Supply and install approx. 51m of 1m high top rail only galvanised chain mesh fencing to west side of courts. Plus disposal of old fence.</i>	<i>5,700</i>
<i>Mundijong Netball Courts - adjustment - Make 2 x 1200mm wide gaps in court fence for additional access, plus remove two existing gates</i>	<i>1,397</i>
<i>Mundijong Netball Fence Upgrade - Supply and install approximately 136m of 1.8m high galvanised chain mesh fencing with top rail only plus 2 x1200mm wide PA Gates. Includes</i>	<i>\$11,800</i>



Item	Cost EX GST
<i>pull down and disposal of existing fencing</i>	
<i>Trainer parking signs</i>	<i>\$270</i>
<i>Trainer parking signs replacement</i>	<i>\$250</i>
Total	\$19,417

Question 3

Last year I attended a meeting with Bill Denholm, the Director of Community and the Executive Manager of Operations. This meeting was due to complaints from senior football regarding the parking at Mundijong oval when there is a clash in the season between football and netball. In this meeting the Executive Manager of Ops assured us on multiple occasions that he would have parking procedures and a resolution for parking for the start of the 2025 season, so Netball would not be disadvantaged again like they were for their grand final day, due to the Shire not allowing them to use a public carpark as out of town clubs required it.

Response (Director Community Engagement/ Director Operations)

In advance of the commencement of the 2025 football and netball seasons, Shire Officers have worked with representatives from both football and netball regarding the shared use of Mundijong Oval and associated facilities for days when both clubs have games on the same day.

The Shire will continue to work collaboratively with both clubs for the benefit of junior and community sport to ensure shared use areas such as parking are managed in a safe and fair manner.

**Audit, Risk and Governance Committee Meeting - Monday, 26 May 2025**

Questions asked by **Mrs Michelle Rich** at the Audit, Risk and Governance Committee Meeting, Monday, 26 May 2025. Correspondence was sent to Mrs Rich on 28 May 2025 (OC25/7081).

Question 2

Several findings from the 2021 Regulation 17 review — including operational risk management actions and the finalisation of the Integrity Framework — remain incomplete as of 2025. Can the Committee confirm exactly how many open findings from the previous review are still unresolved, what their original due dates were, and provide a commitment to publish a list of overdue items and their updated completion dates in the next quarterly risk report?

Response (Acting Director Corporate Services)

It is important to first clarify that whilst the 2025 Regulation 17 Review refers to risk management and integrity framework actions previously identified in 2021 as not yet being completed, there are in fact, no auditor recommendations outstanding from the 2021 Regulation 17 Review.

Set out below are extracts of the 2021 Regulation 17 Review and an explanation of the 2025 Regulation 17 Review commentary as it pertains to risk management and the integrity framework.

Risk Management

The 2021 Regulation 17 Review, on page 8, contains the following auditor recommendations and management actions:

Recommendation

- 5.2.1 Team plans for the financial year should be fully documented at the earliest opportunity after budget finalisation and then updated on an on-going basis through the remainder of the period.
- 5.2.2 Team Plans should be reviewed centrally to ensure consistency, completeness and that risk assessments and mitigation strategies, include consideration of the risk appetite; and
- 5.2.3 The status of the risk improvement plan should be reviewed, and inclusion of inherent risk should be considered.

Management Comment:

The Shire agrees with Paxon recommendations 5.2.1, 5.2.2 and partially 5.2.3. As such, the following management actions have been developed in response:

1. Ensure Service Team Plans are documented and in place for each business unit of the Shire no later than 30 September each year.
2. Review Council Policy Risk Management in relation to Risk Appetite to determine whether the current acceptance levels are appropriate and ensure Risk Registers within Service Team Plans for 2022-23 comply with these levels.
3. Review the Enterprise Risk Management – Continuous Improvement Plan to ensure action due dates and commentary are correct.
4. Investigate the expansion of PPLGS (PPLGS is the Corporate Business Plan Reporting Module in OneComm) to facilitate reporting against Service Team Plans.

Inherent risk was previously considered by the Shire whilst undertaking the Risk Maturity Journey in 2019-20. In consultation with an external risk specialist, the inclusion of inherent risk was excluded from the framework as it was not considered to provide value given the Shire's level of risk maturity. This remains the Shire's position in relation to Inherent Risk.

Action Owner: Manager Governance and Strategy

Target Completion Date: 30 September 2022.



The four agreed management actions above are complete.

The reference within the 2025 Regulation 17 Review, on page 9, that states:

“Since the last Regulation 17 review performed, the Shire has incorporated community feedback into risk management, organised staff wide risk training including incorporating risk elements into new staff induction, updated various risk management templates and tools and investigated systems to identify improvement to risk reporting and monitoring. However some of the actions previously identified in the Regulation 17 review from 2021 relating to operational risk management and staff training have not yet been completed.”

is a reference to actions under the Enterprise Risk Management Continuous Improvement Plan not yet complete; not a reference to auditor recommendations.

In regards to outstanding actions under the Enterprise Risk Management Continuous Improvement Plan, the 2025 Regulation 17 review, on page 9 states:

“The Shire has a detailed Enterprise Risk Management Continuous Improvement Plan in place. This Plan is regularly reviewed and tracked to action improvements to the Shire’s risk management processes arising from audits completed as well as best practice and improvement opportunities identified. Clear timelines and responsible owners have been identified on the Plan”

In terms of context regarding outstanding actions under this Plan, the management comment within the 2025 Regulation 17 Review (on page 10) states:

“The Shire has an estimated 0.2 FTE dedicated to Corporate Risk Management, for the following tasks:

- Strategic risk register monitoring and reporting*
- Operational risk register development (project management, service team plans and ad hoc matters as required)*
- Business Continuity Planning*
- Staff Training*
- Improvements and enhancements to the framework*

Therefore, whilst every effort is made where time and resources allow, the actions under the Enterprise Risk Management Continuous Improvement Plan take time to implement. Should the committee wish to expediate any of the actions within the plan, Officers would require additional corporate resourcing. Officers do not recommend this, as despite the low FTE, progress is being made, and additional resources would not be proportionate to the low risk identified in this report.”

It should also be noted that the two auditor recommendations within the 2025 Regulation 17 Review regarding risk management are complete.

Integrity Framework

The only reference to the Integrity Framework within the 2021 Regulation 17 Review is under the Executive Summary on page 4, which states:

“An integrity framework document is being developed which will consolidate the Shire’s approach to fraud and misconduct prevention”.



There were no auditor recommendations within the 2021 Regulation 17 Review relating to the Integrity Framework and all agreed management actions under the Internal Control findings are complete.

The reference within the 2025 Regulation 17 Review, on page 11, that states:

“The Shire is in the process of developing an Integrity Framework to consolidate its approach to fraud and misconduct prevention, however this is still in draft and we were not provided with a timeline for completion. We noted that this finding was also raised within our previous Regulation 17 report in 2021.”

is not technically correct, although we acknowledge that the project did stall due to staff turnover.

As noted in the 2025 Regulation 17 Review, with the Integrity Framework now a formal finding and an agreed management action is in place, the Integrity Framework is scheduled to be completed by 31 December 2025.

In regards to your question of reporting outstanding audit actions to the Audit, Risk and Governance Committee, the Committee resolved on Monday, 26 May 2025, that a report on the status of audit recommendations will be provided to the Committee’s next meeting in August 2025.

2.2 Public questions:

Public question time commenced at 7.03pm.

Bill Denholm, Karrakup, 6122

Question 1

Regarding flooding of Kardan Boulevard last year and subsequent road closure for a month. In my opinion it had a lot of similarities to the flooding of South West Highway from the Byford by the Scarp lake two years ago, when myself and a member of the gallery here tonight had to show the previous Director Infrastructure what and where the problem was. Reeds growing in the drain and blocking the overflow pipe. So my question is, has the clearing of the reeds etc on the eastern side of Hopkinson Road at the creek between Thomas Road and Abernethy Road solved the problem of Kardan Boulevard in your opinion?

Response (Director Operations)

Recent inspections following heavy rainfall, shows that the reed removal has significantly improved the stormwater flow and substantially mitigated the risk of flooding along Kardan Boulevard.

In the coming weeks, excavating of the two Northern most central median islands in Kardan Boulevard will also be completed to reinstate the inverted median swales and their capacity to store and infiltrate initial water flows off Kardan Boulevard. Shire staff continue to monitor the drainage system.

Question 2

Director of Planning, word in the community is that Doley Road will now go through to Cardup Siding Road. Who pays for this, the Shire or the developer? I think it should be state government as it's caused by Tonkin Highway. Could some explanation please be provided?



Response (Director Development Services)

The extension of Doley Road, south of Orton Road through to Cardup Siding Road, was identified by the Shire as being an important enabling work for the Tonkin Highway project.

In terms of background, this was identified as part of work the Shire did in helping identify a range of connectivity and accessibility issues associated with the Tonkin Highway project; and how the project could best address these.

After consideration of concerns raised by the Shire (that residents along Cardup Siding Road would lose access to the west), the project did identify the need for Doley Road to be connected south across Cardup Brook, to Cardup Siding Road. This forms part of the Tonkin Highway Project, and will be delivered at no cost to the Shire.

The Shire also assisted the project in achieving this outcome, by identifying an opportunity for the project to secure the road reserve from the developer in a manner that would not cost the project; but rather enable an exchange with an unmade road reserve not intended to be built.

Question 3

With the recent sod turning, can the CEO assure the community all the paperwork, contracts, approvals, etc has been signed and legally binding, so Civcon can actually start work and is that excavator still on the Keirnan Street site?

Response (Director Infrastructure Services)

Yes, the contract was executed by both parties on 16 April 2025. The contractor has since provided insurances and security with site possession granted on 16 June 2025.

The contractor will be commencing clearing works this week.

The Director Development Services advised the question regarding the excavator will be taken on notice. In accordance with Council Policy - Public Question and Public Statement Time and Deputations, a written response will be provided.

The Presiding Member asked if there were any further public questions from the floor.

David Atwell, Mundijong, 6123

Question 1

What is the Shire doing about drainage on a larger scale?

Response (Presiding Member)

The Presiding Member advised the question will be taken on notice. In accordance with Council Policy - Public Question and Public Statement Time and Deputations, a written response will be provided.



The Presiding Member asked if there were any further public questions from the floor.

Nathan Cox, Jarrahdale, 6124

Question 1

In relation to my first question asked at last month's Ordinary Council Meeting regarding the fence at the netball courts the director of community stated that the purpose of the fence was to improve the safety of the users of the courts to reduce the incidents of netballs going out into the car park. My question is at the more widely used facility Briggs Park Oval the football goals back onto a well used car park the recreation centre. When will the Shire be installing a fence for safety as the current chain is inadequate and at what height will the fence be as the footballs tend to be kicked a lot higher with more force resulting in more damage and injuries than a netball.

Response (Director Community Engagement)

In the draft 2025-2026 budget, Officers are recommending an amount of approximately \$180,000 to install netting on the recreation centre end of the upper oval to address the issue that you've highlighted.

Please note, the above response has been updated to reflect the correct price of \$180,000.

Question 2

As per my first question when will the fence be installed and at what height for Mundijong Oval as the same safety concerns exist?

Response (Director Community Engagement)

There are currently no funds allocated to deliver a similar project at Mundijong Oval but now that that's being brought to our attention we can engage with users of that facility to understand the matter further and bring that to Council's attention at a later date.

Question 3

My third question is a three-part question:

- a. what in total did the latest event at Keirnan Street, the groundbreaking event cost?
- b. will this be allocated to the Shire's included internal costs?
- c. what are the internal Shire costs currently at?

Response (Director Community Engagement)

- a. *The cost of the Groundbreaking Ceremony event was \$4,340.*
- b. *The cost of the Groundbreaking Ceremony event was charged to our communication activities GL account and has not been costed to the project budget specifically.*

The Director Community Engagement advised the third part of the question will be taken on notice. In accordance with Council Policy - Public Question and Public Statement Time and Deputations, a written response will be provided.



The Presiding Member asked if there were any further public questions from the floor.

Michelle Rich, Serpentine, 6125

Question 1

I have a subsequent question following on from the response to my second question which is published in the agenda tonight from the last council meeting. In part the response states roads and maintenance completed Mundijong Road, Patterson Road westbound to King Road and King Road to Patterson eastbound, Carnup Road, Serpentine Pony Club westbound to Yangetti Road and Yangetti Road to the Pony Club eastbound. Could I please ask for the dates of when these roads were completed with the forestry mulcher and the traffic management company that was used for the traffic management for this job to be done and the amount paid for the traffic management as it appears in the creditors payments?

Response (Presiding Member)

The Presiding Member advised the question will be taken on notice. In accordance with Council Policy - Public Question and Public Statement Time and Deputations, a written response will be provided.

Lee Bond, Armadale, 6112

Question 1

What has been the cost of the feasibility study for the Serpentine Jarrahdale pound? how will this project be funded? how much has Council approved for the feasibility study? how much has council approved for the overall cost? and did council seek the opinion of the rate payer with regard to this project?

Response (Presiding Member)

The Presiding Member advised the question will be taken on notice. In accordance with Council Policy - Public Question and Public Statement Time and Deputations, a written response will be provided.

Question 2

How wide is Master's Road Darling Downs?

Response (Presiding Member)

The Presiding Member advised the question will be taken on notice. In accordance with Council Policy - Public Question and Public Statement Time and Deputations, a written response will be provided.

Question 3

Did the Shire seek information directly with young people living in the Shire regarding what their concerns are or did you rely on information from long-term providers?

Response (Director Community Engagement)

Yes we did engage with young people at Shire events and also through the Byford youth space if that is relating to the development of the youth plan.



The Presiding Member asked if there were any further public questions from the floor.

As there were no further public questions, Public Question time concluded at 7.18pm.

3. Public statement time:

Public statement time commenced at 7.18pm.

Bill Denholm, Karrakup, 6122

Made a statement regarding power at netball courts.

The Presiding Member asked if there were any further public statements from the floor.

Lee Bond, Armadale, 6112

Made a statement regarding Masters Road and rat poison.

The Presiding Member asked if there were any further public statements from the floor.

Dave Atwell, Mundijong, 6123

Made a statement regarding item 10.6.1 - Shire Presence in Byford Town Centre - Offer to Lease Shop 1 in Byford Village.

The Presiding Member asked if there were any further public statements from the floor.

As there were no further public statements, Public Statement time concluded at 7.24pm.

4. Petitions and deputations:

Michelle Rich, regarding Public Questions taken on notice and the responses provided by the Shire of Serpentine Jarrahdale.

Good evening Councillors, Officers, and members of the public gallery,

Thank you for the opportunity to speak this evening. I rise to express concerns that I and many in our community—hold about a troubling pattern of poor communication and apparent obfuscation from the Shire.

Across multiple meetings, forums, and written submissions, ratepayers have raised legitimate questions. Too often, these questions are met with vague, incomplete, or delayed responses—or worse, are deflected altogether without a clear or meaningful reply.

This approach undermines transparency and public confidence. When residents don't receive straightforward answers, it calls into question the integrity of the Shire's decision-making. It creates the perception that rather than being open and accountable, the Shire is defensive—perhaps even deliberately withholding information.

To be crystal clear: we understand that some matters require discretion and confidentiality, and not every question can be answered on the spot. But the consistent pattern of evasiveness damages trust. Ratepayers have a legislated and moral right to ask questions, and to receive honest, timely responses—especially when those questions pertain to how



public funds are spent, how decisions are made, and whether commitments are being honoured. Let me present four concrete examples to illustrate the concern.

Example 1: Lack of Accountability for Councillor Representation

At the AGM of Electors on 31 March 2025, I asked for a list of internal and external committees with Councillor representation, including meeting frequency and attendance records.

The response received on 16 May 2025 noted that no attendance register is kept for these external committees—despite Council Policy *“Council Delegates and Representation on External Organisations”* clearly stating that delegates must:

- Represent Council’s position in external forums
- Keep Council informed of the activities and outcomes of those groups
- Bring significant matters back to Council for discussion.

If no attendance or reporting mechanisms exist, how is Council meeting these requirements? How can the community have confidence that external representation is meaningful and accountable?

A formal register of attendance for these committees is not just good practice—it is essential.

Example 2: Verge Maintenance Machinery – Eighteen Months of Silence

At the OCM on 19 May 2025, a question was asked about the usage of specific machinery purchased in the 2021/22 budget, including the hour meter readings and the roads serviced.

The response focused instead on a 2023 operational review and upcoming changes to directorates. It failed to answer the basic question: how has the machinery been used?

Council was told in 2021 that it would take approximately three years to complete verge maintenance across the Shire. Eighteen months after purchasing the equipment, there is little evidence of progress—or accountability. What work was done in that time? Where did the promised service delivery go?

Example 3: Financial Literacy as a Strategic Risk

At the Audit, Risk and Governance Committee on 26 May 2025, the following question was asked:

“Has the capability and financial literacy of elected members—particularly their ability to interpret budgets and long-term financial plans—been assessed as a strategic risk?”

This was a clear, direct question. Yet the response did not answer it.

With public concern growing over financial sustainability, it is reasonable to ask whether elected members have the skills and understanding to make informed financial decisions. Dodging the question only reinforces public concern.

Example 4: Incorrect or Misleading Historical Statements

At the AGM of Electors on 31 March 2025, a question was submitted regarding past Corporate Communications budgets and State Election commitments.

The official response claimed that Shire officers were unaware of any Council-endorsed election priorities in 2017. Yet OCM239/12/16 clearly outlines six strategic projects



endorsed by Council for the 2017 State Election. This discrepancy is not minor—it speaks to either a failure to check the public record or a dismissal of legitimate public queries.

These four examples reflect a broader issue: a Shire that increasingly appears closed, evasive, and dismissive of community input.

Transparency is not optional. Community trust cannot be taken for granted.

I respectfully urge Council to take the following actions:

1. Ensure all public questions receive timely and substantive responses.
2. Establish a formal register of attendance and reporting for external committee representatives.
3. Assess and report on the financial literacy of Council as a collective decision-making body.
4. Commit to accuracy in public records and responses.

The community is watching. We ask for honesty, transparency, and accountability—nothing more, nothing less.

Alex Watson, regarding item 10.1.10 - Adoption of modifications to Amendment 7 - Development Contribution Plans

Mr Watson made a deputation in response to item 10.1.10 - Adoption of modifications to Amendment 7 - Development Contribution Plans (PA24/522: E25/5546).



5. President's Report:

Good evening and welcome to the June Ordinary Council Meeting.

The season has finally broken, and recent rains will be providing much relief to our agricultural farmers and community within the Shire.

As we reach the halfway point of the year, it's a good time to reflect on the past six months and look ahead to what promises to be an exciting time for our Shire.

Hearing what the community has to say about what we do is so important, because it allows us to deliver services and infrastructure that genuinely makes life better for the people who live here.

We're advertising proposed differential rates for the 2025–26 financial year. I encourage residents and ratepayers to provide feedback during this consultation period as we work to balance the need for ongoing services and infrastructure with affordability for ratepayers.

It's great to share that Kargotich Road has officially reopened following significant upgrade works. Thanks to our community, particularly local residents, for their patience while these important upgrades were underway.

A special thanks to the team involved in delivering this project, which will make our community so much safer and more connected. We also thank the State Government for providing \$18 million to make the upgrades possible.

We now look forward to working with the State to deliver the next stage of the Hypergrowth Roads Program, with \$17 million committed during the 2025 State election.

Last week marked a major milestone for our Shire with the official groundbreaking for Keirnan Park Recreation Precinct. This is a once in a generation investment in sport, recreation and community spaces for SJ, and it's another Shire project that has been made possible with \$22 million State Government funding.

Thank you to our local member for Darling Range, Hugh Jones, who attended on behalf of the Minister for Sport and Recreation, and to the State Government for their ongoing support.

At the end of May, we recognised National Reconciliation Week.

Thank you to everyone who participated in the community cultural art workshops facilitated by local Noongar artist Fiona Reidy of Djinda Kaal Dreaming Aboriginal Art.

We also, in addition to the library's regular services program, in May the library team, partnered with Julia Clark to deliver a 4 week Zen with Yarn crocheting project.

As we all know, volunteers are the backbone of our community. Recently, we had the pleasure of thanking them at our annual volunteers' function, held as part of National Volunteer Week 2025.

It was fantastic to welcome special guest Caitlin Bassett – netball icon, dual world champion, Commonwealth Games gold medallist, and former captain of the Australian Diamonds. And more importantly a graduate of Marri Park Primary school and a prior resident of the Shire!

Caitlin shared her inspiring journey and spoke about leadership, resilience, and the powerful role that volunteers play in shaping their communities. To all of our volunteers – thank you for everything you do.



Our SES volunteers are another example of the incredible dedication we see in this community. I'd like to acknowledge Marty and Azra, who recently travelled to assist communities impacted by the floods in New South Wales. Their willingness to step up, not just locally but nationally, is a credit to them and to the broader SES community. We thank them sincerely for their service.

This service is indicative of our many volunteers in the shire, and it was such an honour to attend the recent emergency services awards dinner, recognising dedicated individuals who serve and protect our community. Their commitment, professionalism and courage deserve our ongoing appreciation and support.

We are continuing our advocacy with meetings in the last week with the leader of the opposition, Mr Basil Zemplis MLA, Hon Anthony Spagnolo MLC, Mr Scott Leary MLA, and Mr David Bolt MLA,

Finally, I'd like to take a moment to express sincere condolences on behalf of Council and the Shire to the families and loved ones of Mrs Lorraine Bowtell and Mr Andrew Bett – two valued residents who recently passed away.

Lorraine was a cherished member of our community and our 2024 Citizen of the Year, when she was celebrated for being the embodiment of a good neighbour.

She also gave her time to Landcare SJ and the National Trust, helping rehabilitate native species in Jarrahdale, where she was a regular volunteer at Parkrun.

Her care for others, her dedication, and her kindness touched so many lives in our community. Lorraine will be deeply missed.

Our thoughts are also with the family and friends of Andrew Bett. The Bett family are pioneers of Mundijong, commencing farming in 1917 where the land was cleared by horse and cart. I attended Andrew's funeral and was surprised to learn that within the Dairy Industry; he was the first person in Australia to import embryo's from Canada and that these animals through his ability to breed and present cattle have gone on to win multiple Royal Show Champion Ribbons throughout Australia.

Andrew built the milking herd up to 475 cows and producing over 15,000L milk per day. Andrew and his father recognised the need for a high school within the Shire and so saw the very generous gift to the community of 17ha of land to provide a home to Serpentine Jarrahdale Grammar School, now known as Court Grammar.

Andrew's legacy both within the Australian Dairy Industry and Shire will be deeply missed and we extend our sincere condolences to his family at this difficult time.

It really is the people of Serpentine Jarrahdale who assist us to work towards making our Shire a welcoming community where everyone feels at home.



6. Declaration of Elected Members and Officer's interest:

Nil.

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

7.1 Ordinary Council Meeting - 19 May 2025

OCM-143-2025

COUNCIL RESOLUTION

Moved Cr Duggin, seconded Cr Bishop

That the minutes of the Ordinary Council Meeting held on 19 May 2025 be
CONFIRMED (E25/6032).

CARRIED UNANIMOUSLY 6/0

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

8.1 Audit, Risk and Governance Meeting - 26 May 2025

Attachments (available under separate cover)

- 8.1 - attachment 1 - Audit, Risk and Governance Meeting Minutes - 26 May 2025 (E25/5801)

Voting Requirements: Simple Majority

OCM-144-2025

COUNCIL RESOLUTION

Moved Cr Mack, seconded Cr Mazzini

That Council

1. **RECEIVES** the Unconfirmed Minutes of the Audit, Risk and Governance Meeting held on 26 May 2025 (E25/5801).
2. **ADOPTS** Audit Risk and Governance Resolution ARG12/05/25 and
 1. **ENDORSES** the updated Strategic Risk Register as contained within attachment 1 with the following amendments:
 - Update mitigation action 1 on risk 3 to include Federal advocacy.
 2. **ENDORSES** the revisions to the Risk Management Council Policy as contained within attachment 2.
 3. **REQUESTS** the Chief Executive Officer present a revised format of the Strategic Risk Register for presentation at a future meeting.
 4. **REQUESTS** the Chief Executive Officer review Risk 2 to assess whether infrastructure in addition to Mundijong should be reflected in the mitigation actions.



3. ADOPTS Audit Risk and Governance Resolution ARG13/05/25 and

- 1. NOTES the results of the reviews conducted in accordance with Regulation 5 of the *Local Government (Financial Management) Regulations 1996* and Regulation 17 of the *Local Government (Audit) Regulations 1996*.**
- 2. ADOPTS the actions to be taken in response to the Regulation 5 and Regulation 17 reviews as contained within the audit reports at attachment 1 and 2 respectively.**
- 3. REQUESTS the CEO provide the Audit, Risk and Governance Committee an update on the implementation of the actions at its 25 August 2025 Committee Meeting.**

4. ADOPTS Audit Risk and Governance Resolution ARG14/05/25 and

- 1. NOTES the status of internal audits as detailed within this report.**
- 2. NOTES a report on the status of audit recommendations will be provided to the Audit, Risk and Governance Committee at their next meeting in August 2025.**
- 3. ENORSES the 2025-2027 Audit Program as described in this report.**

CARRIED UNANIMOUSLY 6/0

**9. Motions of which notice has been given:**

9.1 - Notice of Motion - Owl Friendly Local Government Initiative (SJ4566)	
Elected Member	Councillor Duggin
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> .

Notice of Motion

A Notice of Motion was received from Councillor Duggin via email on 27 May 2025.

The Notice of Motion is *“That Council:*

1. *ENDORSES Birdlife Australia’s Action Kit for Councils on Phasing out Second Generation Anticoagulant Rodenticides, and;*
2. *REQUESTS the Chief Executive Officer to adopt wildlife-friendly rodent control on all council managed properties, as well as modelling change for businesses and the community, consistent with the Action Kit recommendations.”*

Relevant Previous Decisions of Council

Nil.

Officer Comment

The proposed Notice of Motion reflects a broader campaign pertaining to the environmental awareness of the unintended impacts of second generation anticoagulant rodenticides (SGARs) on non-target wildlife, particularly predatory bird species. Birdlife Australia’s Action Kit for Councils seeks to provide a framework that supports a gradual transition toward more wildlife-safe pest management practices, part of which includes eliminating use of SGARs.

Anticoagulant rodenticides (AR) are a class of poisons used to kill rodents. In simple terms, anticoagulant rodenticides work by preventing blood from clotting, which results in death in rodents from internal or external bleeding typically 5 to 10 days after a lethal dose has been consumed.

First-generation anticoagulant rodenticides (FGARs) are referred to as ‘**multi-dose anticoagulants**’, meaning that rodents must consume these baits for several consecutive feedings to consume a lethal dose. FGARs break down in rodents quicker than second-generation anticoagulant rodenticides, so there is less chance of secondary poisoning occurring in non-target animals, such as predatory birds, if they eat rodents poisoned with an FGAR.

Second-generation anticoagulant rodenticides (SGARs) are referred to as ‘**single-dose anticoagulants**’. A lethal dose can be ingested in a single feeding, making SGARs substantially more potent than FGARs. SGARs are slower to break down than FGARs and thus pose a higher risk of secondary poisoning to non-target animals.

Some local governments within WA have already signed up to the Birdlife Australia Action Kit, including Augusta-Margaret River, Denmark, Nannup, Mundaring, Bayswater, Cockburn, Fremantle, East Fremantle, Melville, Stirling.



Particularly noting the environmental setting that much represents the character of the Shire, there is likely a greater prevalence of predatory birds, and thus a potentially greater risk of SGAR use within the Shire.

From a practical perspective, if Council chose to go down the path of signing up to the Toolkit (and thus phasing out SGARs), there would need to be adjustments undertaken in respect of pest control approaches, as well as engagement within the community. These include:

Bird Life Australia recommendations

Specifying preferred rodenticide treatments in the Shires commercial pest operator contracts to be FGAR

Investigate conditions that could be included to assist with rat control on demolition permits

Distributing information about the impacts of second-generation rodenticides on birds and other wildlife to your residents.

Educate and encourage local businesses to use first generation rodenticide

In speaking with the Shire's current pest contractor, they advise that:

First generation rodent baits come with a few significant challenges when attempting to control rodents in commercial and domestic situations due the way these baits need to be implemented.

These include:

- 1. The need for more frequent servicing as FGARs are less potent and require rodents to consume the bait multiple times over several days to ingest a lethal dose.*
- 2. Slower control, It takes longer to control an infestation, as rodents need repeated exposure to the bait.*
- 3. If rodents experience sub-lethal effects after a partial dose, they may become "bait shy" and avoid the bait in the future, making control more difficult.*
- 4. Due to their prolonged use and the need for multiple feedings (which can lead to sub-lethal doses), rodent populations can develop resistance to FGARs. If a rodent population does develop resistance to FGARs, these baits will be ineffective, even with repeated consumption."*

*All rodent programmes should be based upon **Integrated Pest Management (IPM)** strategy that includes non-chemical methods such as sanitation, exclusion, and habitat modification to reduce rodent populations and incorporate Baiting. They should not rely solely upon baiting alone.*

Whilst increased costs would be experienced if Council went down this path, officers consider that adopting wildlife-friendly rodent control methods on Council-managed properties is achievable and presents an opportunity to model positive environmental behaviour.

It is recommended, however, that any community-facing advocacy or modelling of change be undertaken in a staged and educational manner, ensuring local businesses and residents are informed of the evidence base and available alternatives, without imposing additional compliance expectations.



Attachments (available under separate cover)

Nil.

Voting Requirements: Simple Majority

Elected Member Recommendation

Moved, seconded

That Council:

1. ENDORSES Birdlife Australia's Action Kit for Councils on Phasing out Second Generation Anticoagulant Rodenticides, and;
2. REQUESTS the Chief Executive Officer to adopt wildlife-friendly rodent control on all council managed properties, as well as modelling change for businesses and the community, consistent with the Action Kit recommendations.

OCM-145-2025

COUNCIL RESOLUTION / Alternative Officer Recommendation

Moved Cr Duggin, seconded Cr Jerrett

That Council:

1. ENDORSES Birdlife Australia's Action Kit for Councils on Phasing out Second Generation Anticoagulant Rodenticides, and
2. REQUESTS the Chief Executive Officer to adopt wildlife-friendly rodent control on all council managed properties, as well as modelling change for businesses and the community, consistent with the Action Kit recommendations noting that a staged educative approach would be used with the community.

CARRIED UNANIMOUSLY 6/0



9.2 - Notice of Motion - Masters Road Traffic Calming Investigation (SJ4566)	
Elected Member	Councillor Bishop
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> .

Notice of Motion

A Notice of Motion was received from Councillor Bishop via email on 14 May 2025.

The Notice of Motion is "That Council:

- 1. Requests the Chief Executive Officer undertake a traffic survey and investigation on Masters Road, Darling Downs to measure and obtain current vehicle operating data including vehicle speeds, volume and types and include in the investigation consideration of bridal trail crossing points, adjacent equestrian uses and associated interactions with traffic as well an assessment of potential inappropriate through traffic travelling between Thomas Road and Rowley Road.*
- 2. Requests the Chief Executive Officer make recommendation on suitable traffic calming and traffic management devices to address any vehicle speed, volume or type issues identified in the investigation, to ensure the safe compatibility between traffic, horse riders and bridal crossing points and to prepare associated design concept plans and construction cost estimates to address issues identified, including suitable treatments to discourage any inappropriate through traffic while maintaining safe and practical access for equine road users, including for motorists floating or trucking horses.*
- 3. Requests that, as part of the investigation referred to in point 1 and 2 above, the Chief Executive Officer conduct community consultation on the investigation and proposed recommendations to residents of the Darling Downs locality in the area bounded by Rowley Road to the north, Thomas Road to the south, Masters Road and the local roads running off it, whose feedback would be of particular value to the Council given those residents' proximity to and use of Masters Road.*
- 4. Requests that the investigation, consultation results and preliminary cost analysis referred to in point 1, 2 and 3 above be completed and presented to Council no later than the Ordinary Council Meeting to be held in December 2025.*
- 5. Notes that point 1 reflects an early intervention to address growing community concerns regarding traffic safety and equestrian uses adjacent to Masters Road, and that more comprehensive consideration may be required in future, particularly in light of projected traffic changes arising from the Malarkey Road–Thomas Road roundabout connection and other related infrastructure upgrades."*

Relevant Previous Decisions of Council

Nil.

**Officer Comment**

Arrangements for the installation of traffic classifiers on Masters Road were being made in May 2025 to obtain traffic data as part of the work to inform a design for improvements to the equine trail crossing point on Masters Road. On receipt of this Notice of Motion additional traffic classifier locations were added to collect data at a number of other locations along Masters Road at the same time.

The traffic classifiers were subsequently installed in late May to collect the traffic data and have recently been removed from site. Once the raw traffic data files are received from the Shires contractor, Officers will commence the process of analysing the data to determine if any intervention measures are warranted to address any identified traffic issues relating to excessive speed or traffic volumes on Masters Road.

Should the traffic data indicate there is justification for physical intervention measures being implemented, the process will proceed to preparation of concept plans of appropriate and suitable treatments required to address the issues identified. The concept plans will then be used to undertake community consultation on proposed treatments to inform the community, receive feedback and obtain general support in preparation of presenting a report back to Council by December 2025. Intervention measures which are determined as necessary will require a budget allocation to enable works. The report to Council will present the concept design and consultation results, based on the investigation outcome, seeking endorsement of a budget allocation to enable progress of any recommended works.

Attachments (available under separate cover)

Nil.

Voting Requirements: Simple Majority

OCM-146-2025

COUNCIL RESOLUTION / Elected Member Recommendation

Moved Cr Bishop, seconded Cr Mazzini

That Council:

- 1. REQUESTS the Chief Executive Officer undertake a traffic survey and investigation on Masters Road, Darling Downs to measure and obtain current vehicle operating data including vehicle speeds, volume and types and include in the investigation consideration of bridal trail crossing points, adjacent equestrian uses and associated interactions with traffic as well as an assessment of potential inappropriate through traffic travelling between Thomas Road and Rowley Road.**
- 2. REQUESTS the Chief Executive Officer make recommendation on suitable traffic calming and traffic management devices to address any vehicle speed, volume or type issues identified in the investigation, to ensure the safe compatibility between traffic, horse riders and bridal crossing points and to prepare associated design concept plans and construction cost estimates to address issues identified, including suitable treatments to discourage any inappropriate through traffic while maintaining safe and practical access for equine road users, including for motorists floating or trucking horses.**
- 3. REQUESTS that, as part of the investigation referred to in point 1 and 2 above, the Chief Executive Officer conduct community consultation on the investigation and**



proposed recommendations to residents of the Darling Downs locality in the area bounded by Rowley Road to the north, Thomas Road to the south, Masters Road and the local roads running off it, whose feedback would be of particular value to the Council given those residents' proximity to and use of Masters Road.

4. **REQUESTS** that the investigation, consultation results and preliminary cost analysis referred to in point 1, 2 and 3 above be completed and presented to Council no later than the Ordinary Council Meeting to be held in December 2025.
5. **NOTES** that point 1 reflects an early intervention to address growing community concerns regarding traffic safety and equestrian uses adjacent to Masters Road, and that more comprehensive consideration may be required in future, particularly in light of projected traffic changes arising from the Malarkey Road - Thomas Road roundabout connection and other related infrastructure upgrades.

CARRIED UNANIMOUSLY 6/0

**10. Chief Executive Officer reports:****EN BLOC**

As part of the Shire's efforts to ensure the efficiency and effectiveness of meetings, tonight's meeting included the opportunity for matters to be considered by Council en bloc.

Matters not to be included in en bloc decisions are those which require:

- Absolute Majority;
- Matters to be determined behind closed doors;
- Declared Interests made in relation to the item; and
- Deputations or Statements made in relation to the item.

Before commencing the process, the Presiding Member provided a brief explanation of the 'en bloc' method of decision making, for the benefit of any members of the public in the gallery.

The Presiding Member introduced the recommendations by reading the heading for each item. This allowed members and the public to follow the business of the meeting.

The Presiding Member invited Elected Members to identify any matters they wished to be removed from en bloc consideration.

The following reports were identified to be considered by voting en bloc:

Report number	Report Title
10.1.1	Proposed Road Naming Application - Eleventh Road and Bruns Drive (PA25/27)
10.1.2	Proposed Road Naming Application - Lot 51, 116 Warrington Road, Byford (PA25/62)
10.1.3	Proposed Road Naming Amendment - Lot 3306 Briggs Road, Byford (PA25/57)
10.1.4	Recommendation on Proposed 'Civic Use' (Office and Amenities) incidental to the Tonkin Highway Project - Lot 9002, 1780 Thomas Road, Oakford (PA25-5244)
10.1.5	Recommendation to State Government on Proposed Development - Byford Health Hub (PA25-5267)
10.1.6	Proposed Amendment No. 3 to the Doley Road Precinct Local Structure Plan (PA25/26)
10.1.7	Proposed Scheme Amendment No. 6 to Local Planning Scheme No. 3 - Normalisation of Lots 6 and 27 Abernethy Road, Byford Local Structure Plan and a portion of The Glades, Byford Local Structure Plan (PA24/521)
10.1.8	Proposed Scheme Amendment No.11 to Local Planning Scheme No.3 - Normalisation of the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan (PA25/74)



Report number	Report Title
10.1.9	Proposed Scheme Amendment No.10 to Local Planning Scheme No.3 - Normalisation of Byford District Structure Plan, the Lot 2 (No.640) South Western Highway, Byford (PA25/65)
10.1.11	Shire of Serpentine Jarrahdale Public Health Plan 2025-2030 - Consideration For Council Adoption
10.2.2	Pathways Forward Works Plan 2026 - 2036 (SJ1900)
10.3.1	OneComm Project - CEO KPI 5 - Improved Management and Maintenance of Shire Assets (SJ4566)
10.3.2	Award Request for Tender- RFT 03/2025 - Supply, Installation and Maintenance of Air Conditioning Systems (SJ4587)
10.4.1	Monthly Financial Report - April 2025 (SJ4229)
10.4.2	Confirmation of Payment of Creditors - May 2025 (SJ801)
10.4.3	OneComm Project: Phase 3 Project Status Report (SJ2352)
10.5.1	State and Federal Government Election Advocacy - Outcomes Report (SJ4117)
10.5.3	Bushfire Risk Management Plan - Progress Report and 2025/26 Treatment Planning (SJ1920)
10.5.4	Update on Jarrahdale Trails Projects (SJ4436)

OCM-147-2025**COUNCIL RESOLUTION****Moved Cr Jerrett, seconded Cr Bishop**

That the Officer Recommendations contained in Officer Reports 10.1.1 10.1.2, 10.1.3, 10.1.4, 10.1.5, 10.1.6, 10.1.7, 10.1.8, 10.1.9, 10.1.11, 10.2.2, 10.3.1, 10.3.2, 10.4.1, 10.4.2, 10.4.3, 10.5.1, 10.5.3 and 10.5.4 be ADOPTED en bloc at 7.53pm.

CARRIED UNANIMOUSLY 6/0

**10.1 Development Services reports:**

10.1.1 - Proposed Road Naming Application - Eleventh Road and Bruns Drive (PA25/27)	
Responsible Officer:	Manager Statutory Planning and Compliance
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Quasi-Judicial	When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Proponent:	MetconnX
Owner:	N/A
Date of Receipt:	11 February 2025
Lot Area:	5,149.9m ²
Local Planning Scheme No.3 Zoning:	'District Distributor Road'
Metropolitan Region Scheme Zoning:	'Rural'

Report Purpose

The purpose of this report is for Council to consider a proposal to name a newly created road reserve associated with the Byford Rail Extension Metronet project. The road reserve has been created as a result of the bridge over rail construction project at Eleventh Road. One preferred name and two alternative names are presented to Council for endorsement in the instance that Landgate does not support the preferred name.

This road naming proposal is presented to Council for endorsement as this function is not able to be delegated in accordance with the legislative framework of the *Land Administration Act 1997*. Officers consider that the proposed theme associated with the farming history of the locality is consistent with Local Planning Policy 1.7 - Road Naming (LPP1.7).

Officers recommend that Council endorse the proposed road name based on compliance with the Policies and Standards for Geographical Naming in Western Australia (Landgate Policy) and LPP 1.7.

Relevant Previous Decisions of Council

There are no previous Council decisions relating to this application.



Other names in the locality including 'Bruns', 'Harwood', 'Woodstock' and 'Cottage', already align to this general theme.

The proposed and backup names, along with their description, are detailed in the following table:

Road Name Table	
Preferred Name	Background
Carob Close	A reference to the 'Carob' trees located at the Wungong Farm. These trees are recognised as having local heritage significance in the Shire's Local Heritage Survey (SJ3-03). The Carob trees are positioned in a clearing just to the north of the Wungong Brook, shown following: 



The trees feature a unique shape, as described in the Local Heritage Survey they are “*two trees growing closely together... branches interlaced*”. The two tree trunks are shown following:





Reserve Names	Background
Liddelow	John 'Liddelow', a well-known and wealthy Perth butcher who owned Wungong Farm for a short time (1860-64). John Liddelow sold the farm to C.M. Harwood in 1864.
Olea	'Olea' is the scientific/genus name for the olive tree. An olive tree grove was planted and remains today at the Wungong Farm. There are a significant number of olive trees scattered along the Wungong Brook in strands.

Community / Stakeholder Consultation

The road naming proposal was advertised pursuant to Clause 1.8.1 of the Landgate Policy for a period of 30 days. Letters were sent to the two affected landowners. Two submissions were received following the referral period. One submission recommended 'Carob' and the second submission recommended 'Liddelow' as the preferred name. The submissions can be viewed in full within the summary of submissions (**attachment 2**).

Based on the submissions and background history, the recommended name of 'Carob' is considered appropriate. 'Carob' is considered to have a significant link to the history of the locality given the tree remains on the original Wungong Farm homestead today. Furthermore, the new road reserve is only approximately 760m from the carob trees themselves. This help to create a connection between the history of the locality, and natural features (in this case the trees) which are associated with the historic Wungong Farm.

Statutory Environment

Legislation

Land Administration Act 1997

State Government Policies

Policies and Standards for Geographical naming in Western Australia (Landgate Policy)

Local Planning Framework

Local Planning Policy 1.7 - Road Naming (LPP1.7)

Planning Assessment

An assessment of the proposed road names against the provisions of LPP 1.7 is shown following:

Policy Assessment	
Policy Requirement	Officer Comment
Consideration of current and future street names	The proposed road names are not currently in use within the Shire area and have not been proposed to be used in the future for any other estates within the Shire. No duplicates in



Policy Assessment	
Policy Requirement	Officer Comment
	surrounding Local Government areas within 10km have been identified.
Consideration shall be given to current and future street numbering to ensure numbering is sequential, easy to follow and considers future density increases	Officers consider the proposal to be acceptable in light of the existing and future street numbering for the area.
The origin of each name shall be clearly stated and subsequently recorded	The origin and background of the proposed and reserve road names have been documented in the road name table earlier in this report.
Names shall not be offensive or likely to give offence, incongruous or commercial in nature	The proposed and reserve names are not considered to be offensive, incongruous, or commercial in nature.
Names shall be easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public	In terms of easiness to read, spell and pronounce, the names are simple to read or pronounce, and so would not cause complexities for emergency services, service providers or the travelling public.
Unduly long names and names that comprise of two or more words should generally be avoided	The proposed preferred names comprise of no more than eight letters in length and are no more than one word.
Proposals for road names shall include an appropriate road type suffix	The proposed suffixes are considered appropriate and consistent with suffix definitions under the Landgate policy. Close (CI) - Short, enclosed roadway. The proposed suffixes are considered suitable as they generally are reflective of the proposed carriageway.
Practical application of road names to maps and plans shall be considered such as the long street names should not be allocated to short roads	As shown on the road name plan earlier in this report, the road names are commensurate with the length of the road and are considered practical.

Based on the above, the recommended name of 'Carob' is considered appropriate.



Options

Option 1

That Council:

1. ENDORSES the following road names in accordance with section 26A(3) of the *Land Administration Act 1997* and forwards the proposed road names as contained within **attachment 1** to Landgate for final approval:
 - a. Carob Close.
2. ENDORSES the following second preference road names in accordance with section 26A(3) of the *Land Administration Act 1997* to be used in the event that the first preference names are not deemed acceptable by Landgate:
 - a. Liddelow
 - b. Olea.

Option 2

That Council REFUSES TO ENDORSE the proposed road names and REQUESTS the applicant to consider different naming options.

Option 1 is recommended.

Conclusion

Council endorsement is sought for one new road name to be used for the new road reserve created through the Metronet project. The proposed name is considered consistent with the requirements of LPP1.7 and Landgate's road naming policy. It is therefore recommended that Council endorse the proposed names.

Attachments (available under separate cover)

- **10.1.1 - attachment 1** - Road Layout Plan (E25/3468)
- **10.1.1 - attachment 2** - Summary of Submissions (E25/5296)

Alignment with our Strategic Community Plan

Outcome 4.2	A strategically focused Council
Strategy 4.2.2	Ensure appropriate long term strategic and operational planning is undertaken and considered when making decisions

Financial Implications

Nil.



Risk Implications

Risk has been assessed on the Officer Options and Implications:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no risks associated with this option.						
2	Council not supporting the names causing a delay in the application, which could delay lot creation and residential land supply within the Shire.	Policies and Standards for Geographical naming in Western Australia Local Planning Policy 1.7 - Road Naming	Social / Community Outcomes	Possible	Moderate	MODERATE	Give reasons for decision

Voting Requirements: Simple Majority

OCM-148-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

1. **ENDORSES** the following road names in accordance with section 26A(3) of the *Land Administration Act 1997* and forwards the proposed road names as contained within attachment 1 to Landgate for final approval:
 - a. Carob Close.
2. **ENDORSES** the following second preference road names in accordance with section 26A(3) of the *Land Administration Act 1997* to be used in the event that the first preference names are not deemed acceptable by Landgate:
 - a. Liddelow
 - b. Olea.

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0



10.1.2 - Proposed Road Naming Application - Lot 51, 116 Warrington Road, Byford (PA25/62)	
Responsible Officer:	Manager Statutory Planning and Compliance
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Quasi-Judicial	When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Proponent:	Thompson Surveying Consultants
Owner:	Tribal Mining Pty Ltd
Date of Receipt:	16 April 2025
Lot Area:	1.97 ha
Local Planning Scheme No.3 Zoning:	'Urban Development'
Metropolitan Region Scheme Zoning:	'Urban'

Report Purpose

The purpose of this report is for Council to consider a proposal for one new road name and one extension to an existing road name associated with the subdivision of Lot 51, 116 Warrington Road, Byford. Three alternative names are presented to Council for endorsement in the instance Landgate do not support the preferred names.

This road naming proposal is presented to Council for endorsement as this function is not able to be delegated in accordance with the legislative framework of the *Land Administration Act 1997*. Officers consider that the proposal is consistent with the existing Australian Naval Maritime theme of the area. This is a preferred theme according to Local Planning Policy 1.7 - Road Naming (LPP1.7).

Officers recommend that Council endorse the proposed road names based on compliance with the Policies and Standards for Geographical Naming in Western Australia (Landgate Policy) and LPP 1.7.



Relevant Previous Decisions of Council

Ordinary Council Meeting - 24 April 2017 - OCM037/04/17 - COUNCIL RESOLUTION

That Council:

1. *Approves the following preferred road names in accordance with section 26A(3) of the Land Administration Act 1997:*
 - a) *Ararat;*
 - b) *Bathurst;*
 - c) *Brisbane;*
 - d) *Encounter;*
 - e) *Goulburn;*
 - f) *Huon;*
 - g) *Lismore;*
 - h) *Mavie;*
 - i) *Medea;*
 - j) *Pirie;*
 - k) *Quadrant;*
 - l) *Shepparton;*
 - m) *Westralia;*
 - n) *Woomera; and*
 - o) *Yandra.*
2. *Approves the following alternative road names in accordance with section 26A(3) of the Land Administration Act 1997:*
 - a) *Barbette;*
 - b) *Choules;*
 - c) *Farncomb;*
 - d) *Maillina;*
 - e) *Maryborough; and*
 - f) *Paluma.*
3. *Forwards the proposal to the Geographical Names Committee for final approval.*

Background

The subject site borders Warrington Road to the east and is surrounded by residential development. The site is within an 'Urban Development' zoned area of Byford, which will be developed for residential purposes. The site currently features an existing single house and a child-minding centre is currently under construction. The site is shown following:



Figure 1: Aerial Image

Subdivision approval was granted by the Western Australian Planning Commission (WAPC) on 17 October 2024 for a two-lot subdivision of the parent property. The subdivision approval is shown following:

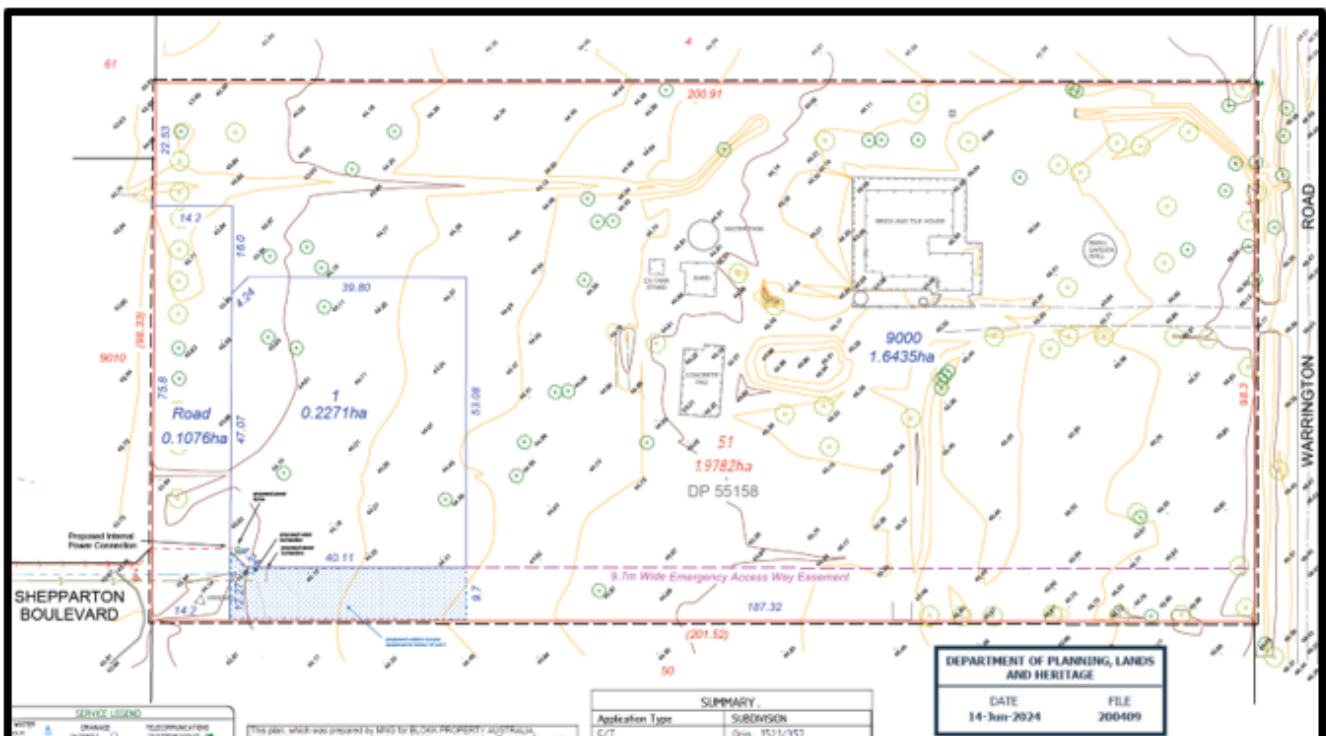


Figure 2: Approved subdivision plan



The purpose of the two-lot subdivision is to separate land associated with the child-minding centre development (Lot 1). The subdivision of the land will enable the remaining balance lot (Lot 9000) to be developed in the future for residential purposes.

The site is within the Doley Road Precinct Local Structure Plan (LSP) area. The new road reserves created through the subdivision align with the established layout under the LSP. The following figure shows the created road reserves (in blue) which require naming as part of this application:

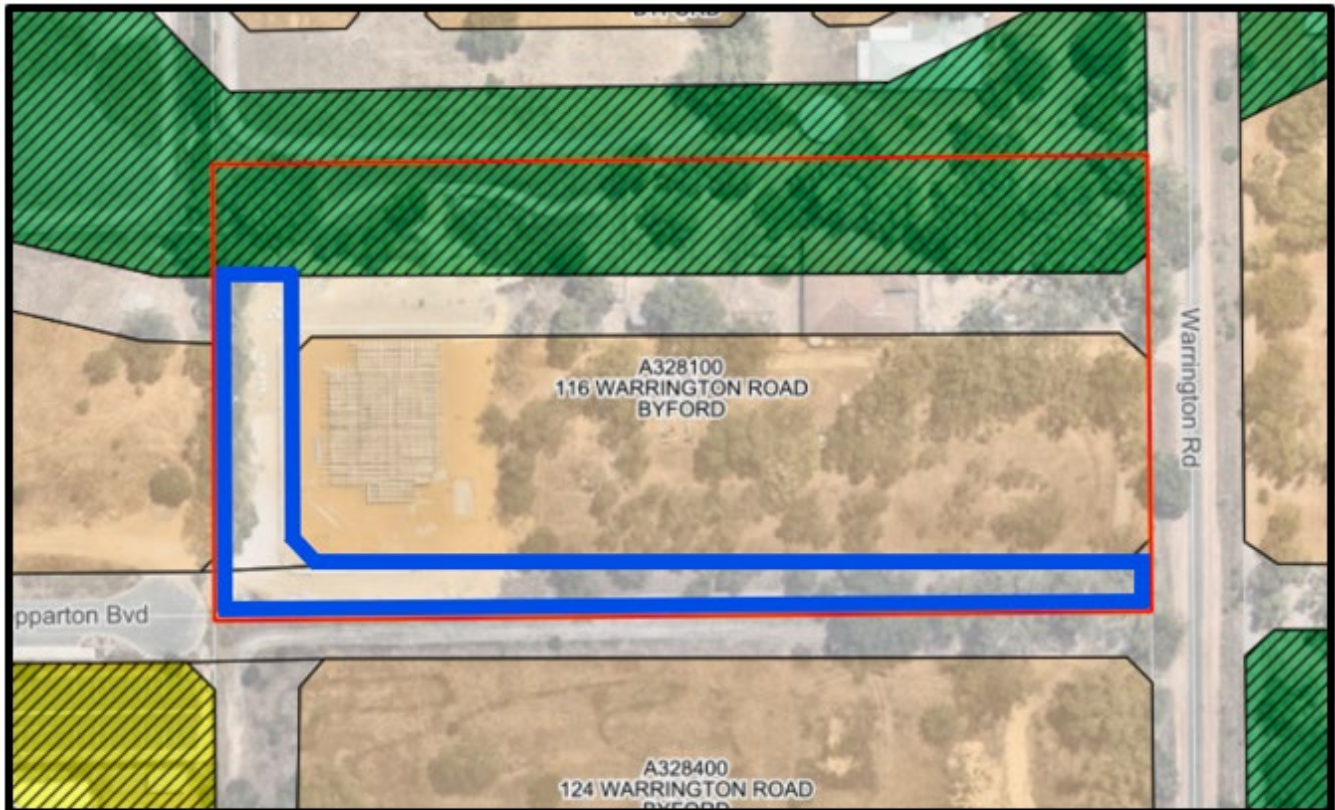


Figure 3: Local Structure Plan overlay

Roads created by subdivision are required to be named in accordance with Clause 26A of the *Land Administration Act 1997*. The naming process requires the relevant Local Government to endorse names for roads created as part of subdivision. Those names endorsed by the Local Government must then be forwarded to Landgate for final approval. Landgate has delegated authority from the responsible Minister to grant final approval for road names.



Proposal

The subject application (**attachment 1**) proposes the naming of one new road and one extension to an existing road name as follows:

- Ibis Road (new)
- Shepparton Boulevard (extend).

The applicant has also submitted three names to be endorsed as second preference names in the instance that Landgate does not accept the preferred names:

- Adelaide
- Moresby
- Krait.

The roads and proposed names are shown in the plan following:

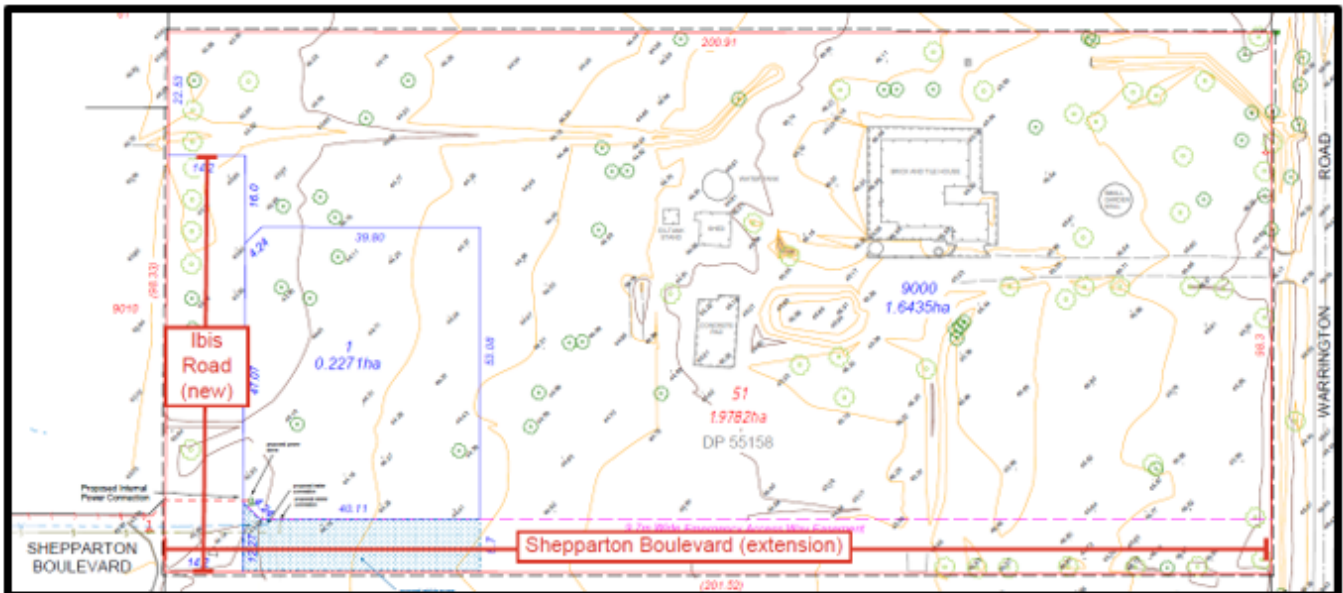
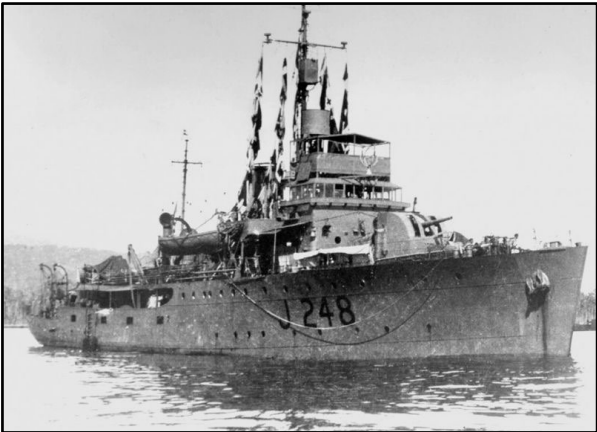


Figure 4: Proposed Road Name Layout

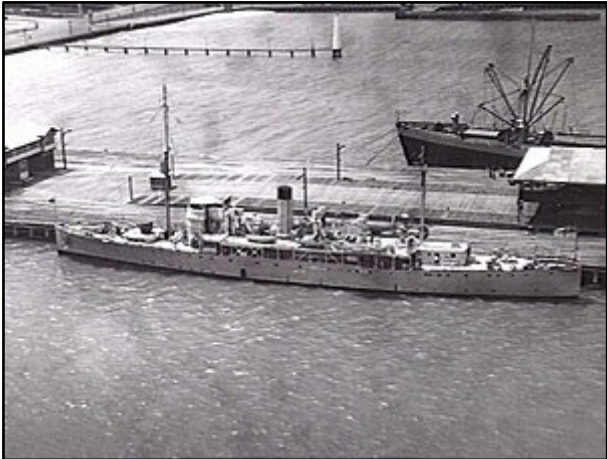
Local Planning Policy 1.7 - Road Naming Policy (LPP1.7) requires a theme to be submitted to Council for approval where more than four names are proposed. A new theme is therefore not required in this instance as there is only one new road name proposed. However, the proposed and reserve names are consistent with an 'Australian Naval Maritime' theme which is listed as a preferred theme under LPP1.7.



The proposed and backup names, along with their description as provided by the applicant, are detailed in the following table:

Road Name Table	
Preferred Names	Background
Ibis	The HMAS 'Ibis' (M 1183) was a Ton-class minesweeper built by the Montrose Shipyard, launched on 18 November 1955, and commissioned into the Royal Navy as HMS Singleton. 
Shepparton (existing)	The HMAS 'Shepparton' was one of sixty Australian Minesweepers (commonly known as corvettes) built during World War II in Australian shipyards as part of the Commonwealth Government's wartime shipbuilding programme. The ship was launched on 15 August 1942. 
Reserve Names	Background
Adelaide	The HMAS 'Adelaide' (L01) is the second of two Canberra-class landing helicopter dock (LHD) ships of the Royal Australian Navy (RAN) and is the largest naval vessel ever built for Australia.



	
Moresby	The HMAS 'Moresby' (formerly HMS Silvio) was a 24-class (also known as Racehorse class) "Fleet Sweeping" sloop that served in the Royal Navy (RN) and Royal Australian Navy (RAN) as a minesweeper, anti-submarine vessel, and survey ship. 
Krait	Built in 1934 in Japan, the Krait was a fishing vessel which operated around Singapore. During WWII, the vessel was confined to the Singapore Port, at which time it was used to evacuate hundreds of civilians away from conflict. In 1943 British and Australian military personnel undertook a covert commando operation, using the vessel as a disguised Japanese fishing boat to conduct sabotage strikes on Japanese merchant vessels. The vessel was then used as a coast watch and intelligence vessel for the remainder of the war. 

**Community / Stakeholder Consultation**

No consultation is required in accordance with Shire and Landgate policy.

Statutory EnvironmentLegislation

Land Administration Act 1997

State Government Policies

Policies and Standards for Geographical naming in Western Australia (Landgate Policy)

Local Planning Framework

Local Planning Policy 1.7 - Road Naming (LPP1.7)

Planning Assessment

An assessment of the proposed road names against the provisions of LPP 1.7 is as follows:

Policy Assessment	
Policy Requirement	Officer Comment
Consideration of current and future street names	The proposed road names are not currently in use within the Shire area and have not been proposed to be used in the future for any other estates within the Shire. No duplicates in surrounding Local Government areas within 10km have been identified.
Consideration shall be given to current and future street numbering to ensure numbering is sequential, easy to follow and considers future density increases	Officers consider the proposal to be acceptable in light of the existing and future street numbering for the area.
The origin of each name shall be clearly stated and subsequently recorded	The origin and background of the proposed and reserve road names have been documented in the road name table earlier in this report.
Names shall not be offensive or likely to given offence, incongruous or commercial in nature	The proposed and reserve names are not considered to be offensive, incongruous, or commercial in nature.
Names shall be easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public	In terms of easiness to read, spell and pronounce, the names are simple to read or pronounce, and so would not cause complexities for emergency services, service providers or the travelling public.



Policy Assessment	
Policy Requirement	Officer Comment
Unduly long names and names that comprise of two or more words should generally be avoided	The proposed names comprise of no more than ten letters in length and are no more than one word.
Proposals for road names shall include an appropriate road type suffix	The proposed suffixes are considered appropriate and consistent with suffix definitions under the Landgate policy. Road (Rd) - Open way or public passage primarily for vehicles. The proposed suffixes are considered suitable as they generally are reflective of the proposed carriageway.
Practical application of road names to maps and plans shall be considered such as the long street names should not be allocated to short roads	As shown on the road name plan earlier in this report, the road names are commensurate with the length of the road and are considered practical.

Based on the above, the recommended names are considered appropriate.

Options

Option 1

That Council:

1. ENDORSES the following road names in accordance with section 26A(3) of the *Land Administration Act 1997* and forwards the proposed road names as contained within **attachment 1** to Landgate for final approval:
 - a. Ibis Road
 - b. Shepparton Boulevard.
2. ENDORSES the following second preference road names in accordance with section 26A(3) of the *Land Administration Act 1997* to be used in the event that the first preference names are not deemed acceptable by Landgate:
 - a. Adelaide
 - b. Moresby
 - c. Krait.

Option 2

That Council REFUSES TO ENDORSE the proposed road names and REQUESTS the applicant to consider different naming options.



Option 1 is recommended.

Conclusion

Council endorsement is sought for one proposed road name and the extension of the existing name of Shepparton Boulevard, to be used within the approved subdivision at the subject site. The proposed names are considered consistent with the requirements of LPP1.7 and Landgate's road naming policy. It is therefore recommended that Council endorse the naming proposal.

Attachments (available under separate cover)

- 10.1.2 - attachment 1 - Road Layout Plan (E25/4837)

Alignment with our Strategic Community Plan

Outcome 4.2	A strategically focused Council
Strategy 4.2.2	Ensure appropriate long term strategic and operational planning is undertaken and considered when making decisions

Financial Implications

Nil.

Risk Implications

Risk has been assessed on the Officer Options and Implications:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no risks associated with this option.						
2	Council not supporting the names causing a delay in the application, which could delay lot creation and residential land supply within the Shire.	Policies and Standards for Geographical naming in Western Australia Local Planning Policy 1.7 - Road Naming	Social / Community Outcomes	Possible	Moderate	MODERATE	Give reasons for decision



Voting Requirements: Simple Majority

OCM-149-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

- 1. ENDORSES the following road names in accordance with section 26A(3) of the *Land Administration Act 1997* and forwards the proposed road names as contained within attachment 1 to Landgate for final approval:**
 - a. Ibis Road**
 - b. Shepparton Boulevard.**
- 2. ENDORSES the following second preference road names in accordance with section 26A(3) of the *Land Administration Act 1997* to be used in the event that the first preference names are not deemed acceptable by Landgate:**
 - a. Adelaide**
 - b. Moresby**
 - c. Krait.**

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0



10.1.3 - Proposed Road Naming Amendment - Lot 3306 Briggs Road, Byford (PA25/57)	
Responsible Officer:	Manager Statutory Planning and Compliance
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Quasi-Judicial	When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Proponent:	MNG Survey Group
Owner:	P Gangemi
Date of Receipt:	9 February 2025
Lot Area:	8.789ha
Local Planning Scheme No. 3 Zoning:	'Urban Development'
Metropolitan Region Scheme Zoning:	'Urban'

Report Purpose

The purpose of this report is for Council to consider a proposal to remove one approved road name (Fjord Lane) associated with a subdivision at Lot 9509 Briggs Road, Byford. Fjord Lane, which was a laneway approved as part of the subdivision, has been deleted from the design of the subdivision and as such the name is no longer required.

Proposals to alter, change or remove approved road names are required to be presented to Council as this function is not able to be delegated in accordance with the legislative framework of the *Land Administration Act 1997*. Officers recommend support for the removal of the name.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 27 October 2014 - OCM070/10/14 - COUNCIL DECISION / Officer Recommendation:

That Council approve the road naming theme of "Equine/Livestock and Family Farming History" for the Byford Meadows Estate, Lot 9500 Briggs Road, Byford as per attachments OCM070.1/10/14 and OC070.2/10/14.

(Note: This included the name 'Fjord'.)



Background

The subject site is bound by Thomas Road to the north, Briggs Road to the east, the future Malarkey Road to the west and a public open space reserve to the south. The site is within an area zoned 'Urban Development' and intended primarily for future residential development forming part of the Byford Meadows estate. Earthworks are currently being undertaken in accordance with the subdivision which was granted approval by the Western Australian Planning Commission (WAPC) on 15 August 2024. The site is depicted following:



Figure 1: Aerial Image

The original subdivision layout featured rear loaded lots facing the public open space, necessitating the design of a laneway - this was to be named 'Fjord Lane'. However, these lots were modified to larger front-loaded lots, no longer requiring laneway access. The approved subdivision layout is shown following:

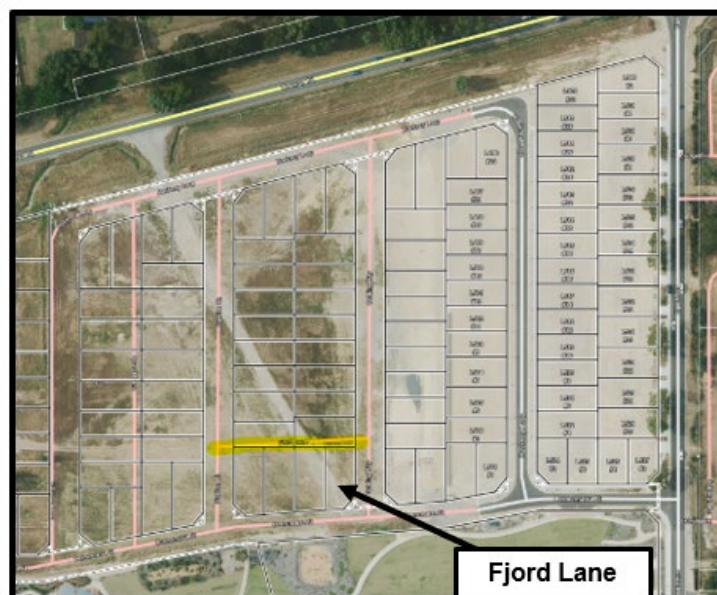
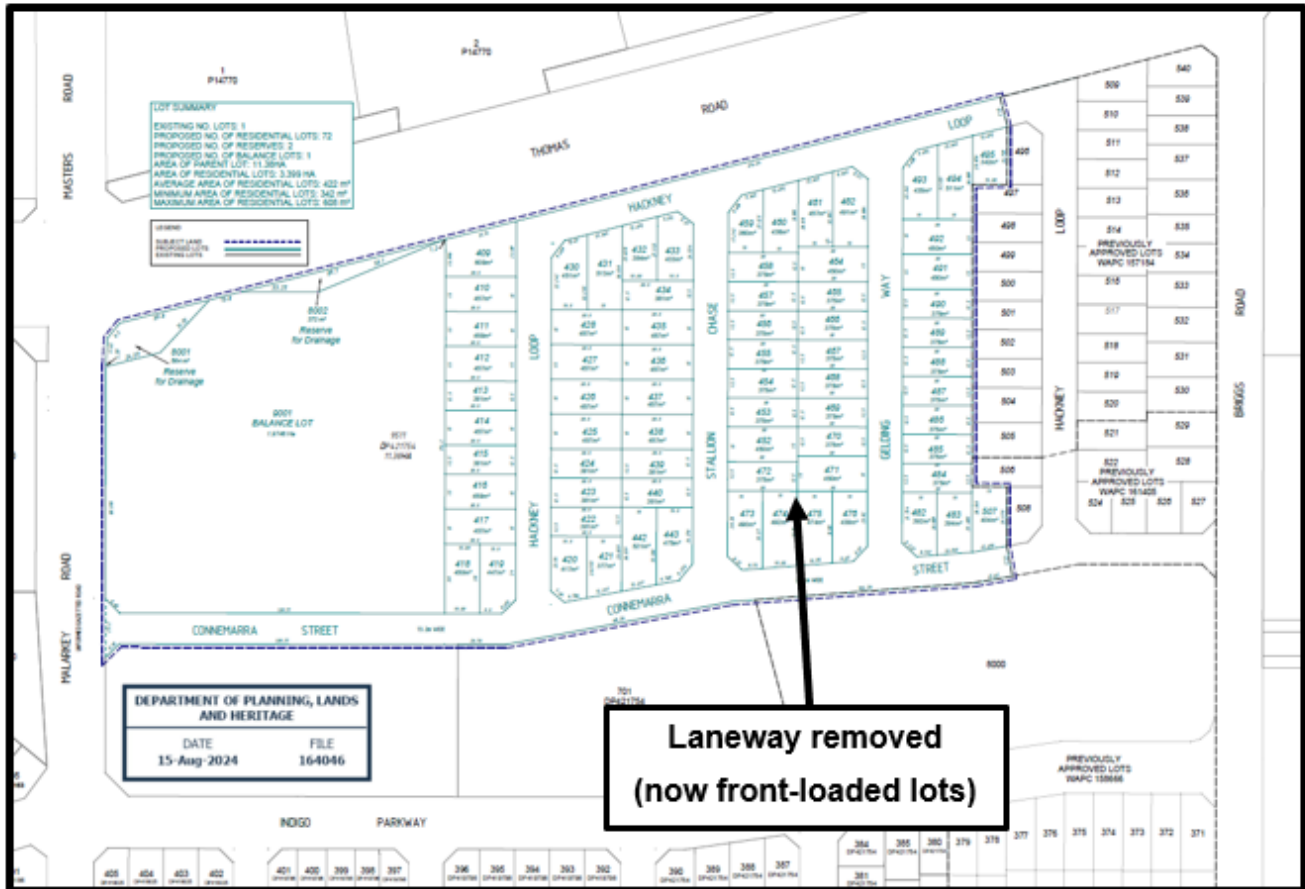


Figure 2: Existing road names approved over subdivision layout

**Figure 3: Amended Subdivision Approval Plan dated 15 Aug 2024**

Road names already created need to be formally removed, in accordance with Clause 26A of the *Land Administration Act 1997*. This involves Council endorsement to the removal of the road no longer being proceeded with. This endorsement is then forwarded to Landgate for final approval.

Proposal

The subject application (**attachment 1**) proposes the removal of Fjord Lane which is no longer necessary due to the amending of the subdivision design.

Community / Stakeholder Consultation

No consultation is required in accordance with Shire and Landgate policy.

Statutory Environment

Legislation

Land Administration Act 1997

State Government Policies

Policies and Standards for Geographical naming in Western Australia (Landgate Policy)

Local Planning Framework

Local Planning Policy 1.7 - Road Naming (LPP1.7)



Planning Assessment

The name 'Fjord Lane' was originally approved by Council in 2014, as part of endorsement of an equestrian/livestock and early family farming history theme for the land. The name 'Fjord' is a Norwegian horse breed. It is a small but strong breed and is one of the oldest breeds of horse in the world. It had been used on farms as a draught horse. While it is recommended that the name be removed, it will be able to be considered for future road names within the estate, commensurate with the endorsed theme.

OptionsOption 1

That Council:

1. ENDORSES the removal of Fjord Lane in accordance with section 26A (3) of the *Land Administration Act 1997* and forwards the decision to Landgate for final approval.
2. REQUESTS the applicant consider using the name for other roads to be created within the estate.

Option 2

That Council ENDORSES the removal of Fjord Lane in accordance with section 26A (3) of the *Land Administration Act 1997* and forwards the decision to Landgate for final approval.

Option 1 is recommended.

Conclusion

The proposal seeks to remove and archive the name Fjord Lane due to the change in the subdivision layout. It is considered consistent with the requirements of LPP1.7 and Landgate's road naming policy. It is recommended that Council endorse the proposal, which is to be then forwarded to Landgate for final approval.

Attachments (available under separate cover)

- **10.1.3 - attachment 1** - Road Layout Plan (E25/4945)

Alignment with our Council Plan 2023-2033

Liveable
2. Improve maintenance and investment in roads and paths

Financial Implications

Nil.



Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1.	There is no noted risk with the consideration of Option 1.						
2.	Council not requesting future re-use of the name could see its important cultural heritage meaning lost for the estate.	Policies and Standards for Geographical naming in Western Australia Local Planning Policy 1.7 - Road Naming	Social / Community Outcomes	Possible	Minor	LOW	Nil.

Voting Requirements: Simple Majority

OCM-150-2025

COUNCIL RESOLUTION / Officers Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

1. **ENDORSES** the removal of Fjord Lane in accordance with section 26A (3) of the *Land Administration Act 1997* and forwards the decision to Landgate for final approval.
2. **REQUESTS** the applicant consider using the name for other roads to be created within the estate.

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0



10.1.4 - Recommendation on Proposed 'Civic Use' (Office and Amenities) incidental to the Tonkin Highway Project - Lot 9002, 1780 Thomas Road, Oakford (PA25-5244)	
Responsible Officer:	Manager Statutory Planning and Compliance
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Quasi-Judicial	When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Proponent:	V and T Borrello
Owner:	Tonkin Extension Alliance
Date of Receipt:	17 April 2025
Lot Area:	15ha
Local Planning Scheme No. 3 Zoning:	'Rural'
Metropolitan Region Scheme Zoning:	'Rural'

Report Purpose

The purpose of this report is for Council to endorse a recommendation and associated conditions relating to a development application for Public Works for an office and amenities building associated with the Tonkin Highway project (**attachment 1**). The application requires approval under the Metropolitan Region (MRS) which will be determined by the Western Australian Planning Commission (WAPC).

The development is exempt from requiring approval under Local Planning Scheme No. 3 (LPS3) via Section 6 of the *Planning and Development Act 2005*. The Shire is however requested to provide the WAPC with a recommendation and conditions to assist in their decision.

The proposed development has selected a location on the basis of needing to be proximate to the Tonkin Highway project area. Officers note, however, that having any development with a large daily workforce at a site which lacks the conveniences, amenities and mixed uses of a town centre, is not optimal. However, in the case of a development tied directly to a major infrastructure project, this functions as an overriding factor influencing location.

In considering the planning merits of the proposal, officers identify that further information is required to address particular issues in relation to access and egress of heavy vehicles and traffic volumes by recommended conditions, as discussed within the report. It is recommended that Council supports the application, subject to conditions, based on a time limited approval only.



This time limitation is important to demonstrate that upon conclusion of the project, the civic development must be decommissioned and removed from the land, and the land fully reinstated to its former use including removal of crossovers to Kargotich Road.

Relevant Previous Decisions of Council

There are no previous Council decisions relating to this application.

Background

The Tonkin Highway Alliance has been awarded the project for the extension to the Tonkin Highway beyond Thomas Road through to South Western Highway, and the Thomas Road upgrade project.

The Tonkin Highway Extension project includes the following components:

- A 14km road extension as a four-lane dual carriageway.
- A Principle Shared Path (PSP) on the eastern side for the full 14km length.
- A grade separated interchange at Thomas Road and Bishop Road.
- Roundabouts where Tonkin Highway meets Orton Road, Mundijong Road and South Western Highway.
- New Local Road Roundabouts (not on with Tonkin Highway) at the intersections of:
 - Hopkinson Road and Abernethy Road
 - Shanley Road, Jarrahdale Road and South Western Highway.
- Bridges over rail at Bishop Road and Wright Road.
- Noise and screening walls.
- Associated lighting.
- Access and connectivity improvements to local roads including emergency accessways.
- Underpasses at Abernethy Road, Gossage Road and Shanley Road for pedestrians, cyclists and equine users.

The Thomas Road upgrade project includes the following components:

- The widening and duplication of 4.5km of Thomas Road between Kargotich Road and South Western Highway.
- A grade separated interchange at Thomas Road and Tonkin Highway.
- A 4.5km length of shared path on the south side of Thomas Road.
- A signalised equine crossing to connect Byford and Darling Downs bridle paths.
- Intersection upgrades including:
 - Ballack Place - left in left out only
 - Hopkinson Road north of Thomas Road - cul-de-sac
 - Kardan Boulevard - new roundabout
 - Masters Road/Malarkey Road - roundabout



- Briggs Road - left in left out only
- Plaistow Boulevard - traffic signals
- Wungong South Road priority - controlled intersection.
- Equine path network.
- Noise and screening walls.
- Associated lighting.

The subject application seeks approval for a site office and staff amenities to facilitate the delivery of the project.

Existing Development

The subject site of 15ha is located within a rural area of the Shire in Oakford. Thomas Road runs along the northern boundary of the site and Kargotich Road to the east. Lots to the south and west are zoned 'Rural' and lots to the north and east are zoned 'Rural Residential'.

The site is in close proximity to the intersection of Thomas Road and Kargotich Road which has recently been upgraded to a roundabout. The locality, however, has retained a level a rural amenity with open paddocks and typical rural uses present. The locality is shown following:



Figure 1: Aerial image of the locality



The subject site has development approval, issued by the Metro Outer Development Assessment Panel on 20 December 2022, for a Service Station, Rural Supplies Store and Veterinary Clinic. This development is currently under construction as shown following:

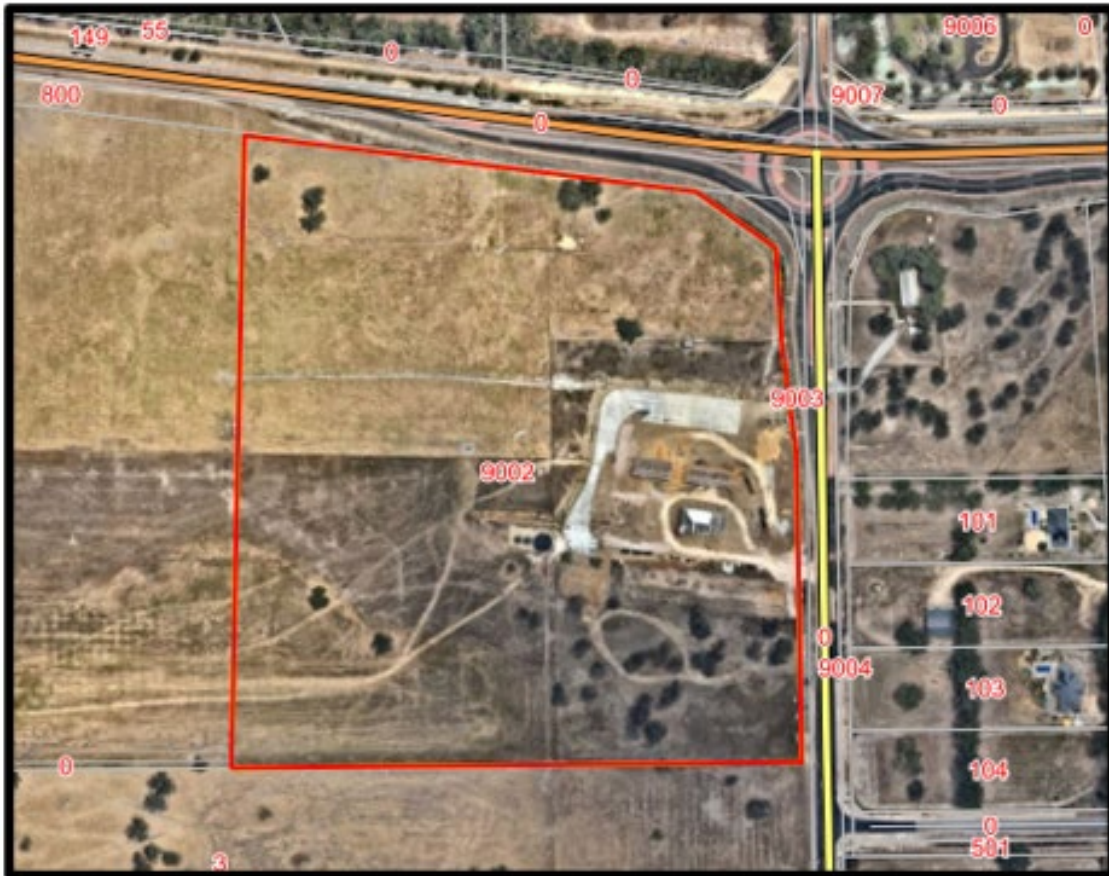


Figure 2: Aerial image of the subject site

Proposed Development

The subject application seeks approval for the following:

- Office 948m²
- Reception building 72m²
- Training and amenities building 288m²
- Car park (208 bays).

To facilitate the development, the existing 14 trees on the development site would be removed and fill imported to raise the land up to 0.5m across the site. Access to the site is proposed from Kargotich Road via three new crossovers, south of the access to the Service Station.

The proposed site plan and photographs of the buildings are shown following:

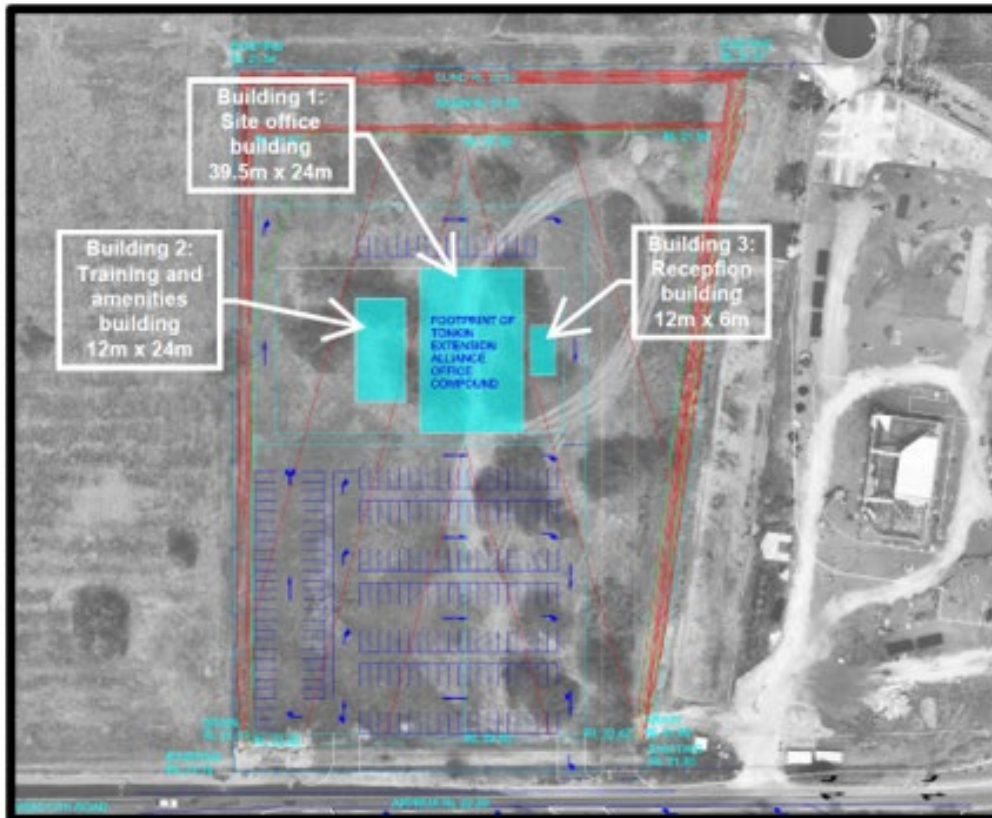


Figure 3: Site plan



Figure 4: Photos of proposed buildings



Figure 4a Photos of proposed Buildings

Community / Stakeholder Consultation

Given the Shire is only a referral body, the application is not subject to advertising under the Shire's Local Planning Scheme.

Statutory Environment

Legislation

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Metropolitan Region Scheme (MRS)*
- *Public Works Act 1902*

State Government Policies

State Planning Policy 2.5 - Rural Planning;

State Planning Policy 3.7 - Planning for Bushfire Prone Areas (SPP3.7)

State Planning Policy 2.1 - Peel Harvey Coastal Plain Catchment (SPP2.1)

Local Planning Framework

Shire of Serpentine Jarrahdale Local Planning Scheme No. 3

Local Planning Strategy

Planning Assessment

An assessment has been undertaken in accordance with Schedule 2, clause 67 of the *Planning and Development (Local Planning Scheme) Regulations 2015* detailed below.



Metropolitan Region Scheme (MRS)

The MRS is a broad region scheme which focuses on matters of State and regional importance. It guides overall planning and development in the metropolitan area as well as Local Planning Schemes and Local Planning Strategies. The subject lot is zoned 'Rural' under the MRS, which anticipates the provision of the sustainable use of land for agriculture, preservation of the natural environment and landscape and also tourism. Ordinarily this kind of use would not be anticipated.

Under section 6 of the *Planning and Development Act 2005*, public works on land zoned under the MRS requires development approval under the MRS by the WAPC. This is by virtue of Clause 5(2) that a region planning scheme binds the Crown.

Where proposals are considered against the MRS, they are to be assessed in accordance with a list of criteria as per Clause 67 of the Deemed Provisions.

Local Planning Scheme No. 3 (LPS3)

The proposal is considered to fall within the land use classification of 'Civic Use', defined under LPS3 as *"premises used by a government department, an instrumentality of the State or the local government for administrative, recreational or other purposes"*. A 'Civic Use' is an 'A' use in the 'Rural' zone and therefore the use is not permitted unless the local government has exercised its discretion by granting development approval after advertising the application. As previously stated, as approval is not required under LPS3, no advertising has been undertaken.

The objectives of the 'Rural' zone under LPS3 generally seek to protect rural uses and ensure development maintains rural character and amenity. It does however allow *"for a limited range of non-rural land uses, only where they have demonstrated a direct benefit to the local community and are compatible with surrounding rural uses."* This objective is further expanded upon in Local Planning Policy 4.26 - Development in the Rural Zone (LPP4.26) which aims to identify land uses that may or may not be potentially beneficial in the 'Rural' zone. A 'Civic Use' is listed under LPP4.26 as a use that is deemed potentially beneficial and an application should include a discussion around the benefits of the proposal including environmental, social and economic.

The proposal is temporary in nature designed to accommodate the road projects up to December 2028. Once the project has been completed the site is proposed to be rehabilitated. It is considered that the proposal would be of benefit to the local community in providing a facility to support the upgrades to the road network. It is considered that the proposal would not have an adverse impact on any surrounding rural land uses and that the land can accommodate such uses once the proposed development has ceased.

As mentioned at the beginning of the report, as part of early engagement Shire officers noted that the preference of the Shire is for uses which have a large workforce to be located within the town centre. This recognises the amenity considerations that come with being located within a mixed-use area, and the opportunities for better accessibility and public transport utilisation that the Byford station precinct and town centre provides. However, due to the location of the project to the west of Byford, a location removed from the town centre has been required according to the advice provided to the Shire.

State Planning Policy 2.5 - Rural Planning

The purpose of SPP2.5 is *"to protect and preserve Western Australia's rural land assets due to the importance of their economic, natural resource, food production, environmental and landscape values. Ensuring broad compatibility between land uses is essential to delivering this outcome."*



The development area is located on a portion of a 15ha rural lot, to the rear of a Service Station currently under construction. A significant portion of the lot would remain available for the carrying out of rural uses alongside the subject development. The application details that on cessation of the use, the land would be rehabilitated. A condition is recommended that a Rehabilitation Plan is prepared to ensure the land is capable of facilitating rural uses in the future, consistent with SPP2.5.

Built Form and Amenity

SPP7.0 - Design of the Built Environment provides broad design principles for major development within Western Australia. The policy provides a number of objectives which are assessed on a merits-based approach. The proposal is considered against SPP7.0 as summarised following:

Objective	Officer Comment
Context and character Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.	The proposed buildings are transportable structures designed to be on site for a temporary period. Given the scale and setbacks of these buildings it is considered that they would not have an adverse visual impact on the locality long term. It is recommended that a condition be imposed that upon lodgement of a Building Permit, plans are submitted to detail the placement of advanced landscaping along the Kargotich Road frontage to provide increased screening of the development as viewed from the road.
Landscape quality Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.	A condition is recommended to ensure the site is appropriately landscaped following the removal of trees and to ensure an appropriate visual outcome.
Built form and scale Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.	As previously stated, the buildings proposed are existing prefabricated structures that are not conducive to development in the rural zone, acknowledging that they will be located on site for a temporary period. Due to this and the setbacks from the lot boundaries, it is considered that with the use of advanced landscaping is needed to provide filtered screening of the otherwise incompatible built form.
Functionality and build quality Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life cycle.	The design of the structures is functional to meet the needs of the users as an office and amenities space.



Objective	Officer Comment
Sustainability Good design optimises the sustainability of the built environment, delivering positive environmental, social, and economic outcomes	Given the temporary nature, the design is considered to not result in an adverse outcome for the long term.
Amenity Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors, and neighbours, providing environments that are comfortable, productive, and healthy.	The design is fit for purpose and subject to landscaping will result in an appropriate level of amenity for the period proposed.
Legibility Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.	The buildings are legible with defined access points for wayfinding.
Safety Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.	The design is simplistic by virtue of the nature of the buildings. Given the proposal is for a temporary period there are no undue safety and security issues.
Community Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.	The development would facilitate a place of work for those associated with the project. It will support the road projects providing necessary infrastructure for the local and wider community.
Aesthetics Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.	As previously stated, the buildings design is functional to the temporary need of the project. The design is considered to not have an adverse impact in the long term.

State Planning Policy 3.7 - Planning in Bushfire Prone Areas (SPP3.7)

The lot is designated as bushfire prone under the Department of Fire and Emergency Services mapping (DFES) and therefore requires consideration against SPP3.7. A Bushfire Management Plan (BMP) has not been provided as part of the application. It is however considered that bushfire threat can be appropriately managed and therefore a condition is recommended to require the submission of a BMP prior to works commencing.



State Planning Polic 2.1 - Peel Harvey Coastal Plain Catchment (SPP2.1)

SPP2.1 aims *“to ensure that changes to land use within the Catchment to the Peel-Harvey Estuarine system are controlled so as to avoid and minimise environmental damage”* and to prevent excessive nutrient export into the drainage system.

The application includes an Environmental Management Plan outlining the mitigation measures in relation to refuelling of vehicles, the provision of spill kits and storage of materials. It is recommended that a condition is imposed to ensure that the operations are undertaken in accordance with the Environmental Management Plan to protect the Peel Harvey Catchment, specifically hydrocarbons entering the environment.

Traffic and Access

Access:

Access to the site is proposed via three new crossovers onto Kargotich Road as shown following:

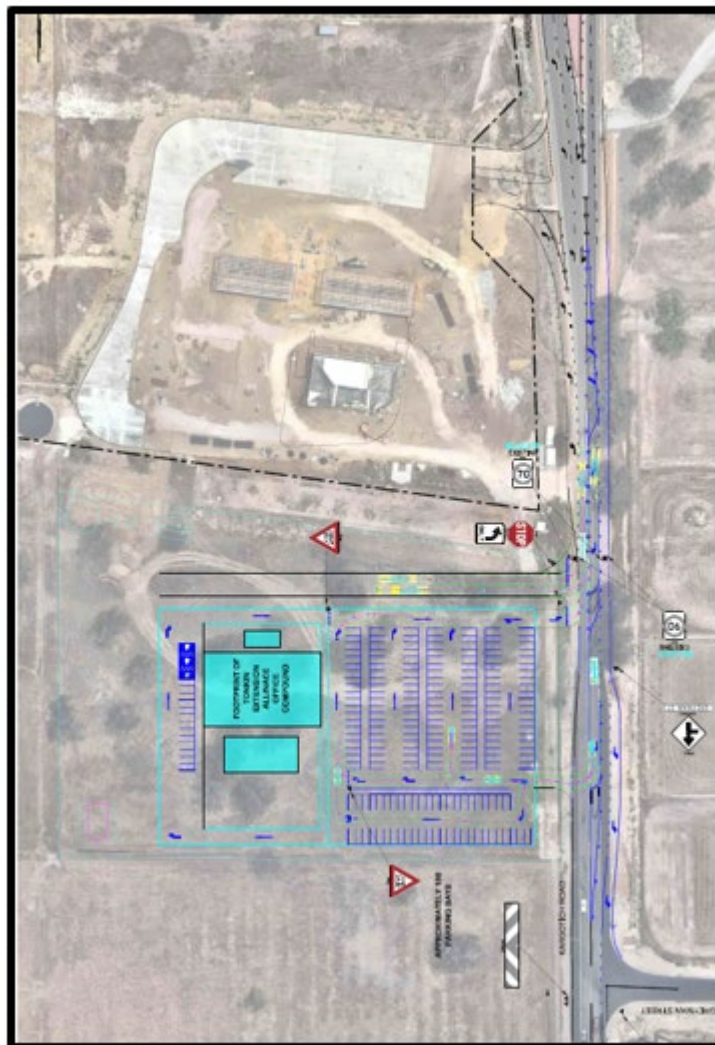


Figure 5 - Layout



The southernmost crossover would provide the entry to the office (left in and right in). The crossover north of this would be for vehicles to exit the office (left out only). The northernmost crossover would facilitate trucks for deliveries/maintenance (left and right in and left out only) and has been designed to accommodate vehicles up to 19m in length. A 60m turning lane is proposed for vehicles turning right into the site.

Officers raise a number of concerns regarding these access arrangements, especially in light of the recent road intersections that have been / are being established and the uses that will become operational in the short term (namely the service station). The following image shows the current intersections and proposed intersections:



Figure 6 - Intersection design issues

Contemplating no less than five intersection access points in a section of rural distributor road less than 200m long is considered unsafe and likely to result in localised congestion and time delays. This creates the risk of unsafe driver behaviour, on a section of road which is high speed and designed for mobility (broad connectivity) and not for local accessibility purposes.

A way to address this would be to attempt to limit additional accesses on to Kargotich Road, and provide a split access to benefit from the Thomas Road roundabout. This would be as follows:

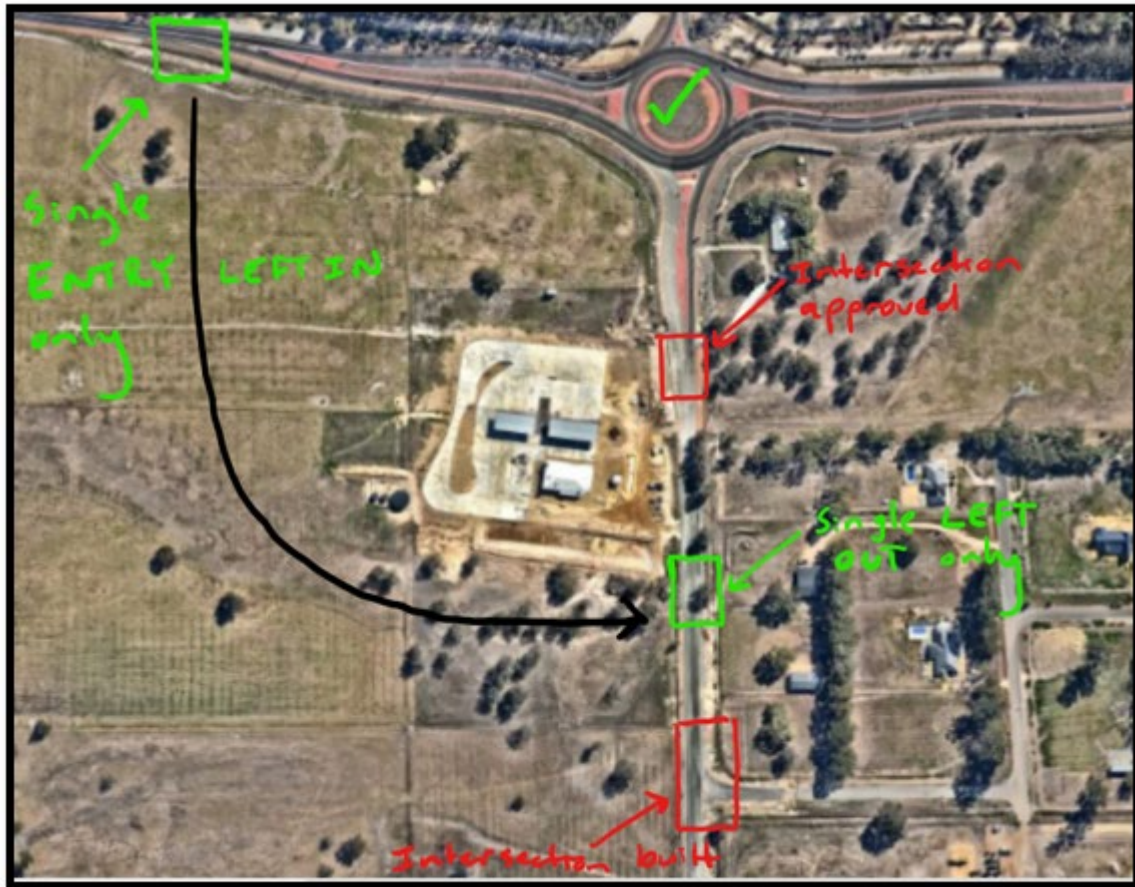


Figure 7 - Recommended intersection change

The benefit of this approach is that it will enable safe movements in all directions using exclusively left turn movements coupled with the roundabout. Left only in at Thomas Road, provides access in for all traffic directions, via the circulation afforded by the roundabout. Likewise, the left only out on to Kargotich Road enables traffic to leave and then access all directions, again due to the roundabout. This compares to the proposed design that relies on a series of cross traffic movements, on congested and heavily constrained section of road, not designed for accessibility but rather through traffic mobility. As illustrated following, the risk the current design poses is considered too high:



Figure 8 - Intersection design and proximity

With regard to splitting of traffic as proposed by officers, this will assist both Kargotich Road and Thomas Road safety and traffic flows. Kargotich Road is a single lane each way carriageway. Kargotich Road is classified in the MRWA road hierarchy as a Regional Distributor with a posted speed limit that ranges from 70km/h to 90km/h within the vicinity of the development proposal. The speed limit reduces from 90km/h to 70km/h as Kargotich Road approaches the Thomas Road roundabout intersection. This reflects the intent to distribute traffic by affording mobility and through traffic connections.

The report submitted with the application details that Kargotich Road Monday to Friday AM peak traffic demand occurs between 07:00 and 08:00 with a combined peak demand of 545v/h (392v/h NB and 151v/h SB). The PM peak occurs between 16:00 and 17:00 with a combined peak demand of 650v/h (193v/h NB and 457v/h SB).

Thomas Road is a single lane each way carriageway with sealed shoulders. It is a Primary Distributor road with a posted speed limit that ranges from 70km/h to 80km/h in the vicinity of the development. The applicable approach speed is 70km/h to the Thomas Road and Kargotich Road roundabout intersection.

Thomas Road has a combined weekday AM peak of 910 v/h between 07:00 and 08:00 (485v/h EB and 425v/h WB). The weekday combined PM peak is around 1289v/h between 16:00 and 17:00 (483v/h EB and 806v/h WB).



The site is proposed to cater for the parking of 205 vehicles with the majority of vehicles expected to arrive between 6:30am and 9:00am on weekdays. Most vehicles would leave the site between 5:00pm and 6:00pm. The TIA states that the traffic volumes during the peak period have been estimated based on 75% capacity of the car park which equates to approximately 158 vehicles arriving in the Kargotich Road AM peak hour. For the PM Peak, this has been modelled to show close to 100% of the movements equating to 200 vehicles per hour leaving the car park. The TIA estimates that 80% of traffic would arrive and depart the site via Thomas Road.

The TIA includes SIDRA modelling to determine the impact of the proposed development on the existing road network during both the AM and PM peak periods. It concludes acceptable levels of service being maintained, indicating an acceptable level of intersection performance and traffic flows. The modelling however does not account for the impact that Hopkinson Road closure will have in shifting traffic to Kargotich Road. Hopkinson Road will be closed southbound from the intersection at Thomas Road and traffic travelling north and south along Hopkinson Road, south of this point, will be transferred to Kargotich Road, via Abernethy Road and Karden Boulevard. The TIA doesn't account for this additional traffic volume, nor model the likely shift to Kargotich Road vs that to Karden Boulevard. It is predicted that the removal of the Hopkinson Rd and Thomas Rd intersection, will have a significant flow on impact to the reliance on Kargotich Road, as a route taken by residents of Byford and Oakford. Should the WAPC be minded to approve the application, an updated TIA should be provided to address this important issue, being a redesign of the proposal to reflect the modified access arrangements and utilisation of the roundabout. A condition is recommended in this regard.

In summary, conditions are recommended for further modelling of traffic impacts, and redesign of access arrangements to reflect the left entry only off Thomas Road and left exit only on to Kargotich Road, for the development.

Dust

The Environmental Management Plan details the following dust mitigation measures that will be put in place:

- Application of water/dust suppressant via water carts.
- Physical application of ground cover where required.
- Cessation of works in extreme adverse weather conditions.
- Restricted speed limits on site.
- Reschedule dust generating activities to avoid adverse weather conditions.
- Communicate dust risk and mitigation measures to staff prior to commencing work.

These measures are considered adequate to ensure dust can be managed appropriately. A condition is recommended to require a comprehensive Dust Management Plan to be prepared to ensure dust is managed throughout the life time of the development.

Stormwater

The application details that to control stormwater run-off, soak wells will be installed as well as a retention-infiltration basin in the northern section of the project boundary. The land will be graded to ensure that surface flows are directed from south to north, into the basin. An earth bund is also proposed to assist in the direction of surface flows.



It is considered that the stormwater management concept would ensure that stormwater from the development is appropriately managed. It is recommended that a detailed Stormwater Management Plan is required through the imposition of a condition.

Landscaping

The trees located within the development area are *Casuarina obesa* (Swamp Sheoak) which are proposed to be removed as part of the application. The application details that the trees are of low environmental value and several are in poor condition. It is recommended that should the WAPC resolve to approve the application, a condition is imposed to require a Landscaping Plan to ensure the replacement of the lost trees and screening of the development to reduce its otherwise visual prominence from Kargotich Rd, given the design of the development is not consistent with the built form character of rural areas.

Options

Option 1

That Council RESOLVES TO RECOMMEND APPROVAL to the WAPC for the 'Civic Use' (Office and Amenities) incidental to the Tonkin Highway at Lot 9002, 1780 Thomas Road, Oakford subject to the following conditions:

- a. The development is to be carried out in compliance with plans and documentation listed below except where amended by other conditions of its consent.

Plans and Specification	P1 - P11 - Development Plans P12 - Transport Impact Assessment P13 - Environmental Management Plan dated 2 April 2025 P14 - Traffic Management Plan P15 - Site Options and Assessment Report

- b. This approval is valid for a period of five years from the date of the approval upon which the use must cease and the land be rehabilitated (including removal of all fill, crossovers and site infrastructure) in accordance with a Rehabilitation Plan approved by the Western Australian Planning Commission on advice of the Shire.
- c. Prior to commencement of works, a Stormwater Management Plans shall be submitted to and approved by the Western Australian Planning Commission, on advice of the Shire. Once approved, the Stormwater Management Plan shall be implemented and maintained for the duration of the development.
- d. Prior to commencement of works, a Landscaping Plan shall be submitted to and approved by the Western Australian Planning Commission, on advice of the Shire. The Landscaping Plan shall include:
- Provision of advanced mature vegetative landscaping within the site and specifically along the Kargotich Rd frontage, to achieve effective filtered screening of the development;
 - Detailed planting regime and plans, identifying the number of plants, species, size of planting at establishment (which is required to be advanced mature species);



- iii. A schedule of planting including the how vegetation is planted, monitored for failure and replaced where required.

Once approved, the Landscaping Plan shall be implemented and maintained for the duration of the development.

- e. Prior to commencement of works, a Dust Management Plan shall be submitted to and approved by the Western Australian Planning Commission, on advice of the Shire. Once approved, the Dust Management Plan shall be adhered to for the duration of the development.
- f. Within 90 days, or as otherwise agreed with the Western Australian Planning Commission, a Rehabilitation Plan shall be submitted and approved by the Western Australian Planning Commission, on advice of the Shire. The Rehabilitation Plan shall detail how the site will be restored to land capable of accommodating rural uses, including full removal of fill and site infrastructure and crossovers, as well as any of the road changes on Kargotich Rd. Once approved, upon cessation of the use, the site shall be rehabilitated in accordance with the approved plan.
- g. Prior to lodgement of a Building Permit, a Lighting Plan is to be submitted to and approved by the Western Australian Planning Commission on the advice of the Shire. The Lighting Plan shall demonstrate the provision of lighting to all access ways, car parking areas, the exterior entrances to all buildings and the extent to which light from all external light sources is cast. The Lighting Plan must demonstrate lighting not causing an adverse amenity impact on the surrounding area. Once approved, lighting is to be installed and maintained in accordance with the Plan.
- h. Prior to lodgement of a Building Permit, updated plans are to be submitted to and approved by the Western Australian Planning Commission, on the advice of the Shire, demonstrating revised access arrangements as follows:
 - i. a left entry in only on Thomas Road;
 - ii. a left exit out only on to Kargotich Road.

The specific design of the intersections shall be sufficient to enable safe movements by all vehicles utilising the development. The updated plans shall be accompanied by a revised Traffic Impact Assessment, demonstrating the capability of the road network to accommodate the development upon the closure and shift of traffic from Hopkinson Road.

- i. Prior to lodgement of a Building Permit, engineering drawings shall be submitted to and approved by the WAPC, on advice of the Shire detailing the turning lanes, vehicle parking areas, accessways, internal roads and crossovers which must:-
 - i. Be designed in accordance with the relevant Australian/New Zealand Standard;
 - ii. Include a suitable number of car parking spaces dedicated to people with disability designed in accordance with the relevant Australian/New Zealand Standard;
 - iii. Be constructed, sealed, kerbed, drained, marked and thereafter maintained.

Once approved, the works are to be completed prior to operation of the development, and thereafter maintained.



- j. Prior to the commencement of the development, a Waste Management Plan must be submitted to and approved by the Western Australian Planning Commission on the advice of the Shire. Once approved, waste must be managed in accordance with the approved Waste Management Plan.
- k. Prior to commencement of works, a Bushfire Management Plan shall be submitted to and approved by the Western Australian Planning Commission, on advice of the Shire. Once approved, the Bushfire Management Plan shall be adhered to for the duration of the development.
- l. Prior to occupation, an onsite Wastewater System for the treatment of sewage shall be installed to the satisfaction of the Department of Health on advice of the Shire.
- m. Prior to occupation, a Mosquito Management Plan shall be submitted to and approved by the Western Australian Planning Commission on advice of the Shire. Once approved the Mosquito Management Plan shall be adhered to for the duration of the development.

Advice

- a. Minimum habitable floor levels of 22.0m AHD are recommended to ensure adequate flood protection against 1 in 100 AEP flooding.

Option 2

That Council **RESOLVES TO RECOMMEND REFUSAL** to the WAPC for the 'Civic Use' (Office and Amenities) incidental to the Tonkin Highway at Lot 9002, 1780 Thomas Road, Oakford for the following reasons:

- a. The proposed development does not comprise a suitable access arrangement that is safe taking account of the limitation on access from Kargotich Road, and the shift in traffic that will occur as part of the Tonkin Highway development;
- b. The proposed development does not demonstrate suitable road network performance being retained, as part of the development.

Option 1 is recommended.

Conclusion

The proposal is *Public Works* under the definition of the *Public Works Act 1902* and therefore does not require approval through the Shire, however, the application requires approval under the MRS by the WAPC. The proposal requires a number of modifications, in order to render it suitable and reflective of the relevant planning framework requirements.

Attachments (available under separate cover)

- **10.1.4 - attachment 1** - Application Details (E25/6039)



Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2. Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
Liveable
2. Improve maintenance and investment in roads and paths
Connected
2. Contribute to a well-connected, accessible and health community

Financial Implications

Nil

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	Option 1 is considered the lowest risk option.						
2	That Council recommends to refuse the development to the WAPC, which then approves the development without appropriate conditions.	Planning framework	Social / Community Outcomes	Possible	Moderate	MODERATE	Ensuring officers provide conditions commensurate with option 1 if option 2 is selected.

Voting Requirements: Simple Majority

OCM-151-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council RESOLVES TO RECOMMEND APPROVAL to the WAPC for the 'Civic Use' (Office and Amenities) incidental to the Tonkin Highway at Lot 9002, 1780 Thomas Road, Oakford subject to the following conditions:



- a. The development is to be carried out in compliance with plans and documentation listed below except where amended by other conditions of its consent.

Plans and Specification	P1 - P11 - Development Plans P12 - Transport Impact Assessment P13 - Environmental Management Plan dated 2 April 2025 P14 - Traffic Management Plan P15 - Site Options and Assessment Report

- b. This approval is valid for a period of five years from the date of the approval upon which the use must cease and the land be rehabilitated (including removal of all fill, crossovers and site infrastructure) in accordance with a Rehabilitation Plan approved by the Western Australian Planning Commission on advice of the Shire.
- c. Prior to commencement of works, a Stormwater Management Plans shall be submitted to and approved by the Western Australian Planning Commission, on advice of the Shire. Once approved, the Stormwater Management Plan shall be implemented and maintained for the duration of the development.
- d. Prior to commencement of works, a Landscaping Plan shall be submitted to and approved by the Western Australian Planning Commission, on advice of the Shire. The Landscaping Plan shall include:
- Provision of advanced mature vegetative landscaping within the site and specifically along the Kargotich Rd frontage, to achieve effective filtered screening of the development;
 - Detailed planting regime and plans, identifying the number of plants, species, size of planting at establishment (which is required to be advanced mature species);
 - A schedule of planting including the how vegetation is planted, monitored for failure and replaced where required.

Once approved, the Landscaping Plan shall be implemented and maintained for the duration of the development.

- e. Prior to commencement of works, a Dust Management Plan shall be submitted to and approved by the Western Australian Planning Commission, on advice of the Shire. Once approved, the Dust Management Plan shall be adhered to for the duration of the development.
- f. Within 90 days, or as otherwise agreed with the Western Australian Planning Commission, a Rehabilitation Plan shall be submitted and approved by the Western Australian Planning Commission, on advice of the Shire. The Rehabilitation Plan shall detail how the site will be restored to land capable of accommodating rural uses, including full removal of fill and site infrastructure and crossovers, as well as any of the road changes on Kargotich Rd. Once approved, upon cessation of the use, the site shall be rehabilitated in accordance with the approved plan.



- g. Prior to lodgement of a Building Permit, a Lighting Plan is to be submitted to and approved by the Western Australian Planning Commission on the advice of the Shire. The Lighting Plan shall demonstrate the provision of lighting to all access ways, car parking areas, the exterior entrances to all buildings and the extent to which light from all external light sources is cast. The Lighting Plan must demonstrate lighting not causing an adverse amenity impact on the surrounding area. Once approved, lighting is to be installed and maintained in accordance with the Plan.**
- h. Prior to lodgement of a Building Permit, updated plans are to be submitted to and approved by the Western Australian Planning Commission, on the advice of the Shire, demonstrating revised access arrangements as follows:**

 - i. a left entry in only on Thomas Road;**
 - ii. a left exit out only on to Kargotich Road.**

The specific design of the intersections shall be sufficient to enable safe movements by all vehicles utilising the development. The updated plans shall be accompanied by a revised Traffic Impact Assessment, demonstrating the capability of the road network to accommodate the development upon the closure and shift of traffic from Hopkinson Road.
- i. Prior to lodgement of a Building Permit, engineering drawings shall be submitted to and approved by the WAPC, on advice of the Shire detailing the turning lanes, vehicle parking areas, accessways, internal roads and crossovers which must:-**

 - i. Be designed in accordance with the relevant Australian/New Zealand Standard;**
 - ii. Include a suitable number of car parking spaces dedicated to people with disability designed in accordance with the relevant Australian/New Zealand Standard;**
 - iii. Be constructed, sealed, kerbed, drained, marked and thereafter maintained.**

Once approved, the works are to be completed prior to operation of the development, and thereafter maintained.
- j. Prior to the commencement of the development, a Waste Management Plan must be submitted to and approved by the Western Australian Planning Commission on the advice of the Shire. Once approved, waste must be managed in accordance with the approved Waste Management Plan.**
- k. Prior to commencement of works, a Bushfire Management Plan shall be submitted to and approved by the Western Australian Planning Commission, on advice of the Shire. Once approved, the Bushfire Management Plan shall be adhered to for the duration of the development.**
- l. Prior to occupation, an onsite Wastewater System for the treatment of sewage shall be installed to the satisfaction of the Department of Health on advice of the Shire.**
- m. Prior to occupation, a Mosquito Management Plan shall be submitted to and approved by the Western Australian Planning Commission on advice of the Shire. Once approved the Mosquito Management Plan shall be adhered to for the duration of the development.**



Advice

- a. Minimum habitable floor levels of 22.0m AHD are recommended to ensure adequate flood protection against 1 in 100 AEP flooding**

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.1.5 - Recommendation to State Government on Proposed Development - Byford Health Hub (PA25-5267)**

Responsible Officer:	Manager Statutory Planning and Compliance
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.

Proponent:	Carabiner Architects, Department of Finance (DoF)
Owner:	East Metropolitan Health Service (EMHS)
Date of Receipt:	29 April 2025
Lot Area:	4575m ²
Local Planning Scheme No. 3 Zoning:	Urban Development
Metropolitan Region Scheme Zoning:	Urban

Report Purpose

The purpose of this report is for Council to endorse a recommendation and associated conditions relating to a development application for Public Works for the Byford Health Hub (BHH). The application requires determination by the Department of Finance (DoF) under the Instrument of Delegation provided from the Western Australian Planning Commission (WAPC) to determine development on land designated for Public Purposes where the Department is the developing authority. The development is exempt from requiring approval under Local Planning Scheme No. 3 (LPS3) via Section 6 of the *Public Works Act 1902*. This exempts certain development including development taking place for State Government Authorities. The Shire is requested to provide the Department with a recommendation and conditions to assist in their decision.

The proposed development generally aligns with the planning framework, however, does have associated with it minor issues which need to be addressed by recommended conditions. These include footpath connectivity and the design treatment of the prominent western edge of the building. It is recommended that Council supports the application, subject to conditions and recommendations.



Relevant Previous Decisions of Council

Ordinary Council Meeting - 9 December 2024 - OCM350/12/24

That Council:

- 1. ENDORSES the Draft Deed of Agreement to Construct and Maintain the Accessway between the Shire of Serpentine Jarrahdale and East Metropolitan Health Service (EMHS) in relation to the Byford Health Hub, as contained in attachment 1.*
- 2. AUTHORISES the Chief Executive Officer to sign the Draft Deed of agreement to Construct and Maintain the Accessway, as contained in attachment 1.*

Ordinary Council Meeting - 12 December 2022 - OCM324/12/22 COUNCIL RESOLUTION

That Council:

- 1. NOTES the position of East Metropolitan Health Service is a subdivision is preferred rather than a lease of the land to construct the Byford Health Hub.*
- 2. REQUESTS the Chief Executive Officer to write to East Metropolitan Health Service advising that the Shire agrees to undertake a Crown Subdivision as outlined in option one (1) for the purposes of creating a new lot for the Byford Health Hub subject to and conditional upon:*
 - a. the Shire and East Metropolitan Health Service entering into a 'conditional revocation agreement' on terms acceptable to the Shire.*
 - b. the East Metropolitan Health Service bearing all costs associated with the subdivision.*
 - c. The Shire retaining a management order over the remaining portion of Reserve 53923.*
 - d. satisfactory arrangements being reached in relation to the delivery, maintenance and use of common property and shared services, including the requirement for EMHS to construct the common property on the site as depicted in Figure 1.*
- 3. REQUESTS the Chief Executive Officer to develop a 'conditional revocation agreement' with East Metropolitan Health Service for the relinquishment of the Shire's management, and the construction, maintenance and use of the common property and present it to Council for consideration.*
- 4. REQUESTS for the Chief Executive Officer write to the Minister for Lands acknowledging that the site is to be used for the benefit of the Byford Health Hub and requesting that future consideration of the Management Order to revert back to be in favour of the Shire if in the future the State no longer has need for the site and any improvements on the land.*

Ordinary Council Meeting - 15 May 2023 - OCM102/05/23 - COUNCIL RESOLUTION

That Council:

- 1. RESOLVES to endorse the Memorandum of Understanding (MOU) between the Shire of Serpentine Jarrahdale and East Metropolitan Health Service (EMHS) in relation to the Byford Health Hub, as contained in attachment 1.*
- 2. AUTHORISES the Chief Executive Officer (CEO) to sign the Memorandum of Understanding (MOU), as contained in attachment 1.*



Ordinary Council Meeting - 12 December 2022 - OCM324/12/22 COUNCIL RESOLUTION

That Council:

1. *NOTES the position of East Metropolitan Health Service is a subdivision is preferred rather than a lease of the land to construct the Byford Health Hub.*
2. *REQUESTS the Chief Executive Officer to write to East Metropolitan Health Service advising that the Shire agrees to undertake a Crown Subdivision as outlined in option one (1) for the purposes of creating a new lot for the Byford Health Hub subject to and conditional upon:*
 - a. *the Shire and East Metropolitan Health Service entering into a 'conditional revocation agreement' on terms acceptable to the Shire.*
 - b. *the East Metropolitan Health Service bearing all costs associated with the subdivision.*
 - c. *The Shire retaining a management order over the remaining portion of Reserve 53923.*
 - d. *satisfactory arrangements being reached in relation to the delivery, maintenance and use of common property and shared services, including the requirement for EMHS to construct the common property on the site as depicted in Figure 1.*
3. *REQUESTS the Chief Executive Officer to develop a 'conditional revocation agreement' with East Metropolitan Health Service for the relinquishment of the Shire's management, and the construction, maintenance and use of the common property and present it to Council for consideration.*
4. *REQUESTS for the Chief Executive Officer write to the Minister for Lands acknowledging that the site is to be used for the benefit of the Byford Health Hub and requesting that future consideration of the Management Order to revert back to be in favour of the Shire if in the future the State no longer has need for the site and any improvements on the land.*

Ordinary Council Meeting - 15 August 2022 - OCM364/12/21 COUNCIL RESOLUTION

That Council:

1. *RECEIVES the progress update of the Byford Health Hub;*
2. *AGREES to the terms outlined in the Draft Heads of Agreement (attachment 1);*
3. *NOTES that East Metropolitan Health Service will consider the Draft Heads of Agreement which may result in further amendments;*
4. *REQUESTS the Chief Executive Officer write to the Minister for Lands seeking a 42 year lease of the land to East Metro Health Service; and*
5. *REQUESTS the Chief Executive Officer prepare a Business Plan in accordance with section 3.59 of the Local Government Act 1995; and present a report to Council with a draft Business Plan for advertising once feedback on the draft Heads of Agreement has been received and incorporated from East Metropolitan Health Service.*

Ordinary Council Meeting - 16 May 2022 - OCM099/05/22 - COUNCIL RESOLUTION / Officer Recommendation

That Council ADOPTS the Master Plan for the Civic Purpose site in Byford Town Centre.



Ordinary Council Meeting - 21 February 2022 - OCM015/02/22 - COUNCIL RESOLUTION / Officer Recommendation

That Council NOTES the Management Order being secured for the community purpose site within the Byford Activity Centre, as contained in attachment 1.

Background

In February 2021 the State Government announced an election commitment for a Health Hub in Byford. At its Ordinary Council Meeting held 15 February 2021, Council endorsed in principle the Health Hub facility to be located on a portion of the Shire's Public Purpose Reserve, within the Byford Activity Centre, opposite the Byford Metronet Rail Station. The Health Hub would be co-located with the Shire's future library and multi-purpose community facility, with the combination of these developments supporting a high amenity pedestrian link between the station and town centre core.

A Master Plan for the Civic Site was subsequently formulated, to establish the intended layout, relationship, accessibility and connectivity to be achieved from the development of the site. Subsequent to the Master Plan being endorsed, a set out plan was developed to identify an arrangement for a Health Hub portion, a Shire portion, and an access portion. This access portion would be utilised by both the Health Hub and Library, and pedestrians in moving throughout the station precinct and activity centre.

The State Government has now progressed to a development application which is being presented to the Shire for formal referral comment and recommendation.

Existing Development

The subject lot is 4575m² in area and lies within the Byford Town Centre Local Structure Plan area. The site borders the new Metronet Byford Train Station to the north, the Byford Village Shopping Centre to the south and the Byford Railway line and broader town centre to the east. The subject lot is located at the end of Bushman Glade.



Figure 1 - Subject Land



The site's history is traced back to subdivision of an overall parent parcel, that had been partly developed with a supermarket and retail shops towards the Abernethy Road frontage of the site. Subdivision was undertaken to create:

- A lot comprising the retail development.
- Various local road reserves coinciding with the private driveways that had been developed (Pioneer Parade and Bushman Glade).
- A Crown lot reserve for recreation and drainage, coinciding with Beenyup Brook.
- A Crown lot reserve for public purposes, vested with the Shire.

This public purpose reserve was subsequently further subdivided, to create Lots 501 and 502, with the southern Lot 502 revested as a reserve with the Department of Health for the Health Hub, and the northern Lot 501 remaining vested with the Shire as a public purpose reserve. This is shown following:



Figure 1a - Showing Lot 502 (Health Hub) and Lot 501 (Public Purpose reserve vested with the Shire)

The Shire received a Metropolitan Region Scheme (MRS) development application for the forward works (Earthworks) in September 2024 and the WAPC granted approval in December 2024. The site works have largely been completed, preparing the site for subsequent physical building of the new health hub.



Figure 2 - Current Site Photographs



Figure 3 - The Future Byford Railway Station

Proposed Development

The health hub project involves the development of a two-storey, 2,725m² community health building with associated access and parking, designed to accommodate up to 60 staff and 90 patients. Site plans, floor plans, elevations and perspectives are contained in **attachment 1**. The facility will include a range of consulting rooms, multipurpose spaces, and associated support amenities, delivering services across primary care, mental health, child and adolescent health, aged and disability care, allied health, and other community and social services.

The proposed development is summarised as follows:

- Construction of a purpose built two storey (2,725m²) building:
 - A covered entry foyer
 - Airlock and waiting room space
 - Various medical rooms
 - Rooftop Mechanical Plant area.

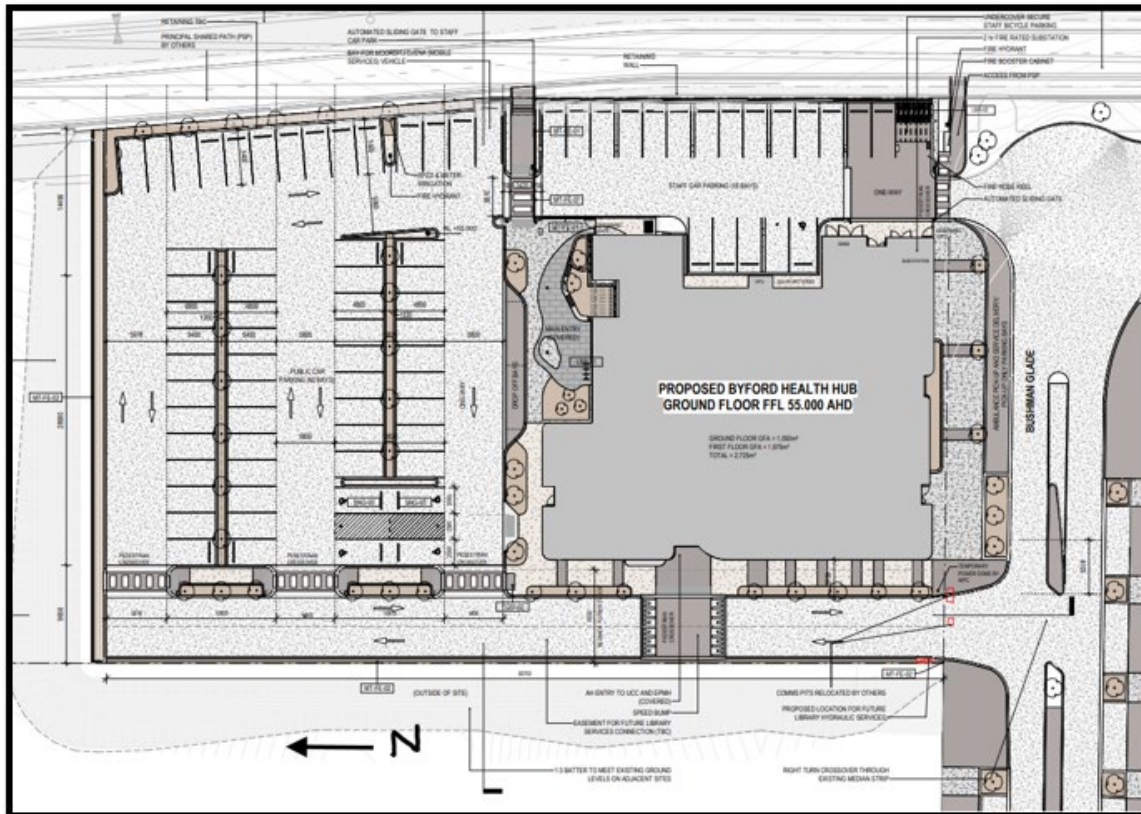


- Site-wide landscaping, including:
 - Native perimeter planting
 - Shade trees in carpark areas.
- Public carpark:
 - 60 bays, including 4 accessible bays
 - 2 short-term drop-off bays
 - Ambulance and service vehicle bay (Bushman Glade frontage).
- Secured Staff carpark:
 - 18 bays, including 1 accessible bay.
- End-of-trip facilities:
 - Staff changerooms, lockers, and secure undercover bicycle parking.
- Installation of fire booster cabinet (Bushman Glade).
- Retaining and garrison-style fencing along the eastern boundary.
- Construction of a partial pathway leading up to the boundary with the Shire's Public Purpose Reserve (Lot 501).

In terms of use and operation:

- The facility will support up to 60 staff and 90 patients at full capacity.
- Services provided will include:
 - Primary health care
 - Mental health services
 - Child and adolescent health
 - Aged care and disability support
 - Allied health services
 - Community and social support programs.
- Multipurpose rooms and consulting spaces to support a variety of related services.

Full details of the proposal are contained within **attachment 1**, the plans and elevations are shown following:



Site Plan



North and north east elevation



South west and South elevation



Northern entry



Western elevation

Community / Stakeholder Consultation

Given the Shire is only a referral body, the application is not subject to advertising under the Shire's Local Planning Scheme.

Statutory Environment

Legislation

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Metropolitan Region Scheme (MRS)*
- *Public Works Act 1902*

State Government Policies

- State Planning Policy 3.7 - Planning for Bushfire Prone Areas (SPP3.7)
- State Planning Policy 5.4 - Road and Rail Noise (SPP5.4)
- State Planning Policy 7.0 - Design of the Built Environment (SPP7.0)

Local Planning Framework

- Shire of Serpentine Jarrahdale Local Planning Scheme No. 3 (LPS3)
- Byford Town Centre Local Structure Plan (LSP)
- Local Planning Policy 1.6 - Public Art for Major Developments (LPP1.6)
- Local Planning Policy 3.8 - Byford Town Centre Built Form Guidelines (LPP3.8)



Planning Assessment

An assessment has been undertaken in accordance with Schedule 2, clause 67 of the *Planning and Development Regulations 2015* detailed below.

Metropolitan Region Scheme (MRS)

The MRS is a broad region scheme which guides Local Planning Schemes and Local Strategies in providing appropriate zoning for lots. The subject lot is currently zoned Urban under the MRS.

Under section 6 of the *Public Works Act 1902*, any works associated with land zoned for public purposes and is owned by a state government authority does not require development approval under a Local Planning Scheme, however, does require development approval under the MRS by the relevant government authority, in this instance the delegations are with the Department of Finance.

Where proposals are considered against the MRS, they are to be assessed in accordance with a list of criteria as per Clause 43 of the MRS. The relevant clauses have been provided below:

Provision	Provided
(a) <i>the purposes and aims of this Scheme and any relevant local planning schemes in operation within the metropolitan region;</i> (h) <i>for reserved land, the public purpose for which the land is reserved;</i>	The Site is designated Public Purposes under the Byford Town Centre LSP. A public health use is consistent with this designation.
(c) <i>any State planning policy</i>	The application has been assessed in accordance with: SPP 3.7 - Planning in Bushfire Prone Areas SPP 5.4 - Road and Rail Noise SPP7.0 - Design of the Built Environment An assessment has been provided in the report below.
(i) <i>the compatibility of the development with its setting;</i> (o) <i>the preservation of the amenity of the locality;</i>	The building and spaces have been positioned and designed to fit with the planned surroundings of the site, which is characterised by character formed by the quality and scale of buildings. The proposal is not out of context for the development of a purpose-built facility and would be subject to built form design considerations.



Local Planning Scheme No. 3 (LPS3)

The subject lot is zoned 'Urban Development' under LPS3. The objectives of the zone are as follows:

- *"To provide an intention of future land use and a basis for more detailed structure planning in accordance with the provisions of this Scheme.*
- *To provide for a range of residential densities to encourage a variety of residential accommodation.*
- *To provide for the progressive and planned development of future urban areas for residential purposes and for commercial and other uses normally associated with residential development.*
- *To provide an intermediate transitional zone following the lifting of an urban deferred zoning within the Metropolitan Region Scheme."*

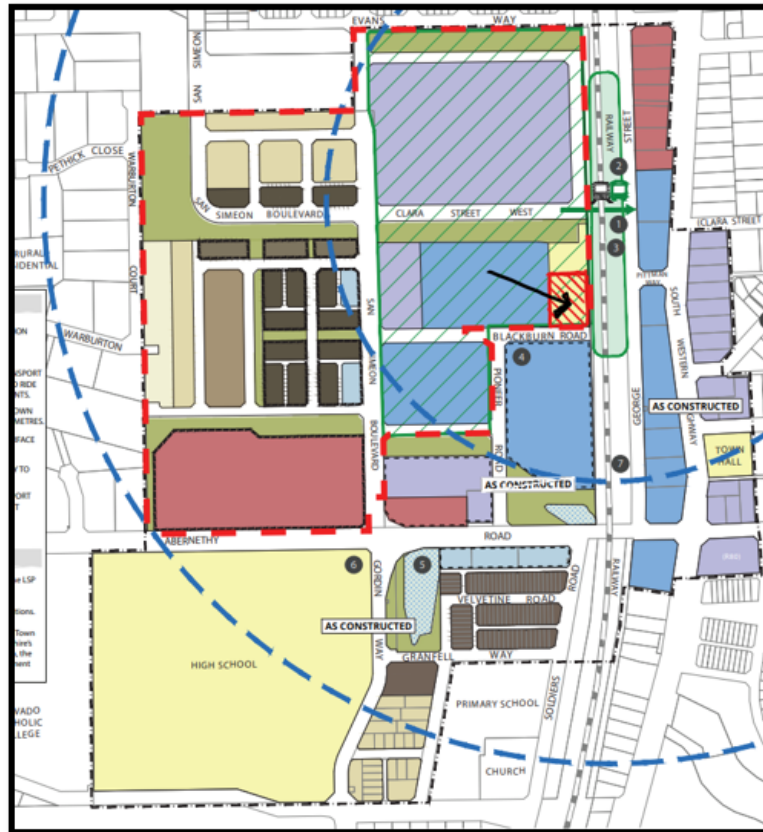
The proposed BHH is consistent with the intent of development conforming with the structure plan of the site and providing an urban area for development of a use normally associated with residential or commercial development (Public Purpose).

Byford Town Centre Local Structure Plan (LSP)

The subject site is designated 'Public Open Space - Community Purposes' under the LSP. The provisions and intent of the LSP is for the lot to facilitate the construction of a purpose-built facility catering for community needs within the Town Centre area. This has manifested through communication and discussions with the EMHS, DoF and Department of Planning, Lands and Heritage (DPLH) to provide a significant health care component to the growing expansion of the Serpentine Jarrahdale area. The goals of the LSP are to facilitate this facility as part of a Transit Orientated Development. As discussed previously, a Master Plan was developed for the site which included the BHH and the Shires future library on site.

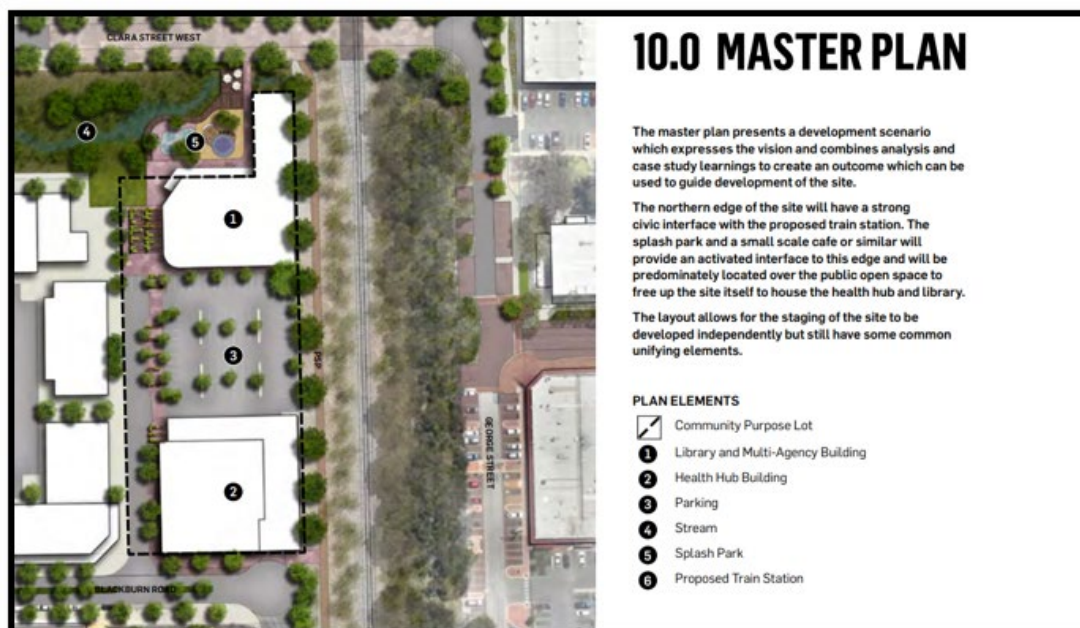
The BHH falls within an 400m walkable catchment which enables its access from persons living within the Shire and neighbouring areas able to access the site via the public train service.

The development of the building located to the centre of the LSP is considered to extensively contribute to the overall success of the Town Centre's objectives to provide for public purposes, facilitate supporting land uses other than commercial and retail.



Development area

With the addition of the development on the site, it is expected to facilitate an increase to community activation and development within proximity of the new Byford Train Station. To assist in the spatial layout of the community purpose site, commensurate with the intent to deliver an integrated and connected civic presence in Byford, the Shire prepared a Master Plan. This was adopted in 2022, and is shown following:



Master Plan

**State Planning Policy 3.7 - Planning in Bushfire Prone Areas (SPP3.7)**

A portion of the site is located within a designated bushfire prone area and compliance with SPP3.7 and supporting Guidelines for Planning in Bushfire Prone Areas is required.

The proposal has been considered against the policy measures, with a Bushfire Management Plan (dated 10 December 2024) prepared to assess risk and mitigation measures. The BAL assessment indicates a BAL-29 rating with the development being constructed to address the risk rating. The application is assessed against under SPP3.7 Guidelines under clause 8 as a Vulnerable Land Use:

Bushfire Protection Criteria	Provided:	Compliant:
Element 1: Location	Not Applicable	Not Applicable
Element 2: Siting and design of development A2.1 Asset Protection Zone (APZ)	The proposed development area has been assessed to be within an area containing non-vegetated areas that will all continue to be maintained to the standard of a low threat state	Yes - Remainder of the site will kept in a low fuel state
Element 3: Vehicular access	The subject site is accessed via existing public roads, with access/egress point into the subject site coming off Bushmans Glade. All of the surrounding roads are bitumen with estimated width of the sealed surface achieving a minimum width of ≥ 6 m and therefore consider the existing road network would provide suitable access and egress for the community and emergency services personnel in the event of a bushfire.	Yes
Element 4: Water	Hydrants and the existing reticulated water supply present within the surrounding town centre area.	Yes

It is expected that through the development of the site and the areas to the north, Area 4 will be kept to a low fuel state and this will provide limited to no threat from the west. As a further requirement of the Guidelines, all vulnerable land uses through Clause 8.3.1 will require a Bushfire Emergency Evacuation Plan (BEEP). No BEEP was provided as part of the application and therefore a condition will be recommended for the applicant to provide a BEEP prior to the occupation of the development to the satisfaction of DoF upon consultation with the Department of Fire and Emergency Services (DFES).

State Planning Policy 5.4 - Road and Rail Noise

The development site falls within 100m of a *passenger railway*, triggering the requirements of State Planning Policy 5.4 (SPP5.4) which aims to limit the impact of transport noise on sensitive land uses. The policy uses a performance-based framework to guide noise mitigation and outlines



target noise levels. This report addresses the specific acoustic challenges and solutions relevant to the project's current design phase, such as acoustic separation between spaces, impact noise transmission reverberation control, and services noise control.

Vibration and Noise affecting the structure:

The report assesses vibration and noise from the passing of trains to the site. The only trains which will depart southbound will be the existing Australind service. This has been calculated to have a reading of 102 dB for vibration and 41dB for noise. The report assesses the structural elements proposed to the building and has concluded that the structure is constructed to adhere to a 112dB for vibration and 45dB for noise design. The report discusses that there may be a requirement for vibration isolation for any sensitive equipment and that mitigation methods are implemented. Any such requirement is expected to be part of the medical centre's internal procedures and practises as it has been noted in the report that there will be no critical medical functions or intensive care undertaken at the site.

Noise emissions to external receptors:

The report has assessed noise intrusion as per the SPP5.4 Road and Rail Noise to the prescribed levels set within the Environmental Protection (Noise) Regulations. The report reviews the noise projected from the site. The noise projected from the rail is classed as flow of Trains including a major road (South Western Highway) as the site falls within the classified 100m/450m radii from each emitter. This in turn provides an additional Influencing Factor of +6dB to the baseline requirement for noise emissions from the site.

The following table has calculated the prescribed noise levels for the site in addition to the +6dB influencing factor from the surrounding noise:

Type of premises receiving noise	Time of day	Assigned Noise Level (dB)		
		LA10	LA1	L _{Amax}
Noise sensitive premises; highly sensitive area. (i.e. within 15m of a residential building)	0700 to 1900 hours Monday to Saturday	51	61	71
	0900 to 1900 hours Sunday and public holidays	46	56	71
	1900 to 2200 hours all days	46	56	61
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays.	41	51	61
Commercial Premises	All hours	60	75	80

The current structure proposes a mechanical plant, fire pump and generators which are the only noise emitters from the structure which requires adherence to the noise levels assigned above.

The report concludes that the proposed mechanical plant is to operate at a noise level no greater than 55dB. Given there are currently no sensitive receptors within the immediate locality of the site, it is not expected that the mechanical plant will exceed this requirement. The mechanical



plant is all located internally within the roof line of the structure and is expected to project a noise lower than the 55dB.

The fire pumps and generators are only expected to operate in an emergency capacity and would only be run on a short-term basis for testing purposes. It is therefore considered acceptable against the assigned levels above.

The report confirms that projected noise levels are within the acceptable limits set by the policy and that the proposed building materials and design features are sufficient to meet compliance without requiring further mitigation measures.

State Planning Policy 7.0 - Design of the Built Environment (SPP7.0)

SPP7.0 provides broad design principles for major development within Western Australia. The policy provides several objectives which are assessed on a merits-based approach. The proposal is considered against SPP7.0 and partially meets the objectives. The applicant has provided an assessment against SPP7.0 which references Local Planning Policy 3.8 - Byford Town Centre Built Form Guidelines (LPP3.8) as the primary document associated with the built form of the Town Centre. An assessment has been provided below in respect of the proposal:

Objective	Officer Comment
Context and character Good design responds to and enhances the distinctive characteristics of a local area, contributing to a sense of place.	The proposal broadly aligns with Principle 1 by responding to the evolving built form and landscape context of the Byford town centre. It incorporates materiality and architectural references consistent with the area's emerging character, including a mix of brick textures and metal cladding that acknowledges the earth tones and natural setting of the region. The pitched and saw-tooth roof reinterpret traditional design elements present in the town centre and help reduce the perceived scale of the building. Corner articulation and a well-defined northern entry contribute positively to the site's identity. However, opportunities exist to further enhance the relationship between the building and its intended function as a community-facing healthcare facility. The current architectural character leans toward an institutional appearance, and refinement of façade articulation, material selection, and entry detailing may better reflect a built form reminiscent and inclusive of a health-oriented space. Enhancing landscaping, softening the interface at pedestrian entry points, and reinforcing human-scale elements would assist in delivering an environment that is not only contextual but also empathetic to its users.



Landscape quality Good design recognises that together landscape and buildings operate as an integrated and sustainable system, within a broader ecological context.	Landscaping will be a key factor in softening the built form, particularly along the Bushman Glade frontage and the primary access leg, where the building currently presents as robust and institutional. A strong, pedestrian-focused landscape strategy is essential to enhance approachability and guide users effectively through the site. The application would benefit from reinforced pedestrian orientation through deep landscaping treatments, improved shading, and a more pronounced landscape buffer along hard edges. The relationship between landscape and built form should further emphasise comfort, wayfinding, and user experience, especially given the community health context of the development.
Built form and scale Good design ensures that the massing and height of development is appropriate to its setting and successfully negotiates between existing built form and the intended future character of the local area.	The two-storey built form fronting Bushman Glade aligns with the intent of the Byford Town Centre Master Plan. The building's overall mass is moderated through façade articulation and varied setbacks, while the saw-tooth roof form provides further modulation in scale and references the pitched-roof typology characteristic of the local context. The development presents as consistent with the emerging built form expectations for the precinct and contributes to an appropriate street presence. As discussed in Context and Character, the development requires a reflection of form that will be reflective of its intent as a Community Health Care Centre.
Functionality and build quality Good design meets the needs of users efficiently and effectively, balancing functional requirements to perform well and deliver optimum benefit over the full life cycle.	The proposal responds to the growing population in the Byford region. The proposal will provide medical care for a broad spectrum of community needs.
Sustainability Good design optimises the sustainability of the built environment, delivering positive environmental, social and economic outcomes	The proposal provides a large degree of sustainability measures, promoting local employment, medical care, and connectivity to the new Byford Train station. The proposal will provide localised landscaping outcomes to assist with environmental benefits.
Amenity Good design provides successful places that offer a variety of uses and activities while optimising internal and external amenity for occupants, visitors, and	The southern facing sawtooth design allows for light penetration into the upper floor areas where appropriate which enhances the passive solar options for the development. It is recommended that the site does propose further glazing options to increase passive



neighbours, providing environments that are comfortable, productive, and healthy.	surveillance and the overall aesthetic of the structure to its southern, western and northern frontages.
Legibility Good design results in buildings and places that are legible, with clear connections and easily identifiable elements to help people find their way around.	The building is highly legible with tiered access areas which are clearly defined from multiple approaches from both external areas (Bushmans Glade, George Street) and the pedestrian access from the railway.
Safety Good design optimises safety and security, minimising the risk of personal harm and supporting safe behaviour and use.	There is opportunity for the proposal to provide further passive surveillance options to the surrounding site. The upper floor glazing options appear limited in scale and there is opportunity to provide further glazed areas to assist with passive surveillance opportunities onto the surrounding street frontages and the principle shared pathway.
Community Good design responds to local community needs as well as the wider social context, providing environments that support a diverse range of people and facilitate social interaction.	In a broader context, the site provides a major community health hub which will further influence and provide options for local and regional residents to attend the site via multiple modes of transport given its proximity to the Byford train line. The surrounding and entry area has been designed to function as a 'sensory garden' to assist with a welcoming entry to the area. The design of the building as previously discussed is able to provide a better outcome for design reflective of the intended audience to the site.
Aesthetics Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.	As previously discussed, the application provides a level of aesthetics to the built form reflective of the Town Site, it is however expected that there is opportunity and ability to reconfigure the materials selected to be more inviting to its target audience rather than provide a strong institutionalised development outcome.

Local Planning Policy 1.6 - Public Art for Major Developments (LPP1.6)

LPP1.6 provides the requirements for any major development over a \$1mil threshold to contribute to public art. The proposed development is estimated to be \$22 mil in value and thus falls within the requirements of the policy.

The applicant has proposed a sculpture located within the covered waiting area. The proposed sculpture represents a bird species like a male Red-winged Fairy-wren / Djurjeelya. The Fairy-Wren is a native bird species to the scarp. The application also involves a 'sensory' garden. Extensive details have not been provided on the public art at this stage but will be forthcoming through a Public Art Report prior to commencement of construction.

A condition is therefore recommended for the applicant to provide the public art in accordance with the LPP1.6 requirements.



Figure 14 - Red Crested Fairy Wren and Proposed Art Form

Local Planning Policy 3.8 - Byford Town Centre Built Form Guidelines

The primary consideration for the development is LPP3.8 - Byford Town Centre Built Form Guidelines. Overall, the design features elements which are generally consistent with the expectation of the site and the built form to be delivered. A broad assessment against the matters which are outstanding, however, is provided following:

Materials

- The proposed corrugated sheet metal does not fall within the considerations of Clause 3.2 and 3.3. Corrugated metals are not consistent with the contextual settings of the site and the surrounding development. Dome, Byford Train Station and the Byford Village Shopping Centre utilise minimal metal sheeting as part of the built form provided and maximise natural materials such as Timber and Brick, which are blended with the natural environment (examples are provided following):



Figure 15 - Dome (Top Left) Byford Railway Station (Top Right, Bottom Left) Byford Village (Bottom Right)



It is recommended that an alternative scheme of colours and materials are presented to emulate the Town Centre, a light brick (similar to Dome) and alternative materials to the upper floors. (Timber and Glazing mix or alternative cladding).



Figure 16 - Design Recommendations

The building materials should not only serve as functional and structural purposes but also contribute to the character. Delivering particularly an uplifting external image that may come with more natural timbers, stonework and the like, can help uplift the environment and help connect people to the place, fostering wellbeing as a Health facility.





Just one example above of what greater use of natural colours and materials may do in lifting the external image of the building

Upper Storey Development

The upper storey currently is proposed of articulated sheet metal and small windows which have louvers. The proposed architecture presents in a closed off manner and emulates development not consistent with Crime Prevention Through Environmental Design (CPTED) principles.

In accordance with Clause 4.0, the proposal should be looking to provide greater openness, variety and interest. This may include but is not limited to projections and/or recessions and other awning and frame treatments.



Figure 18 - Design opportunity for variety and interest

It is recommended that the proposal provides a larger area of glazing to the upper floors to enhance passive surveillance opportunities primarily provided on the access leg on the western face and the southern face towards Bushmans Glade. Opportunity to incorporate all of the elements above will provide further articulation to the design of the structure incorporating the approaches from Bushman Glade for both pedestrian and vehicle traffic. Some examples of these elements are provided following:



Figure 19 - Design features, including recessed walls, balconies and interesting design features



Figure 20 - Ballarat Health Services showcasing large extents of glazing for a public health building

Pedestrian Access

The Shire has consistently communicated - since agreeing to relinquish part of the reserve - that the proponent for the Byford Health Hub is expected to deliver a temporary footpath connection, inclusive of appropriate lighting and tree planting, to support pedestrian access while the northern portion of the reserve (retained by the Shire) remains undeveloped.

Despite this longstanding expectation, the submitted development plans do not incorporate this temporary footpath. The path is a very important component to ensure safe and convenient connectivity between the Health Hub and the future Byford Station Complex, particularly for vulnerable community members and children. Without this link, pedestrians will be forced to



navigate the principal shared path (PSP), which presents considerable safety concerns due to limited passive surveillance and potential conflicts between cyclists travelling at high speeds, and pedestrians. This is not an acceptable risk to allow when it can otherwise be managed by the footpath connecting across the Shire reserve.

The image below illustrates the significance of this pedestrian connection, which is anticipated to remain in place for a minimum of ten years while the Shire secures funding to develop the northern portion of the reserve.

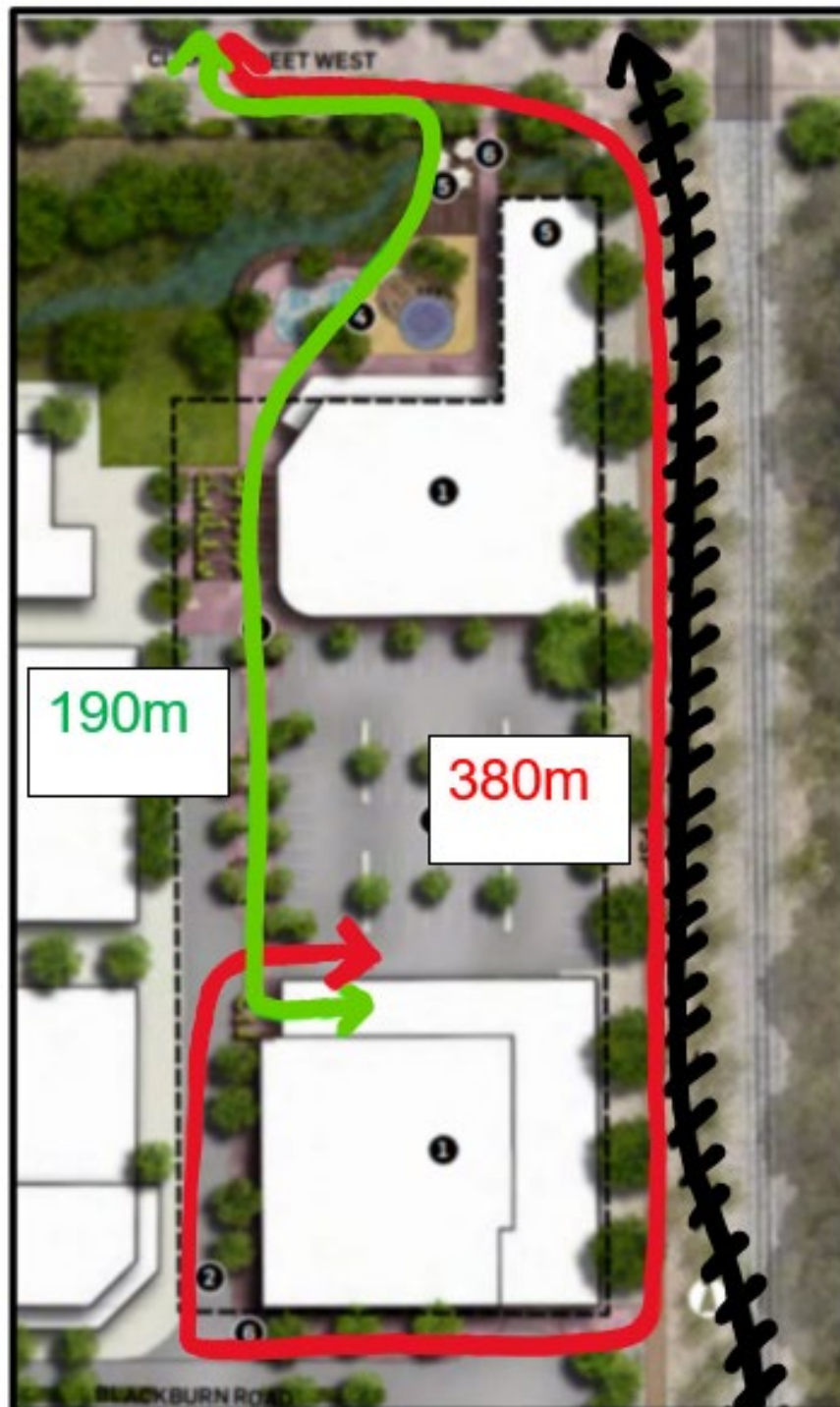


Figure 21 - Distance assessment from BRE to BHH with/without footpath link



Vehicular Access

The applicant has provided a Traffic Impact Analysis (TIA) given the proposal is expected to generate more than 10 - 100 vehicle trips in the peak hour. The TIA has been provided to support the development and discusses primarily the Traffic, Access, Network and Car parking to the site.

The application seeks to provide two new additional accesses to and from the site.

1. An exit only access onto Bushmans Glade - access to Staff Only, entry taken from within the parking area
2. An all-movement access onto Bushmans Glade - all vehicles including emergency vehicles

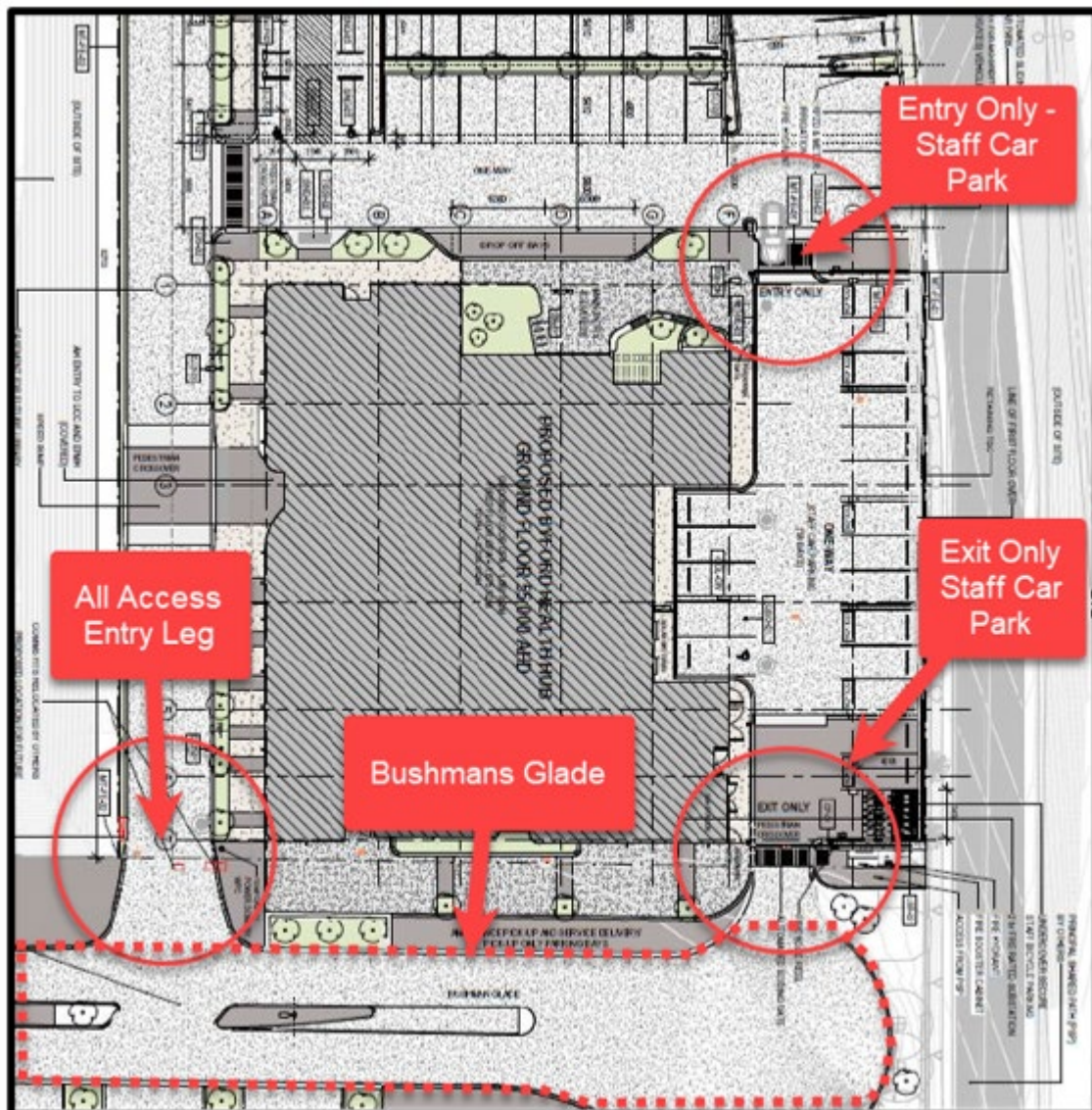


Figure 22 - Access Arrangement to Site

It is expected that in the future there will be further access to the library building to the north. The access leg is expected to provide sufficient access to both sites and the adjoining future mixed use development.

Shire use of this access leg is protected via a deed of agreement, that secures the Shire's rights for access at the time of building the library.



Traffic

The site was initially classified through the Byford Town Centre LSP as a local road. Bushmans Glade is able to support 1500 vehicles per day (vpd) based on its designation.

The development is classified as a medical centre land use. The TIA has utilised surveys relevant to the trip generations undertaken for medical centres within Town Site locations. The applicant has provided a 'worst case' scenario to ensure that the local network is adequately assessed.

The BHH is expected to generate a total of 37 AM trips and a total of 52 PM trips during the peak hour. This is calculated off a total of 34 consulting rooms provided throughout the facility. The initial assessment undertaken for the LSP area quoted *"Overall the proposed LSP would result in minor impact to the surrounding intersections and road network. However, the impact is within manageable Level of Service and would generally occur during the peak periods only."*

It is expected out of the total 1500vpd capacity of the road, that the overall trip generation will be less than 10% of the overall road capacity within an hour period (62.5vph). The estimated 37 to 52 peak hour trips is around the middle of this range and the development is therefore likely to have a low to moderate impact and can be accommodated within the existing capacity of the road network.

Car and Bicycle Parking

The site is currently assessed as per Schedule 4 of the LPS3 which defines the number of car and bicycle bays required on the size and operation of the medical centre.

Item	LPS3 Requirement	Required Bays	Proposed	Shortfall
Car parking	4 bays per consulting room or professional person (34) and 1 bay for each other employee (26) (60 total)	162 bays	79 Bays	83 Bays
Bicycle parking	1 per 4 practitioners (34)	9 bays	11 Bays	N/A

The proposal results in a car parking shortfall of 83 car parking bays. The shortfall has been assessed by the relevant principles to the site and the accompanying TIA. The TIA has identified the following reasons to accept the shortfall:

- The site is located adjacent to the Byford Train and Bus Station which is planned to be open in 2025 around the same time as the BHH. This however reflects why the pedestrian access is needed - as the development is seeking to justify proximity to train and bus station to allow the lower car numbers.
- The site is located within the Byford Town Centre and adjacent to several other retail uses. Many patrons of Byford Health Hub will also visit adjacent businesses before and after their appointments.
- The site will be connected for pedestrians and cyclists with a proposed Principal Shared Path (PSP). This however, as mentioned above, is a concern to officers as it places pedestrians in



direct interaction with cyclists, which is a significant risk given the expected number of pedestrian and cycling trips generated more broadly.

- The development includes bicycle parking for staff and visitors as well as end of trip facilities (lockers, showers and change rooms) for staff.
- Several pick-up and drop-off bays are proposed adjacent to the building to allow patients to be picked up and dropped off by taxi or rideshare services.

Overall, whilst the parking shortfall is extensive, it can be supported provided that there is a highly integrated and connected footpath network with the health hub, town centre and the train and bus stations. Currently, this is not provided for in the design plans, and thus needs to be appropriately conditioned to achieve this.

Access and inclusion

While the proposed Health Hub represents a step forward in improving healthcare service delivery for the Shire, the mentioned shortcomings in pedestrian connectivity pose serious access and inclusion challenges for residents, especially those suffering a disability. This mentioned lack of integration between the Health Hub and Byford Station undermines the broader intent of equitable, accessible, and sustainable infrastructure planning.

From an access and inclusion perspective, this disconnect has a number of adverse implications associated. Patients and visitors who rely on public transport - particularly those with mobility impairments, the elderly, people with vision impairments, and individuals without private vehicles - face significant barriers in safely and conveniently accessing their health services. The proposed pedestrian route is circuitous, poorly defined, and lacks adequate safety, lighting, and wayfinding. This not only diminishes the user experience but risks deterring members of the community from attending the Health Hub.

The failure to establish a seamless, direct, and universally accessible pedestrian connection between the Health Hub and the train station is at odds with contemporary planning principles, including those enshrined in State Planning Policy 4.2 (Activity Centres) and the Disability Discrimination Act 1992 (Cth). Addressing this access gap is required in order to demonstrate alignment to the planning framework.

Given the significance of the issue, it is also recommended that Council resolve to write to the responsible Minister, to make him aware of the design issue needing to be addressed, and that such should be factored in as a direct cost associated with delivering the Health Hub.

Stormwater

The application proposes that stormwater from new roofed areas and car parking areas will be contained on site and connect to the proposed internal stormwater system.

The application does not provide a stormwater management plan (SMP) and it is recommended that a condition is applied that prior to building permit a SMP is submitted.

Landscaping

The area contains a stormwater swale which will be required to comply with Water Sensitive Urban Design (WSUD) practises.

Landscaped areas will also include all the areas located adjacent to the new car parking areas which is detailed following:

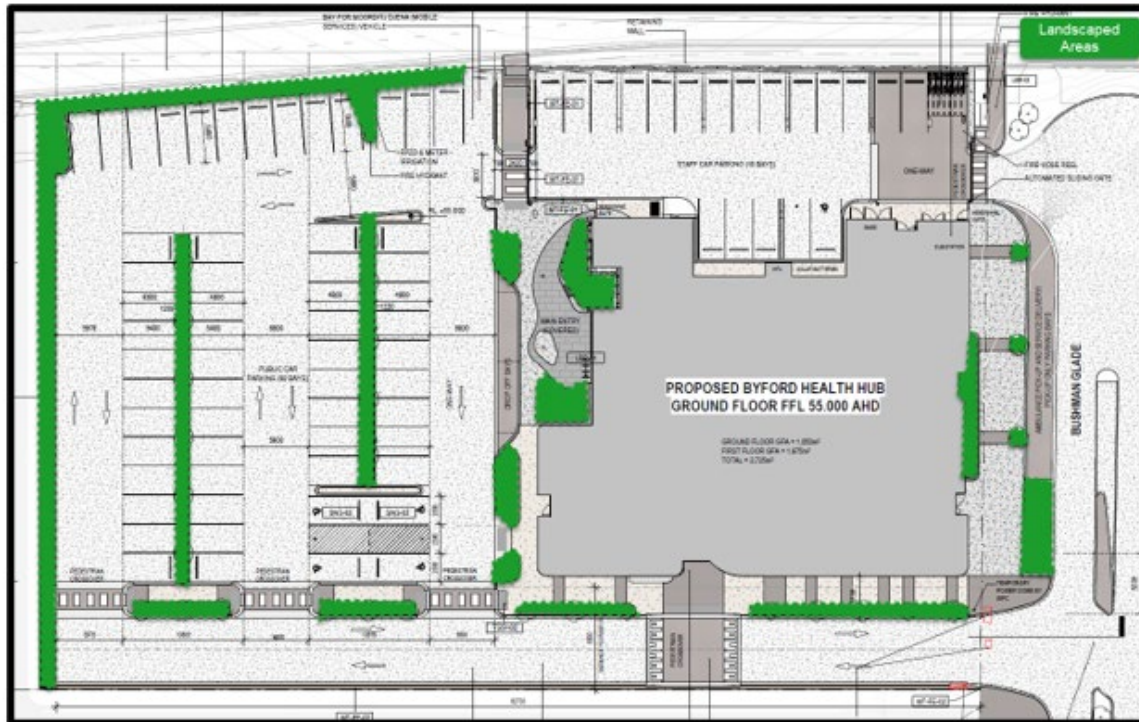


Figure 24 - Areas of Landscaping

Waste Management

The application has not provided a waste management plan and no details have been provided on the waste generation on site and the management of the waste being removed from the site.

It is recommended that a Waste Management Plan (WMP) is submitted prior to occupation of the site and carried out for the life of the development. The main operation of the WMP is to ensure waste is collected and taken off site during non-peak hours.

Options

Option 1

That Council:

1. RESOLVES TO RECOMMEND APPROVAL to the Department of Finance of the Proposed Byford Health Hub (Medical Centre) at Lot 502, No. 3 Bushman Glade, Byford subject to the following conditions:
 - a. The development is to be carried out in compliance with plans and documentation listed below and endorsed, except where amended by other conditions of its consent.

Plans and Specification	Development Plans dated 31/03/2025
	Planning Report dated 22/04/2025
	Bushfire Management Plan dated 08/08/2024
	Traffic Impact Assessment dated 17/01/2025
	Noise Impact Assessment dated 31/01/2025
	Civil Design Drawings dated 06/12/2024



- b. An updated set of elevation plans, including colours and materials, are provided to the satisfaction of the Department of Finance (on advice of the Shire) which demonstrate the following design changes:
 - i. Decreased reliance on corrugated sheet metal as a primary façade material, and replacing this with a wood finished material especially on the northern and western approaches to the facility;
 - ii. Alternative material palettes such as white painted brickwork, timber, and glazing to better reflect local architectural vernacular and uplift the health aspects of the building;
 - iii. The architectural treatment of the upper storey increase openings and glazing, particularly to address visual bulk, CPTED principles, and passive surveillance opportunities;
 - iv. Enhance articulation and visual interest through the incorporation of features such as projections/recesses, verandahs, balconies, awnings and deep window reveals;
 - v. Integration of natural materials and sustainable design strategies to elevate the quality of the development as a public health facility.
- c. Prior to lodgement of a Building Permit, a detailed Stormwater Management Plan must be submitted to and approved by the Department of Finance (on advice of the Shire). The Stormwater Management Plan should be developed in accordance with Local Planning Policy 2.4: Water Sensitive Urban Design Guidelines.
- d. The vehicle parking areas, accessways, internal roads and crossover must:
 - i. Be designed in accordance with the relevant Australian/New Zealand Standard;
 - ii. Include a suitable number of car parking spaces dedicated to people with disability designed in accordance with the relevant Australian/New Zealand Standard;
 - iii. Be constructed, sealed, kerbed, drained, marked and thereafter maintained.

Plans depicting these works are to be submitted to and approved by the Department of Finance (on advice of the Shire) prior to the lodgement of a Building Permit. The works are to be completed prior to operation of the development, and thereafter maintained.
- e. Prior to lodgement of a Building Permit, a Lighting Plan is to be submitted to and approved by the Department of Finance (on advice of the Shire). The Lighting Plan shall demonstrate the provision of lighting to all access ways, car parking areas, the exterior entrances to all buildings and the extent to which light from all external light sources is cast. The Lighting Plan must demonstrate lighting not causing an adverse amenity impact on the surrounding area. Once approved, lighting is to be installed and maintained in accordance with the Plan.
- f. Prior to lodgement of a Building Permit, plans and reporting of public art shall be provided to and approved by the Department of Finance (on advice of the Shire), in accordance with Local Planning Policy 1.6 - Public Art. Such art is to be established prior to occupation of the development.
- g. Prior to the commencement of the development, a Waste Management Plan must be submitted to and approved by the Department of Finance (on advice of the Shire). Once approved, development must be in accordance with the approved Waste Management Plan.
- h. Prior to the lodgement of a building permit, a Landscaping Plan shall be submitted to and approved by the Department of Finance (on advice of the Shire). The Landscaping Plan shall detail the following:



- i. Provision of vegetative landscaping within the adjoining verges of the site, and the full management of verges adjoining the site;
- ii. Detailed planting regime and plans, identifying the number of plants, species, size of tubs;
- iii. A schedule of planting including the how vegetation is planted, monitored for failure and replaced where required.

Once approved, the Landscaping Plan shall be implemented prior to occupation and maintained thereafter.

- i. Prior to the commencement of the development, a Construction Management Plan must be submitted to and approved by the Department of Finance (on advice of the Shire). The Construction Management Plan must be prepared to address dust and noise from construction and traffic management during the peak periods. Once approved, the Construction Management Plan shall be adhered to at all times.
 - j. Prior to lodgement for a building permit, a revised plan showing a properly designed, landscaped and paved temporary footpath, connecting the Byford Health Hub to the Byford train station, must be submitted and approved by the Department of Finance, on advice from the Shire of Serpentine Jarrahdale. The footpath must establish a safe, landscaped and fully lit connection, to the same standard and form on the Health Hub site, so that pedestrians can access between the Health Hub and station, in order to justify the significant car parking deficiency associated with the development. This path is to cross the Shire's reserve directly north of the Health Hub site, and include suitably earthworks to enable a safe connection to be made. The footpath must be constructed prior to occupation of the development.
 - k. Prior to occupation of the development, a Bushfire Emergency Evacuation Plan is to be prepared and approved by the Department of Finance (on advice of the Shire and Department of Fire and Emergency Services).
2. REQUESTS the Chief Executive Officer write to the Hon Minister for Planning and Lands; Housing and Works; Health Infrastructure to highlight the urgent issue associated with the lack of direct footpath connectivity between the Health Hub and Byford Train and Bus Station, and recommend how this can be addressed through a connection across the Shire Crown Reserve to be installed as part of the Health Hub.

Option 2

That Council RESOLVES to recommend REFUSAL for the proposed development, due to the following reasons:

1. The design of the building is not considered to reflect the intended character and design expectations established by the Local Planning Scheme, having regard for the local planning policy specific to built form within the town centre;
2. The development includes a significant short fall of car parking, which is not addressed through compensating safe pedestrian access to and from the development to the new train and bus station.

Option1 is recommended.



Conclusion

The proposal is *Public Works* under the definition of the *Public Works Act 1902* and therefore does not require approval through the Shire, however given the delegations, the application requires approval through the Department of Finance. The proposal is considered suitable and generally meets relevant planning framework requirements, except for a number of important design and infrastructure issues. These are addressed via conditions, which will enable a suitable form of development to proceed.

Attachments (available under separate cover)

- **10.1.5 - attachment 1** - Copy of Development Application (E25/5417)

Alignment with our Council Plan 2023-2033

Thriving	
2.	Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
Liveable	
4.	Invest in facilities and amenities to meet current and future needs

Financial Implications

Nil.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	Option 1 is considered the lowest risk option.						
2	That the Council recommends to refuse the development to the DoF, which then approves the development without appropriate conditions.	Planning framework	Social Community Outcomes /	Possible	Moderate	MODERATE	Ensuring officers provide conditions commensurate with option 1 if option 2 is selected.



Voting Requirements: Simple Majority

OCM-152-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

1. RESOLVES TO RECOMMEND APPROVAL to the Department of Finance of the Proposed Byford Health Hub (Medical Centre) at Lot 502, No. 3 Bushman Glade, Byford subject to the following conditions:

a. The development is to be carried out in compliance with plans and documentation listed below and endorsed, except where amended by other conditions of its consent.

Plans and Specification	Development Plans dated 31/03/2025 Planning Report dated 22/04/2025 Bushfire Management Plan dated 08/08/2024 Traffic Impact Assessment dated 17/01/2025 Noise Impact Assessment dated 31/01/2025 Civil Design Drawings dated 06/12/2024

b. An updated set of elevation plans, including colours and materials, are provided to the satisfaction of the Department of Finance (on advice of the Shire) which demonstrate the following design changes:

- i. Decreased reliance on corrugated sheet metal as a primary façade material, and replacing this with a wood finished material especially on the northern and western approaches to the facility;**
- ii. Alternative material palettes such as white painted brickwork, timber, and glazing to better reflect local architectural vernacular and uplift the health aspects of the building;**
- iii. The architectural treatment of the upper storey increase openings and glazing, particularly to address visual bulk, CPTED principles, and passive surveillance opportunities;**
- iv. Enhance articulation and visual interest through the incorporation of features such as projections/recesses, verandahs, balconies, awnings and deep window reveals;**
- v. Integration of natural materials and sustainable design strategies to elevate the quality of the development as a public health facility.**

c. Prior to lodgement of a Building Permit, a detailed Stormwater Management Plan must be submitted to and approved by the Department of Finance (on advice of the Shire). The Stormwater Management Plan should be developed in accordance with Local Planning Policy 2.4: Water Sensitive Urban Design Guidelines.

d. The vehicle parking areas, accessways, internal roads and crossover must:



- i. Be designed in accordance with the relevant Australian/New Zealand Standard;
- ii. Include a suitable number of car parking spaces dedicated to people with disability designed in accordance with the relevant Australian/New Zealand Standard;
- iii. Be constructed, sealed, kerbed, drained, marked and thereafter maintained.

Plans depicting these works are to be submitted to and approved by the Department of Finance (on advice of the Shire) prior to the lodgement of a Building Permit. The works are to be completed prior to operation of the development, and thereafter maintained.

- e. Prior to lodgement of a Building Permit, a Lighting Plan is to be submitted to and approved by the Department of Finance (on advice of the Shire). The Lighting Plan shall demonstrate the provision of lighting to all access ways, car parking areas, the exterior entrances to all buildings and the extent to which light from all external light sources is cast. The Lighting Plan must demonstrate lighting not causing an adverse amenity impact on the surrounding area. Once approved, lighting is to be installed and maintained in accordance with the Plan.
- f. Prior to lodgement of a Building Permit, plans and reporting of public art shall be provided to and approved by the Department of Finance (on advice of the Shire), in accordance with Local Planning Policy 1.6 - Public Art. Such art is to be established prior to occupation of the development.
- g. Prior to the commencement of the development, a Waste Management Plan must be submitted to and approved by the Department of Finance (on advice of the Shire). Once approved, development must be in accordance with the approval Waste Management Plan.
- h. Prior to the lodgement of a building permit, a Landscaping Plan shall be submitted to and approved by the Department of Finance (on advice of the Shire). The Landscaping Plan shall detail the following:
 - i. Provision of vegetative landscaping within the adjoining verges of the site, and the full management of verges adjoining the site;
 - ii. Detailed planting regime and plans, identifying the number of plants, species, size of tubs;
 - iii. A schedule of planting including the how vegetation is planted, monitored for failure and replaced where required.

Once approved, the Landscaping Plan shall be implemented prior to occupation and maintained thereafter.

- i. Prior to the commencement of the development, a Construction Management Plan must be submitted to and approved by the Department of Finance (on advice of the Shire). The Construction Management Plan must be prepared to address dust and noise from construction and traffic management during the peak periods. Once approved, the Construction Management Plan shall be adhered to at all times.
- j. Prior to lodgement for a building permit, a revised plan showing a properly designed, landscaped and paved temporary footpath, connecting the Byford Health Hub to the Byford train station, must be submitted and approved by the Department of Finance, on advice from the Shire of Serpentine Jarrahdale. The footpath must establish a



safe, landscaped and fully lit connection, to the same standard and form on the Health Hub site, so that pedestrians can access between the Health Hub and station, in order to justify the significant car parking deficiency associated with the development. This path is to cross the Shire's reserve directly north of the Health Hub site, and include suitably earthworks to enable a safe connection to be made. The footpath must be constructed prior to occupation of the development.

- k. Prior to occupation of the development, a Bushfire Emergency Evacuation Plan is to be prepared and approved by the Department of Finance (on advice of the Shire and Department of Fire and Emergency Services).
- 2. REQUESTS the Chief Executive Officer write to the Hon Minister for Planning and Lands; Housing and Works; Health Infrastructure to highlight the urgent issue associated with the lack of direct footpath connectivity between the Health Hub and Byford Train and Bus Station, and recommend how this can be addressed through a connection across the Shire Crown Reserve to be installed as part of the Health Hub.

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.1.6 - Proposed Amendment No. 3 to the Doley Road Precinct Local Structure Plan (PA25/26)**

Responsible Officer:	Manager Strategic Planning
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Quasi-Judicial	When Council determines an application/matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include local planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

Proponent:	Apex Planning
Owner:	Various Landowners
Date of Receipt:	25 January 2025
Lot Area:	Doley Road Precinct, Byford
Local Planning Scheme No. 3 Zoning:	Urban Development
Metropolitan Region Scheme Zoning:	Urban

Report Purpose

The purpose of this report is for Council to consider the submissions received during the advertising of the proposed Doley Road Precinct Local Structure Plan Amendment No. 3 and make a recommendation to the Western Australian Planning Commission (WAPC) on whether the proposed Structure Plan Amendment should be approved. It is recommended that the Structure Plan Amendment be approved, subject to modifications.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 19 August 2024 - OCM220/08/24 - COUNCIL RESOLUTION / Officer Recommendation

- 1. Pursuant to Clause 19 Part 4 Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, ENDORSES the schedule of submissions and comments contained within attachment 2.*
- 2. Pursuant to Clause 20 (2) Part 4 Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, recommend that the Western Australian Planning Commission APPROVE the Doley Road Precinct Local Structure Plan Amendment No.2, as contained within attachment 1, subject to the Schedule of Modifications contained within attachment 3.*



3. Pursuant to Clause 20 Part 4 Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, PROVIDES the following documents to the Western Australian Planning Commission:
- a. a list of the submissions considered by the local government;
 - b. any comments by the local government in respect of those submissions;
 - c. a schedule of proposed modifications to address issues raised in the submissions and planning assessment;
 - d. the local government's assessment of the proposal based on appropriate planning principles; and
 - e. the recommendation by the local government to approve the Proposed Structure Plan Amendment, subject to modifications

Background

This application proposes to amend the approved Doley Road Precinct Local Structure Plan. The Doley Road Precinct is a 120.5ha portion of land in Byford, located to the north of Orton Road, as shown within Figure 1 following. This Structure Plan has been subject to two previous amendments. The Western Australian Planning Commission approved Amendment No. 1 in 2022, and Amendment No. 2 in 2025. These amendments both involved the reconfiguration and redesign of Public Open Space and the modification of lot and road layouts. Amendment No. 1 related to Lot 61 Lawrence Way, Byford, and Amendment No. 2 related to Lot 32 Doley Road, Byford.



Figure 1. Amendment No.3 Subject Site



Community / Stakeholder Consultation

In accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*, the proposed Local Structure Plan Amendment was advertised for a period of 42 days, from 13 March 2025 to 24 April 2025. A total of 20 submissions were received, 12 received from government agencies and 8 received from residents and landowners.

Government Agencies

The below agencies provided no objection to the proposed amendment.

- Main Roads Western Australia
- Water Corporation
- Public Transport Authority
- Department of Health
- Department of Education
- Department of Biodiversity, Conservation and Attractions
- Department of Energy, Mines, Industry Regulation and Safety
- Department of Water and Environmental Regulation (DWER)
- Department of Planning Lands and Heritage (DPLH) Heritage and Property Services
- ATCO Gas Australia.

The below Government agencies provided the following comments and concerns.

Department of Fire and Emergency Services

The Department of Fire and Emergency Services (DFES) provided a submission stating that it is unclear whether State Planning Policy 3.7 Bushfire (SPP3.7) has been applied to the proposal, and a Bushfire Management Plan (BMP) has not been provided. The submission further states:

‘Should you apply SPP 3.7 then, we request the relevant information pursuant to this policy be forwarded to DFES to allow us to review and provide comment prior to the Shire endorsement of the LPS amendment. In accordance with Section 1.3.1 of the Guidelines, modification to a planning proposal that was previously assessed against SPP 3.7 (2015) should demonstrate compliance with the current SPP 3.7 (2024) and the supporting Guidelines’.

A Bushfire Management Plan was undertaken in association with the approved Doley Road Local Structure Plan. Lot-specific BMPs were also prepared alongside the two previously approved local structure plan amendments, as these amendments both pertained to changes to Public Open Space, specifically highly vegetated multiple use corridors, which therefore impacted bushfire risk. Amendment No. 3 does not propose any changes to the expected post-development vegetation classifications, as no significant vegetation treatment or Public Open Space is proposed. Shire officers are of the view that a revised BMP is not required for the proposed LSP amendment. Detailed Bushfire Management Plans will be prepared at the consequent subdivision or development stages, when the detailed design of the site is known.



Department of Communities

The Department of Communities stated that the reduction in residential land and overall dwelling yields throughout the LSP site is not supported, given the current demand for housing. The overall density is consistent with (and above) the targets under Liveable Neighbourhoods. Officers note that the delivery of everyday goods and services to the existing and rapidly expanding residential areas of Byford is an essential consideration. Further growth in Byford's residential areas must be provided with suitable services and amenities to ensure a quality of life and community.

Residents and Landowners

Eight residents, businesses and landowners provided submissions on the proposed amendment. Five submissions supported the proposed amendment, and three submissions opposed the proposed amendment.

Several residents raised concerns regarding the interface of the proposed centre with the existing and future residential areas adjacent to the site. These concerns are related to noise, visual amenity, and traffic. The amendment's indicative masterplan proposes a neighbourhood centre directly across a road reserve from future residential lots and a potential future childcare centre. In particular, truck loading bays and grocery pick up zones are proposed to be located directly across a road from residential lots. A portion of the proposed Neighbourhood Centre is also shown to directly abut residential land uses to the west. This raises concerns regarding visual amenity, safety, and noise and light exposure.

The interface of the centre with the surrounding residential areas is an essential consideration which must be addressed. Shire officers do not support the proposed masterplan design at this stage, as there is further opportunity through detail design to manage interface and operations of future development. At the point of this proposed LSP, officers have recommended modifications to ensure that provisions are added within the LSP report to address all interface matters, as well as the removal of the indicative masterplan figure from the LSP report, as this is subject to further planning and design at the development stage. These interface matters are discussed in further detail within the Planning Assessment section of this report also.

Residents commented that the Neighbourhood Centre may result in antisocial behaviour. A modification has been recommended by officers to address this through development principles of Crime Prevention Through Environmental Design.

Submissions highlighted concerns regarding increased traffic from a future Neighbourhood Centre in this location. A Transport Impact Assessment has been prepared alongside this proposal, which demonstrated that once upgraded, Doley Road and Orton Road are able to accommodate the expected increase in traffic from this centre. The LSP report also contains a provision stating that the Neighbourhood Centre cannot develop until such time as the Orton Road realignment is finalised. Officers recommend that Doley Road be required to be upgraded to facilitate the future Neighbourhood Centre development and the associated traffic impacts.

Residents stated that additional small shopping centres are not needed, and that instead a large shopping centre should be provided somewhere within Byford to provide a wide array of shops. This has been addressed and planned for through the Shire's local planning framework, which identifies a hierarchy of centres to cater for Byford's population growth. The Byford District Structure Plan (DSP) identifies a major 'District Centre' within Byford Town Centre, which will provide for larger shopping needs intermixed with the new station precinct and mixed-use areas.



The DSP identifies three smaller Neighbourhood Centres, one of which is at the amendment's proposed location. These neighbourhood centres provide significant benefit for immediate residents' everyday shopping needs. The proposed Neighbourhood Centre is consistent with this strategic planning framework and is required to cater for the needs of the increasing residential population in this area. This is further detailed within the Planning Assessment section of this report.

Shire officers are of the view that matters raised by community consultation can be addressed through the proposed LSP Amendment and the officer recommended modifications.

Statutory Environment

Legislation

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

State Government Policies

Metropolitan Region Scheme

State Planning Policy suite

Liveable Neighbourhoods

Local Planning Framework

Shire of Serpentine Jarrahdale Local Planning Strategy

Shire of Serpentine Jarrahdale Local Planning Scheme No. 3

Byford District Structure Plan

Doley Road Precinct Local Structure Plan

Local Planning Policy suite

Planning Assessment

Proposed Amendment

The amendment proposes to modify the land uses within and adjacent to Lot 34 Doley Road, Byford from 'Mixed Use R80', 'Residential R25-40' and 'Residential R40-60' to a 'Neighbourhood Centre' designation. This will subsequently result in modifications to the lot and road networks within this lot.

**Figure 2. Approved Local Structure Plan****Figure 3. Proposed Amendment**

Report Structure

The application provides a Local Structure Plan Report Part 1 and an addendum to Part 2 of the approved LSP. The WA Planning Manual Guidance for Structure Plans states that LSP Amendments should contain the '*proposed structure plan (document) as amended (consolidated version)*'. The LSP report provided is highly focused on the Neighbourhood Centre site, and does not contain all relevant information and provisions across the entire LSP site. For example, the report does not provide a Public Open Space Schedule. Although no changes to POS are proposed, to align with the Planning Manual, a POS schedule is required. Officers have recommended various modifications for an overall, consolidated LSP report to be provided, incorporating the entire LSP area and all its relevant provisions, as well as incorporating the two previously approved amendments.

Planning Framework

Local Planning Scheme No.3

The Doley Road Precinct Local Structure Plan area is zoned 'Urban' under the Metropolitan Region Scheme and 'Urban Development' under the Shire's Local Planning Scheme No. 3. The proposed Neighbourhood Centre is consistent with the objectives of the 'Urban Development' zone, which is to '*provide for the progressive and planned development of future urban areas for residential purposes and for commercial and other uses normally associated with residential development*'. A Neighbourhood Centre is a typical and appropriate use associated with residential development, to provide for the growing demand for retail.

Byford District Structure Plan

The Byford District Structure Plan identifies a network of activity centres to address retail demands from population growth within Byford. The DSP identifies a Byford District Centre, and three smaller Neighbourhood Centres. The DSP identifies a Neighbourhood centre at the corner of Orton Road and Doley Road, as shown in the image below. The DSP specifically states that these Neighbourhood Centres should have a Net Lettable Area (NLA) of 5,000m² each. The amendment proposes a 5,000m² Neighbourhood Centre in the location identified by the DSP below, and is therefore consistent with this strategic planning framework.

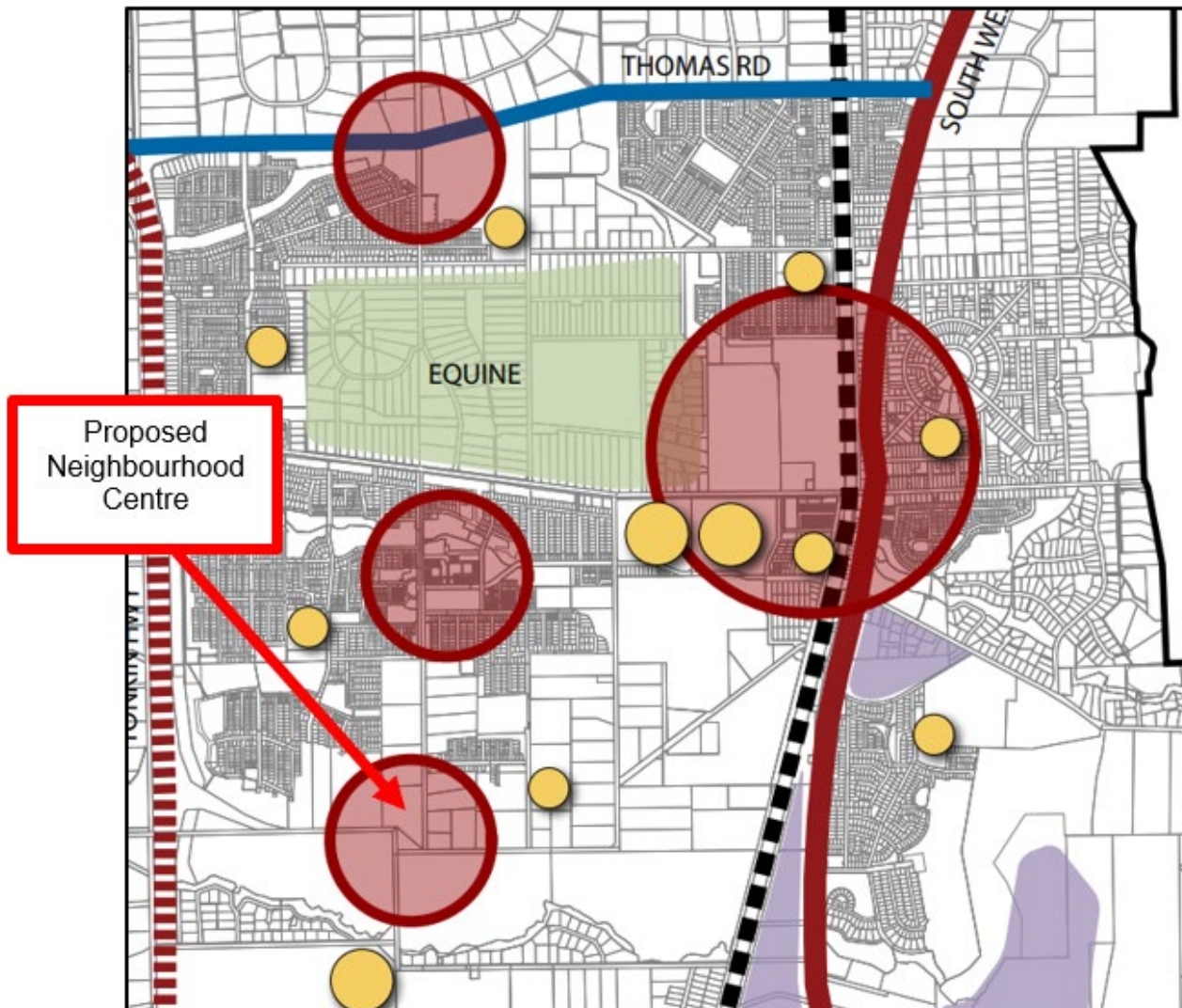


Figure 4. Byford District Structure Plan Activity Centre Map

Doley Road Precinct Local Structure Plan

The Doley Road Precinct Local Structure Plan was approved by the Western Australian Planning Commission (WAPC) on 17 July 2017. The WAPC has approved two amendments to this LSP:

- Amendment No. 1 was approved by WAPC on 15 March 2022, and involved the reconfiguration of Public Open Space within Lot 61 Lawrence Way, Byford.
- Amendment No. 2 was approved subject to modifications by WAPC on 23 January 2025 and involved the reconfiguration of Public Open Space within Lot 32 Doley Road, Byford.

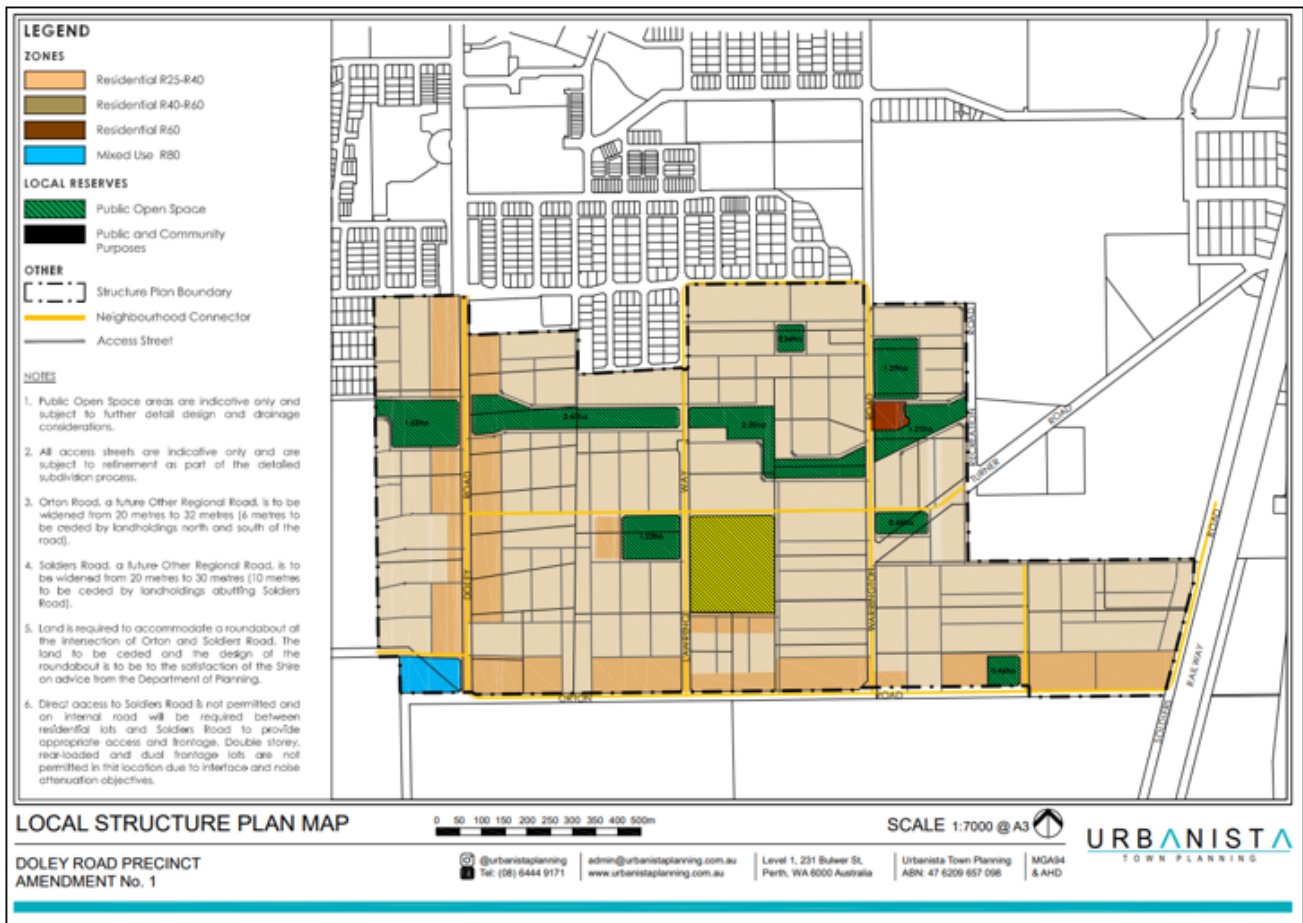


Figure 5. Approved Doley Road Precinct Local Structure Plan

The proposed Neighbourhood Centre is consistent with a key principle of the approved LSP, for *'the provision of a Neighbourhood Centre at the intersection of Orton and Doley Road, providing residents with convenient access to retail'*. The strategic planning framework therefore clearly identifies this site as being intended to accommodate a future Neighbourhood Centre. The small amount of land currently allocated as 'Mixed Use' under the LSP is not sufficient to provide a Neighbourhood Centre for this area. Furthermore, the 'Mixed Use' designation is not sufficient to allow for the types of uses expected by a Neighbourhood Centre. A Mixed-Use zone would typically provide for residential and small retail or office spaces, not the everyday shopping and convenience needs for residents. The proposed amendment is therefore supported by officers to ensure that this site can fulfill its identified purpose as a Neighbourhood Centre.

State Planning Policy 4.2 Activity Centres

State Planning Policy 4.2 Activity Centres (SPP4.2) states that Neighbourhood Centres should provide for the daily to weekly household shopping needs, community facilities and a small range of other convenience services. SPP4.2 also states that Neighbourhood Centres play an important role in providing walkable access to services and facilities for local communities. A Retail Needs Assessment has been prepared in accordance with SPP4.2 to support the proposed amendment, demonstrating that there is the residential demand for the proposed centre, and that this centre has viability. It also documents that no adverse impact on existing centres will occur.

The subject site is surrounded by existing and future residential lots within Beenyup Grove, the Glades, and the rapidly growing Cardup Brook Estate. There is an existing neighbourhood centre



located within the Glades Local Structure Plan area, located to the north of the Doley Road LSP area. However, there is currently no Neighbourhood Centre designated land within the Doley Road Precinct LSP area. This precinct is therefore lacking in retail amenities for its immediate residents. It is imperative that these existing and future residential areas be provided with retail amenities to service their needs at a neighbourhood scale. The Needs Assessment states that the dwellings within the trade area for the proposed centre is projected to increase by 52% by 2034, and by 83% by 2039. Therefore, this growth from increasing residential development will require the development of further retail.

The proposed centre will not only provide for the local shopping needs of residents but will also aid in providing residents with the opportunity for employment close to their place of residence. The lack of employment opportunities within the Shire is a significant concern, as much of the Shire's resident population travel elsewhere for employment. These centres also help to foster a sense of community, neighbourhood identity, and encourage walkability and everyday social interactions.

Residential Density 35

The approved LSP has an estimated density of 28.2 dwellings per site hectare (which is above the Liveable Neighbourhoods requirement). The amendment proposes to replace a portion of 'Residential R25-40' and 'Residential R40-60' with a Neighbourhood Centre. This will therefore result in a reduction in the dwelling yield across the LSP site. The LSP amendment proposes a yield of 1,800-1,900 lots, which translates to 27.6 dwellings per residential site hectare. Liveable Neighbourhoods requires a 22 dwellings per site hectare across the LSP area. Even with the reduction in dwelling yield from the proposed amendment, this density target will be achieved.

Movement Network

Doley Road

Doley Road must be widened and upgraded to accommodate for subdivision and development within the subject area. There is a row of significant, mature trees located along the western boundary of the Doley Road reserve. These trees have high value for canopy coverage and amenity and present an ideal opportunity to deliver an attractive, shaded street adjacent to a Neighbourhood Centre, encouraging walkability. Doley Road is therefore required to be sufficiently widened to accommodate for the retention of these trees within a central median, creating a boulevard design. Part 1 of the proposed LSP report does not prescribe design requirements for Doley Road. It is essential that this statutory section of the LSP report prescribe Doley Road as being sufficiently widened and designed as a boulevard, with a split carriageway and a central median which allows for the retention of trees. Part 1 of the LSP should also state that the upgrading and construction of Doley Road is required at the subdivision and development stage. Officers have recommended modifications to state provisions within Part 1 of the report in regard to Doley Road's construction, widening, design and tree retention.

Local Roads

The amendment proposes the removal of a north-south local road and an east-west local road (the extension of the existing Bookleaf Street through to Doley Road). These two roads are identified in red following.

The LSP map, shown in Figure 7 following, therefore shows no public road along the entire western boundary of the centre site. This suggests that both Linum Way and Bookleaf Street will terminate at the centre's edge, with residential lots directly abutting the neighbourhood centre site.



It is not appropriate for residential lots to directly abut a private commercial site with no separation via a public road or laneway, due to safety, road connectivity, and amenity reasons. This will 'cul-de-sac' Linum Way and Bookleaf Street, creating poor road connectivity for use of residents, and emergency services vehicles. This proposed road layout will also result in poor access and connectivity to the neighbourhood centre. Officers recommend that the LSP map be modified to demonstrate a public local road along the western edge of the neighbourhood centre site.

In particular, the amendment does not address the interface with the residential lots along Bookleaf Street. This road and residential lots have been constructed to the edge of the centre site (falling within the neighbouring LSP areas). Shire officers have recommended modifications for the interface management and street block configuration with the Bookleaf Street residential lots to be addressed.

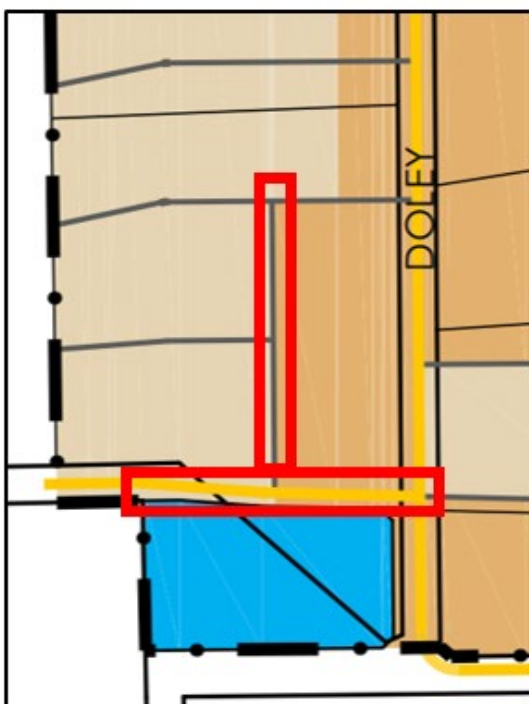


Figure 6. Approved LSP

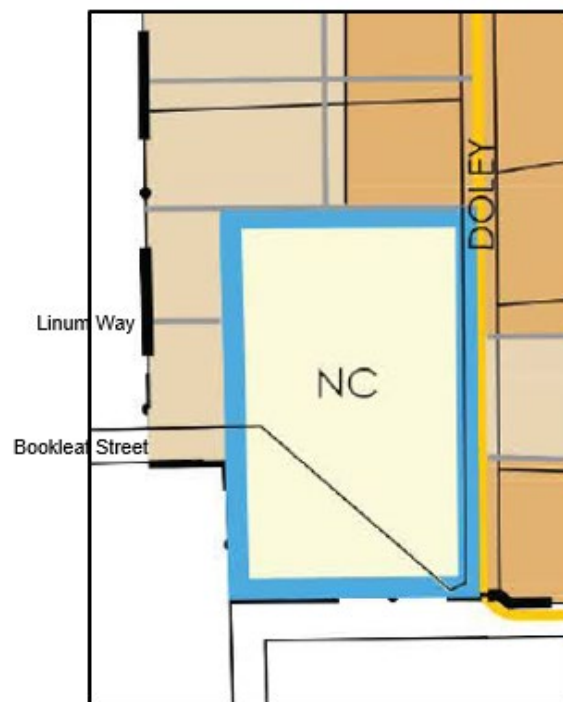


Figure 7. Proposed Amendment



Figure 8. Constructed Bookleaf Street and residential lots



Tree Retention

As explained previously, the mature trees along the boundary of the Doley Road reserve must be accommodated for within the design of Doley Road. Vegetation is also present within Lot 34 Doley Road, Byford. A row of mature trees is also present within the lot adjacent south, which should be retained where possible. Officers have recommended that formal provisions for tree retention be written into Part 1 of the LSP report to require tree retention within the design of the development.

Noise Management

The subject site is affected by noise impacts from Orton Road. A centre would allow for greater flexibility in the design and is a more appropriate land use at this intersection, when compared to residential lots which would be subject to noise pollution and onerous noise mitigation measures. The LSP report states a provision for the centre's development application to comply with the *Environmental Protection (Noise) Regulations 1997*, and outlines design measures for acoustic attenuation, such as coverings over loading bays. Interface and noise impacts are further assessed in the following section.

Neighbourhood Centre Design and Indicative Masterplan

Local Planning Scheme No. 3 states that a Neighbourhood Centre should encourage high quality, pedestrian friendly development, with landscaping and design which provides safety and amenity. An indicative masterplan has been provided within the LSP amendment report, shown below. Many design provisions are also proposed within the LSP report which link to this proposed masterplan layout. Shire officers are of the view that this indicative masterplan does not achieve the preferred design objectives for the site at this time, and do not support the inclusion of the proposed masterplan within the LSP. This is further explored.

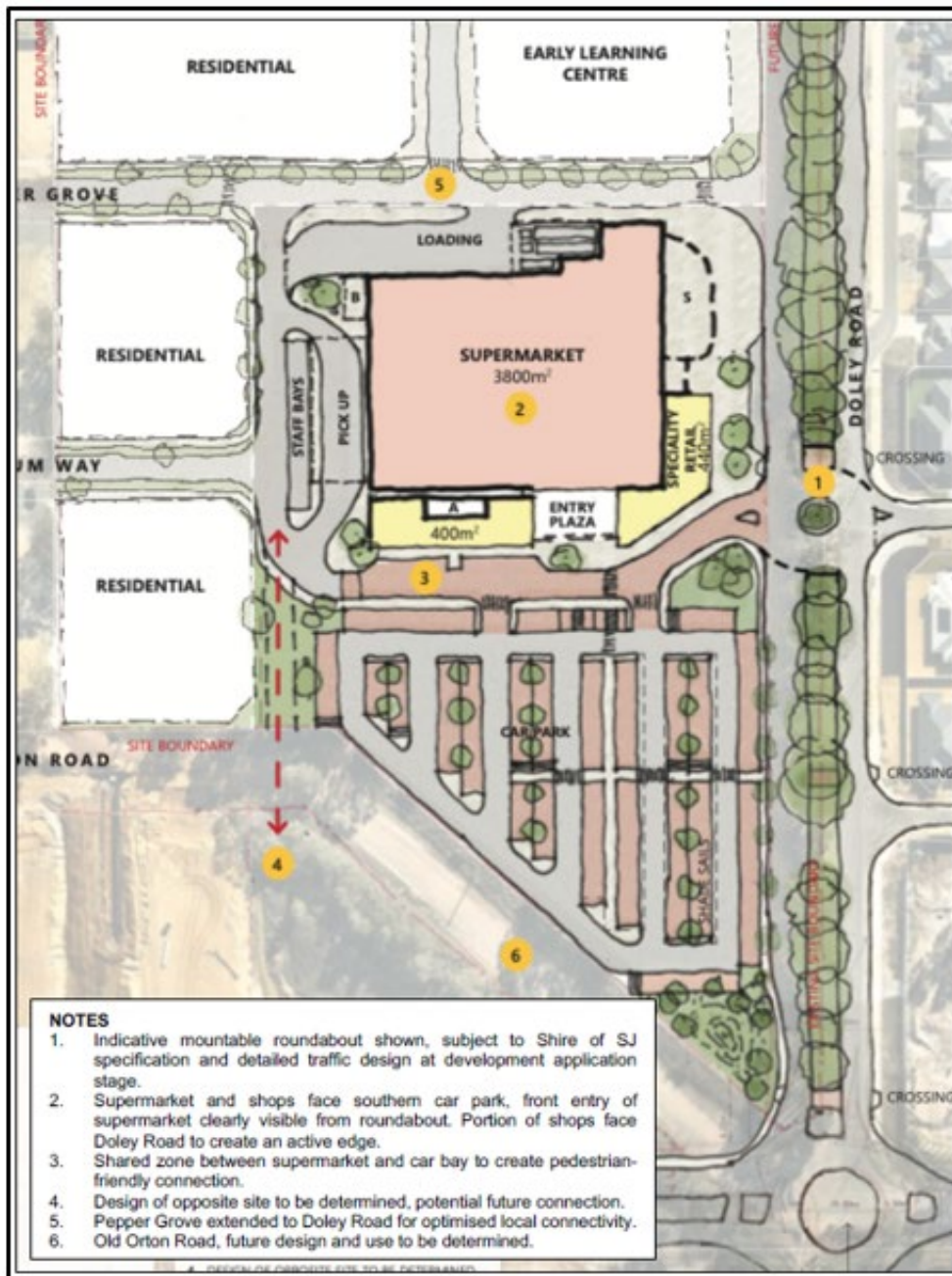


Figure 9. Proposed Indicative Masterplan

Residential Interface

It is essential that the design of the centre creates appropriate interfaces which do not impact on the amenity of its residential surroundings. This was also an important matter which was echoed by surrounding residents through submissions. The masterplan proposes truck loading zones and grocery pick up bays along the centre's northern and western interfaces, located across from future residential lots. Loading docks and pick up areas are often unattractive, and may create higher amounts of noise and light pollution, impacting these surroundings. Noise attenuation measures are to be required, however, noise walls or coverings are often unattractive and may further close-off the centre from its surroundings. The masterplan also does not propose any landscaping buffers between these loading areas and residential lots to 'soften' this interface.



This proposed design and lack of integration discourages pedestrian activity along these perimeters and raises concerns regarding amenity, safety and antisocial behavior. The design of the centre must address amenity concerns such as noise, and protect visual amenity and active frontages, improving pedestrian use and safety.

Private Roads

As discussed in the previous 'Movement Network' section of this report, the LSP amendment proposes residential lots to directly abut the western edge of the commercial centre lot, with no public road separation. The indicative masterplan proposes pick-up bays to be located directly across from residential lots, separated only by a private road located within the centre. As discussed previously, this is not supported due to various reasons. A private internal road within a commercial site is not an appropriate separation between residential lots. Not only does this create poor road connectivity and emergency safety, but having a privately owned road poses risks for the management and maintenance of this road, directly impacting adjacent residences.



Figure 10. Indicative Masterplan

Extent of Indicative Masterplan

The masterplan does not cover the entire neighbourhood centre site, only the extent of Lot 34 Doley Road, Byford. This results in an approximately 8,000m² triangular portion of land which has not been considered within the masterplan's design. This land has not been considered in regard to the building form, internal road networks, interfaces, landscaping, or parking, and the design of the masterplan 'sections off' this piece of land, creating a harsh divide. Officers are concerned that if the proposed indicative masterplan was to remain within the LSP report, which does not consider this southern portion of land, this will result in an ad-hoc development outcome.

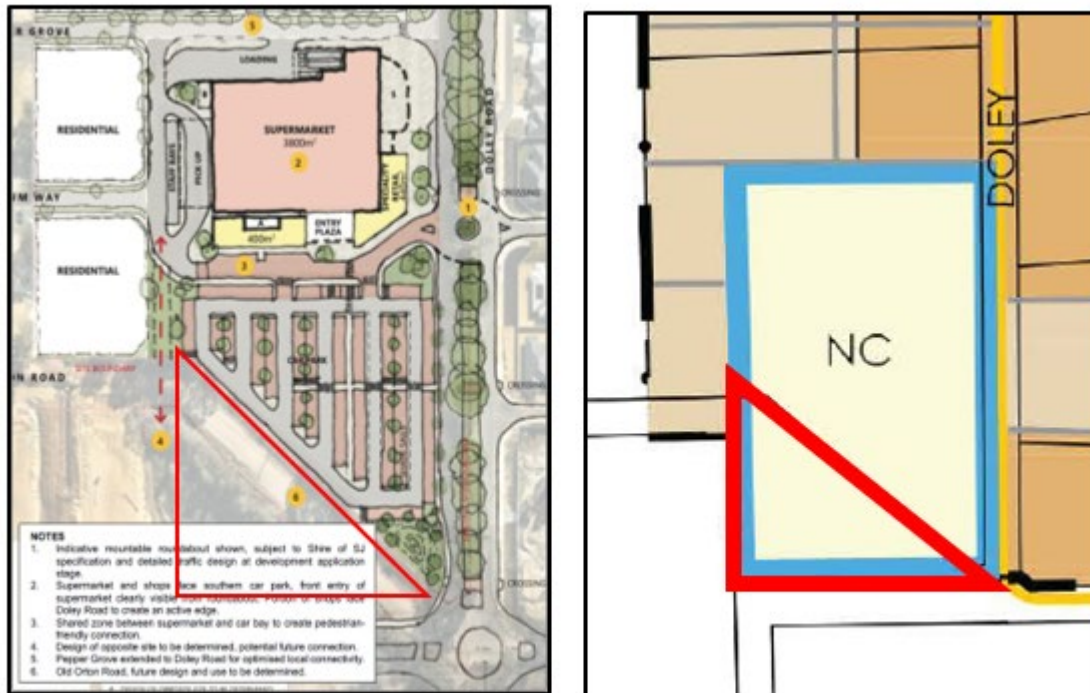


Figure 11. Area excluded from masterplan

Shire officers therefore do not support the proposed masterplan at this time being included in the LSP. It is for the above reasons that officers recommend that the indicative masterplan figure be removed from the LSP report, and that provisions which reference its specific design be removed. Many of the detailed design matters can be addressed at the development application stage, however, there are certain essential aspects which must be listed within Part 1 of the report. Officers have recommended a modified list of provisions for Part 1 of the report relating to the major design elements such as interface management, and vehicle access. The provisions recommended to be included within Part 1 of the report relating to the centre are as follows.

- Development provisions are to be consistent with the Neighbourhood Centre zone within the Shire's Local Planning Scheme No. 3.
- Shop-retail floorspace is limited to 5,000sqm Net Leasable Area (NLA). Any application for planning approval which seeks to exceed this shop-retail floorspace allocation is required to demonstrate compliance with the provisions of State Planning Policy 4.2 Activity Centres.
- Car parking provision is to be guided by the WAPC's WA Planning Manual -Non-Residential Car Parking Rates in Perth and Peel and the Shire of Serpentine Jarrahdale Local Planning Scheme No.3.
- Access to the Neighbourhood Centre is to be achieved via a full movement roundabout to Doley Road, ensuring optimised accessibility for the community from all directions. The precise location, design, and specification of the crossover is to be resolved at development approval stage in accordance with a transport impact assessment, to the satisfaction of the Shire of Serpentine-Jarrahdale.
- Doley Road is to be sufficiently widened and designed as a boulevard, with a split carriageway and central median, to ensure the retention of the trees.
- Pepper Grove being extended to form a left turn only intersection with Doley Road.



- Any application for development approval which involves noise-generating land uses in close proximity to existing or planned residential uses is to demonstrate compliance with the Environmental Protection (Noise) Regulations 1997 by way of an acoustic assessment.
- Acoustic attenuation measures and coverings for any rear loading areas and grocery pick up areas are to be visually attractive and landscaped.
- Existing significant vegetation within Lot 34 Doley Road Byford is to be retained and incorporated within the Neighbourhood Centre's design where possible.
- Significant interface treatment is required with surrounding residential areas, to address visual amenity, scale, security, noise and light pollution.
- The Neighbourhood Centre shall be designed to ensure connectivity and legibility, creating a walkable neighbourhood.

There is flexibility in designing the site, and officers are confident that working collaboratively with the applicant, a design outcome will be achieved which meets design expectations and community outcomes.

Drainage

DWER advised that the LWMS is sufficient to address the proposed amendment. Shire officers advise that detailed drainage matters can be dealt with at the UWMP stage.

Public Open Space

The amendment does not propose changes to Public Open Space across the Doley Road Precinct.

Bushfire Management

The amendment does not propose changes to the post-development vegetation classification of the subject site. The LSP currently identifies this site as 'Mixed Use' and 'Residential', and the BMP associated with the LSP identifies the subject site as having a low post-development hazard level (BAL-LOW to BAL-12.5). The proposed Neighbourhood Centre is not expected to change this hazard level as no significant vegetation treatment or POS are proposed. Further bushfire planning will be undertaken at the consequent subdivision or development stages, when the detailed design of the site is known.



Figure 12. Doley Road Precinct Bushfire Management Plan



Options

Option 1

That Council:

1. Pursuant to Clause 19 Part 4 Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, ENDORSES the schedule of submissions and comments contained within **attachment 2**.
2. Pursuant to Clause 20 (2) Part 4 Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, recommend that the Western Australian Planning Commission APPROVE the Doley Road Precinct Local Structure Plan Amendment No. 3, as contained within **attachment 1**, subject to the Schedule of Modifications contained within **attachment 3**.
3. Pursuant to Clause 20 Part 4 Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES the following documents to the Western Australian Planning Commission:
 - a. a list of the submissions considered by the local government.
 - b. any comments by the local government in respect of those submissions.
 - c. a schedule of proposed modifications to address issues raised in the submissions and planning assessment.
 - d. the local government's assessment of the proposal based on appropriate planning principles.
 - e. the recommendation by the local government to approve the Proposed Structure Plan Amendment, subject to modifications.

Option 2

That Council:

1. Pursuant to Clause 19 Part 4 Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DOES NOT ENDORSE the schedule of submissions and comments contained within **attachment 2**.
2. Pursuant to Clause 20 (2) Part 4 Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, recommend that the Western Australian Planning Commission REFUSE the Doley Road Precinct Local Structure Plan Amendment No. 3, as contained within **attachment 1**.
3. Pursuant to Clause 20 Part 4 Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES the following documents to the Western Australian Planning Commission:
 - a. a list of the submissions considered by the local government.
 - b. any comments by the local government in respect of those submissions.
 - c. the local government's assessment of the proposal based on appropriate planning principles.
 - d. the recommendation by the local government to refuse the Proposed Structure Plan Amendment.



Option 1 is recommended.

Conclusion

Amendment No. 3 to the Doley Road Precinct Local Structure Plan proposes the modification of land uses within and adjacent to Lot 34 Doley Road, Byford from 'Mixed Use R80', 'Residential R25-40' and 'Residential R40-60' to a 'Neighbourhood Centre' designation. The proposed amendment is consistent with the planning framework, which identifies a future Neighbourhood Centre at the proposed location. As such, the proposed amendment is supported by officers to ensure that this site can fulfill its identified purpose a Neighbourhood Centre. However, Shire officers have recommended modifications to the LSP report and its appendices, to address design matters. Officers recommend that the proposed LSP Amendment No.3 be approved subject to the Schedule of Modifications contained within **attachment 3**.

Attachments (available under separate cover)

- **10.1.6 - attachment 1** - Proposed Doley Road Precinct Local Structure Plan Amendment No. 3 (E25/2155)
- **10.1.6 - attachment 2** - Summary of Submissions (E25/2136)
- **10.1.6 - attachment 3** - Schedule of Modifications (E25/5612)

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2. Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
Liveable
4. Invest in facilities and amenities to meet current and future needs
Connected
2. Contribute to a well-connected, accessible and health community

Financial Implications

There are no direct financial implications relating to this matter.



Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	This is the option with the lowest strategic risk.						
2	That Council recommends refusal of the structure plan amendment and the WAPC approve it, without the input of Shire recommended modifications.	Planning framework	Social Community Outcomes /	Possible	Moderate	MODERATE	Give reason for decision.

Voting Requirements: Simple Majority

OCM-153-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

1. Pursuant to Clause 19 Part 4 Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, ENDORSES the schedule of submissions and comments contained within attachment 2.
2. Pursuant to Clause 20 (2) Part 4 Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, recommend that the Western Australian Planning Commission APPROVE the Doley Road Precinct Local Structure Plan Amendment No. 3, as contained within attachment 1, subject to the Schedule of Modifications contained within attachment 3.
3. Pursuant to Clause 20 Part 4 Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES the following documents to the Western Australian Planning Commission:
 - a. a list of the submissions considered by the local government.
 - b. any comments by the local government in respect of those submissions.



- c. a schedule of proposed modifications to address issues raised in the submissions and planning assessment.**
- d. the local government's assessment of the proposal based on appropriate planning principles.**
- e. the recommendation by the local government to approve the Proposed Structure Plan Amendment, subject to modifications.**

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.1.7 - Proposed Scheme Amendment No. 6 to Local Planning Scheme No. 3 - Normalisation of Lots 6 and 27 Abernethy Road, Byford Local Structure Plan and a portion of The Glades, Byford Local Structure Plan (PA24/521)**

Responsible Officer:	Manager Strategic Planning
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Legislative	Includes adopting local laws, local planning schemes and policies.

Proponent: Shire of Serpentine Jarrahdale

Owner: Various

Local Planning Scheme No. 3 Zoning: Urban Development

Metropolitan Region Scheme Zoning: Urban

Report Purpose

The purpose of this report is to consider Proposed Scheme Amendment No.6 to Local Planning Scheme No.3 (LPS3) to normalise portions of land located within Lots 6 and 27 Abernethy Road, Byford Local Structure Plan and The Glades, Byford Main Precinct Local Structure Plan into the Shire's Local Planning Scheme No. 3. The amendment proposes to rezone and reserve land from the 'Urban Development' zone and the 'Local Road' reserve to the 'Residential' zone (with applicable R-Codes), and to 'Public Open Space', 'Local Road', 'Local Distributor Road', and Civic and Community' Reserves, pursuant to Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Council is also requested to determine whether the amendment is a 'basic', 'standard' or 'complex' amendment pursuant to Regulation 34 of the Regulations. Officers recommend that Council adopt the Proposed Scheme Amendment as a 'basic' amendment and recommend that the Proposed Scheme Amendment be approved.

Relevant Previous Decisions of Council

There are no previous Council decisions relating to this matter.

Background

The subject land contains various portions of land located within the Lots 6 and 27 Abernethy Road, Byford Local Structure Plan, the Glades, Byford Local Structure Plan, and Byford West Local Structure Plan areas, as shown in Figure 1 following. These portions of land currently accommodate residential, road reserve, community, and public open space land use designations and have been developed as a result of various subdivisions which have been granted approval by the Western Australian Planning Commission (WAPC), and have gained subdivision clearance.



These areas are currently zoned Urban Development (with minor areas reserved as Local Road) under LPS3, however, as development has now occurred in these areas in accordance with the local structure plans, it is appropriate for these land uses to be normalised within LPS3. These subject areas are not identified to change land use within the Shire's current planning framework, being identified under the Byford District Structure Plan, the relevant local structure plans, and the Local Planning Strategy.

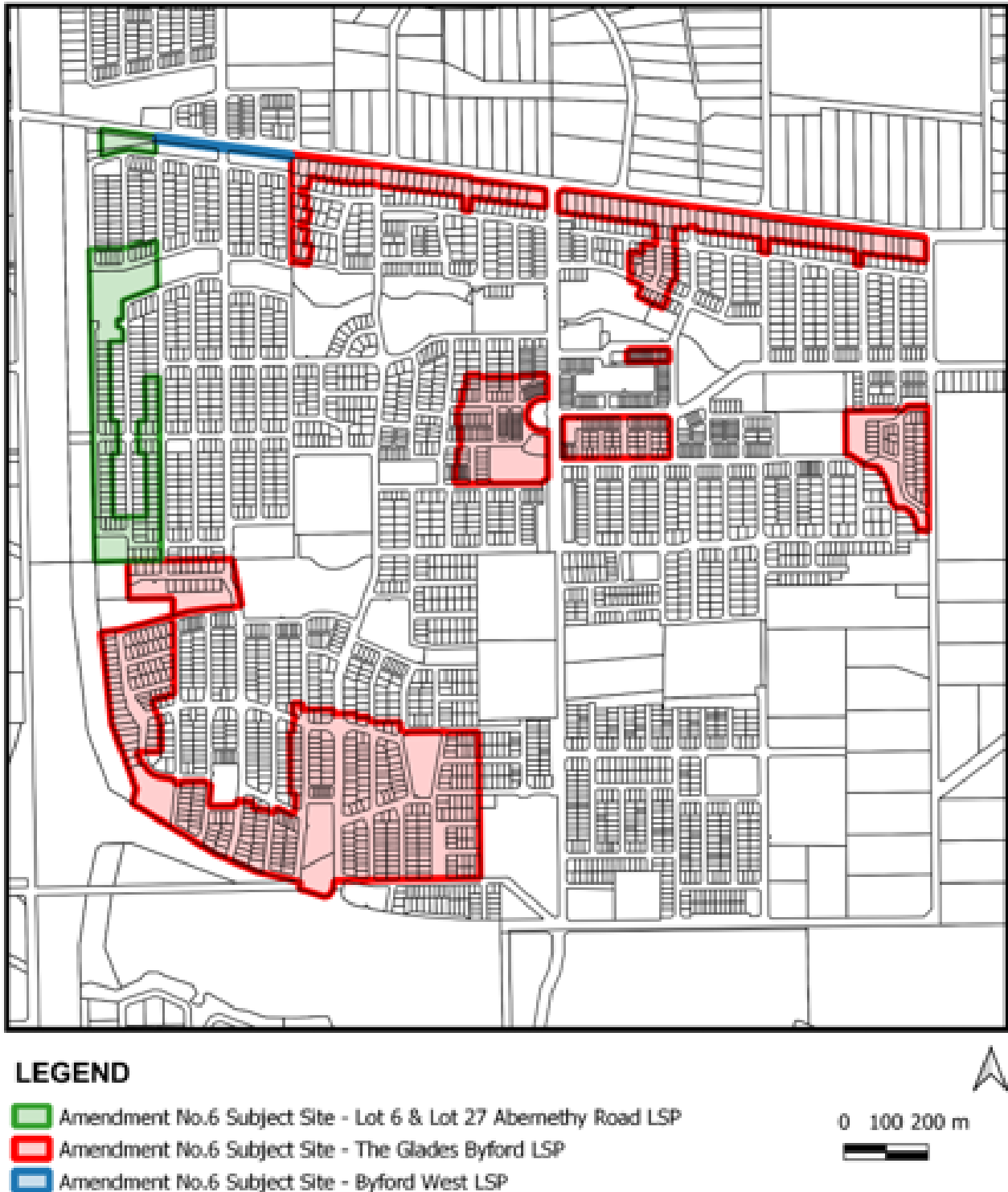


Figure 1. Amendment No.6 Subject site



Community / Stakeholder Consultation

As the Proposed Scheme Amendment is considered by Officers to be a 'basic' amendment, advertising is not required to be undertaken in accordance with Part 5 Division 4 Regulation 57 of the Regulations.

Statutory Environment

Legislation

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Metropolitan Region Scheme

State Government Policies

Perth and Peel @ 3.5 Million - South Metropolitan Peel Sub-Regional Planning Framework

State Planning Policy suite

Local Planning Framework

Shire of Serpentine Jarrahdale Local Planning Strategy

Shire of Serpentine Jarrahdale Local Planning Scheme No. 3

Byford District Structure Plan

Lots 6 and 27 Abernethy Road, Byford Local Structure Plan

The Glades, Byford Main Precinct Local Structure Plan

Byford West Local Structure Plan

Various Local Development Plans

Planning Assessment

Classification of Proposed Scheme Amendment

The Proposed Scheme Amendment seeks to rezone land as Residential (with R-Codes) and reserve land as Public Open Space, Local Road, Local Distributor Road, and Civic and Community, consistent with the WAPC approved Lots 6 and 27 Abernethy Road, Byford Local Structure Plan, The Glades, Byford Local Structure Plan, the Byford West Local Structure Plan, and approved Local Development Plans. Therefore, the Proposed Scheme Amendment meets the definition of a basic amendment under Part 5 Division 1 Regulation 34 of the Regulations and is classified as a basic amendment for the following reason:

- (vii) *“an amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan.”*



Planning Framework

Perth and Peel @ 3.5 Million - South Metropolitan Peel Sub-Regional Planning Framework

The subject site is identified as Urban under the South Metropolitan Peel Sub-Regional Planning Framework. The Framework defines Urban as land identified for urban use, such as residential and associated activity and bulky goods/light industry employment centres, recreation and open space. Therefore, the proposed Scheme Amendment to rezone land from Urban Development and Local Road to Residential, and reserve land as Public Open Space, Civic and Community, Local Road, and Local Distributor road is consistent with the Urban designation under the Framework.

Local Planning Strategy

The Shire's Local Planning Strategy was approved by the Western Australian Planning Commission on 18 March 2022. The subject site is identified as Urban Settlements under the Local Planning Strategy. The proposed rezoning and reservation of the subject site is consistent with the intent of the Urban Settlements area.

Metropolitan Region Scheme

The subject site is zoned as Urban under the Metropolitan Region Scheme (MRS). An Urban zoned area under the MRS refers to an area in which a range of activities are undertaken, including residential, commercial, recreational, and light industry. This Scheme Amendment proposes to rezone lots to Residential and reserve land as Public Open Space, Civic and Community, Local Road, and Local Distributor Road, and is therefore consistent with the Urban zoning under the MRS.

Shire of Serpentine Jarrahdale Local Planning Scheme No. 3

The Shire's Local Planning Scheme No.3 was approved by the Western Australian Planning Commission and gazetted on 22 September 2023. The subject site is currently zoned as Urban Development under Local Planning Scheme No.3. This Urban Development zoning was intended as an interim zoning pending subdivision and development of the subject site in accordance with the respective local structure plans that are approved over the land. The land has since been subdivided and developed and as such, the local structure plans are no longer required to guide development, and the land can be appropriately zoned and reserved under LPS3.

Byford District Structure Plan

The Shire's Byford District Structure Plan was approved by the Western Australian Planning Commission (WAPC) on 30 May 2023. The DSP identifies the subject area as Residential (with varying density ranges) and Public Open Space. Land uses have been further identified within the applicable local structure plans, consistent with the DSP.



Figure 2: Byford District Structure Plan.

State Planning Policy 3.7 Planning in Bushfire Prone Areas

A portion of the subject site is identified as a Bushfire Prone Area. Bushfire hazard was considered as part of the Lots 6 and 27 Abernethy Road, Byford Local Structure Plan, the Glades, Byford Local Structure Plan, and the Byford West Local Structure Plan. Detailed bushfire attack level (BAL) assessments and bushfire management plans have also been conducted for the consequent subdivision applications, in accordance with State Planning Policy 3.7 Bushfire and the Guidelines. The Proposed Scheme Amendment seeks to normalise the zonings and reserves identified for the subject site under the local structure plans and therefore does not propose an intensification of the land further to that approved under the local structure plans and subdivision approvals.

Proposed Scheme Amendment

The amendment proposes to zone and reserve land as Residential (with R-Codes), Civic and Community, Local Road, Public Open Space, and Local Distributor Road, consistent with the approved local structure plans, local development plans, subdivision and development which has already occurred. The proposed normalisation of portions of these local structure plans within the Scheme will therefore finalise the planning framework as intended.

The normalisation of these structure plans within LSP3 will allow for residential lots to be allocated a specific R-Code residential density under LSP3. The residential lots, which have been created through approved subdivisions, are currently identified within the Urban Development zone, with no R-Code designated under the Scheme.



The normalisation of these structure plans and the allocation of R-Codes within LPS3 will clarify and prescribe development requirements for each lot under the Scheme and allow the local structure plans to no longer be required. This will improve the efficiency and implementation of the planning framework.

The Glades Byford Local Structure Plan

The Glades Byford Local Structure Plan identifies the amendment subject site as Residential, Public Open Space and Mixed Use.



Figure 3. The Glades Byford Local Structure Plan

As shown following, much of the Glades Byford LSP area has already been zoned under LPS3. However, portions of land remain zoned as Urban Development. The areas identified in red below are proposed to be normalised within the Scheme as part of this Scheme Amendment. These areas have been subdivided and developed in accordance with this local structure plan. Approved local development plans also apply across the subject site.

The amendment proposes to zone portions of the Glades LSP area as Residential, with R-Codes which have been determined through approved density code plans and local development plans. However, the lots along Abernethy Road are proposed to be normalised in accordance with the R12.5 density allocated by the LSP, as no LDP applies over this area.



The amendment proposes to reserve land as Local Distributor Road (for portions of Abernethy Road widening), Local Road, Civic and Community, and Public Open Space in accordance with the local structure plan, subdivision and development which has occurred, and approved local development plans.

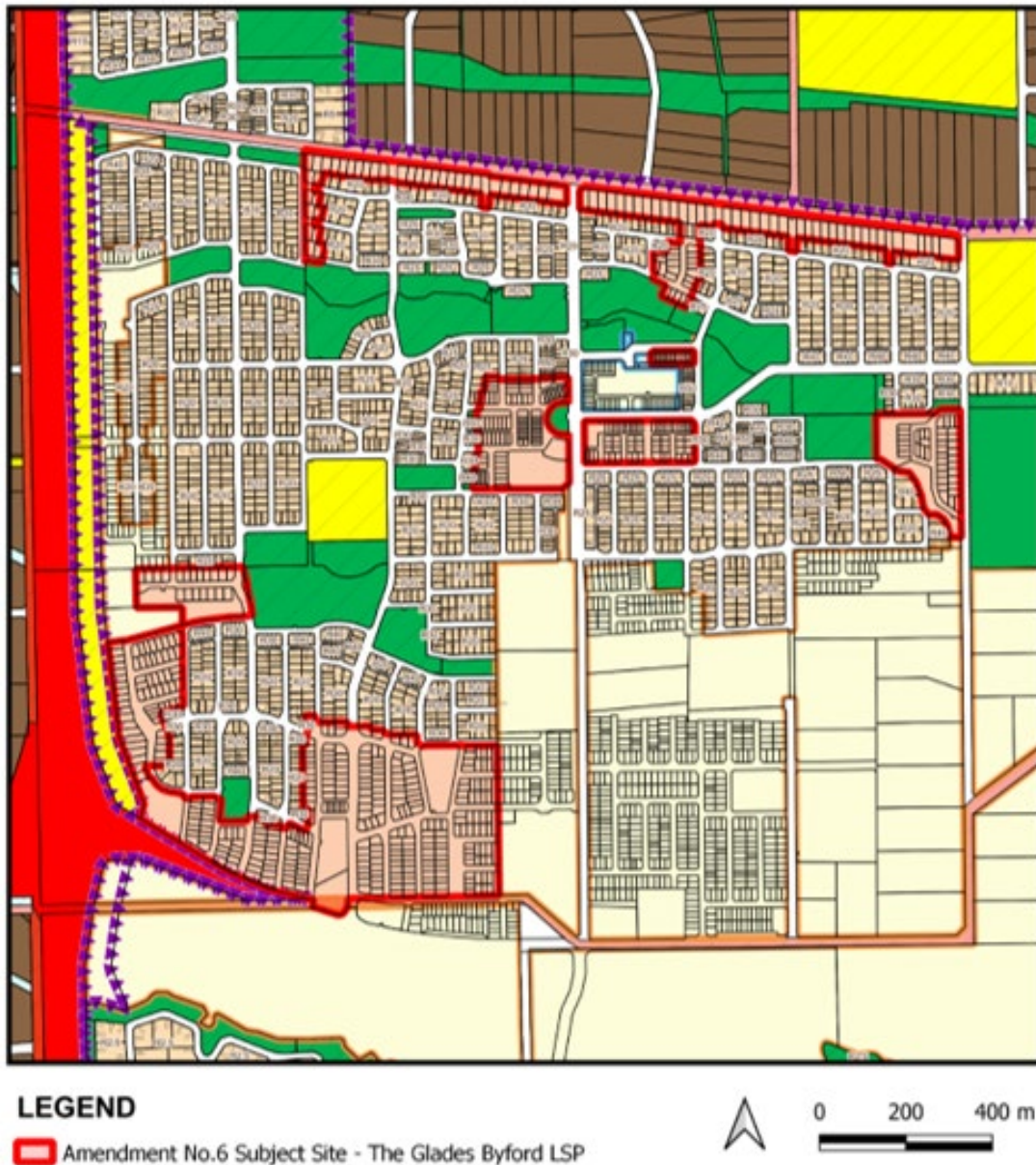


Figure 4. The Glades. Byford Scheme Amendment Subject Site

The proposed scheme amendment maps for the Glades Byford Local Structure Plan area are as follows.

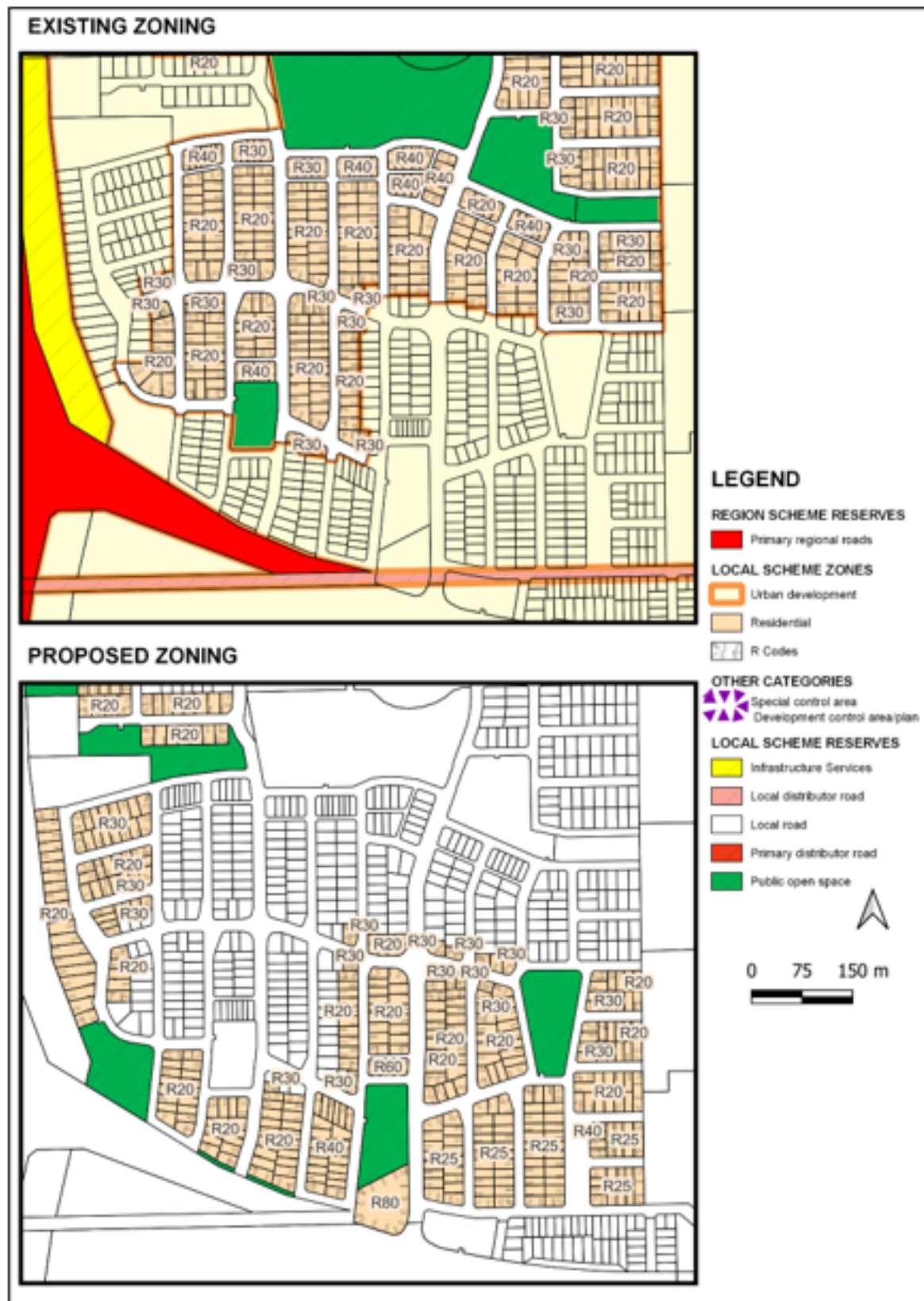


Figure 5. Proposed Scheme Amendment Map – the Glades, Byford LSP area



Figure 6. Proposed Scheme Amendment Map – the Glades, Byford LSP area

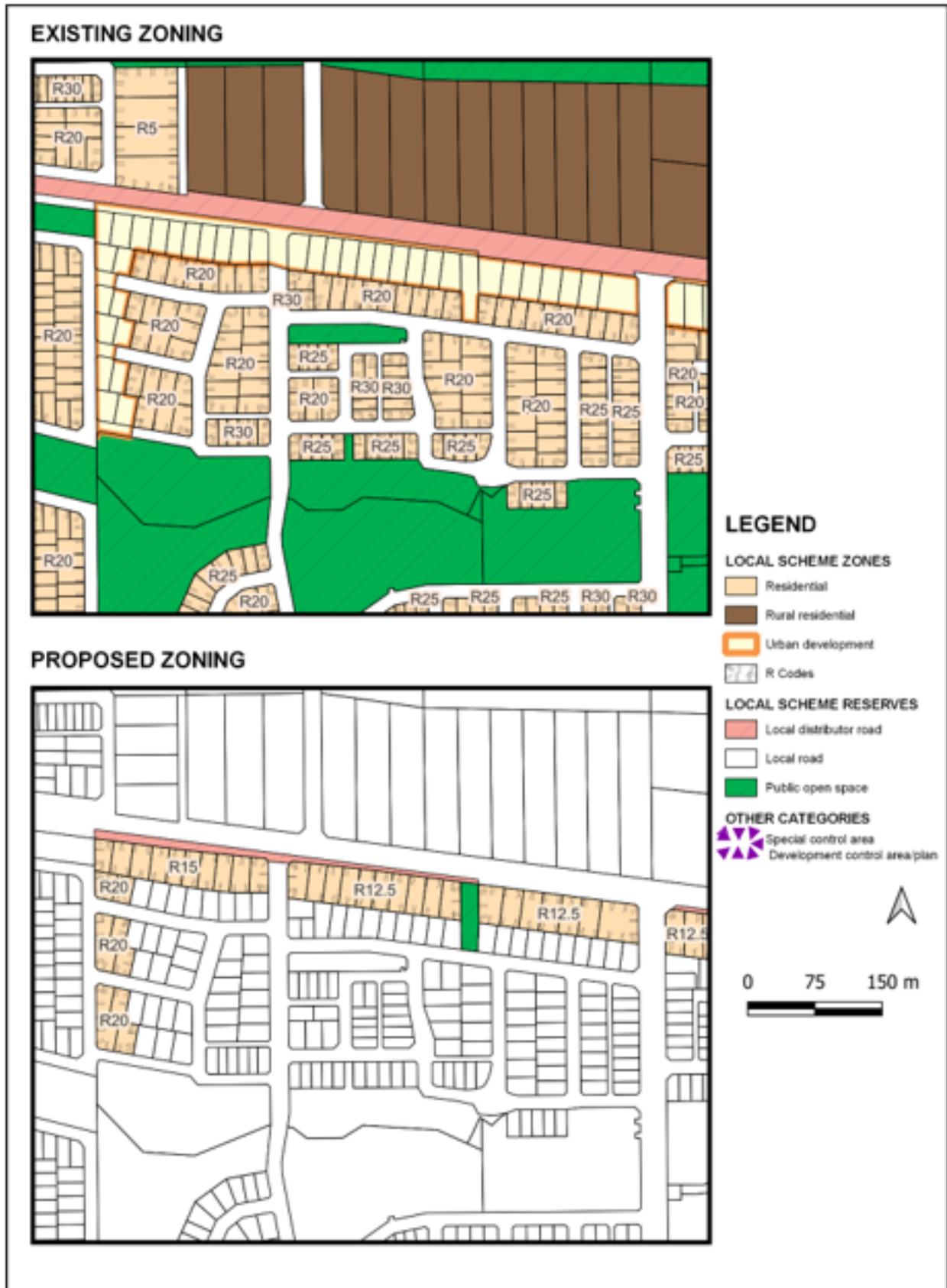


Figure 7. Proposed Scheme Amendment Map – the Glades, Byford LSP area



Lots 6 and 27 Abernethy Road, Byford Local Structure Plan

The Lots 6 and 27 Abernethy Road, Byford LSP identifies areas of Residential (R20, R25, R40) and Public Open Space. As demonstrated below, much of the LSP area has been normalised within the Scheme, however, some areas remain zoned as Urban Development. The areas identified in the image below are proposed to be normalised within the Scheme.

The land zoned as Urban Development within this LSP area has been granted subdivision approval by the WAPC. Much of this land has received subdivision clearance and has developed, with dwellings constructed, such as north of Tanzanite Road and west of Zircon Drive. A subdivision clearance application for the majority of the remaining land zoned as Urban Development is currently lodged with the Shire. It is expected that these lots will achieve titles prior to the proposed Scheme Amendment being finalised. It is noted that there is also an approved Local Development Plan over this area to guide development.

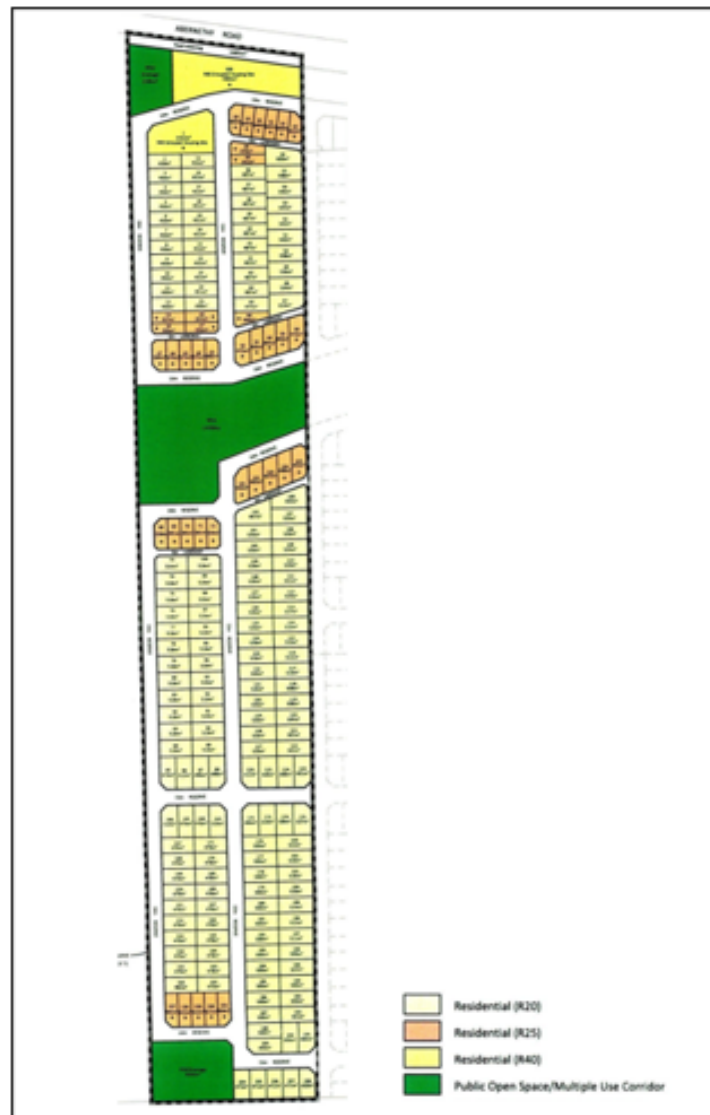


Figure 8. Lot 6 and Lot 27 Abernethy Road, Byford Local Structure Plan



Figure 9. Lot 6 and Lot 27 Abernethy Road Byford LSP Scheme Amendment Subject Area

The northernmost portion of the Lot 6 and Lot 27 Abernethy Local Structure Plan is identified under the LSP as Public Open Space and Residential R40. Currently, this area consists of a strip of land which has been ceded for Abernethy Road widening, a Public Open Space Reserve, and a freehold lot.

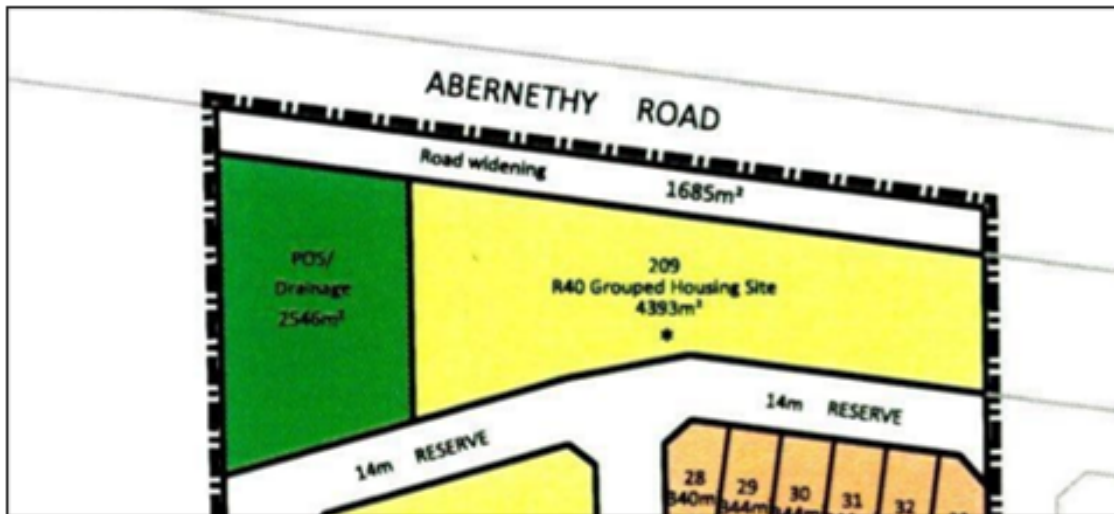


Figure 10. Lot 6 and Lot 27 Abernethy Road Local Structure Plan

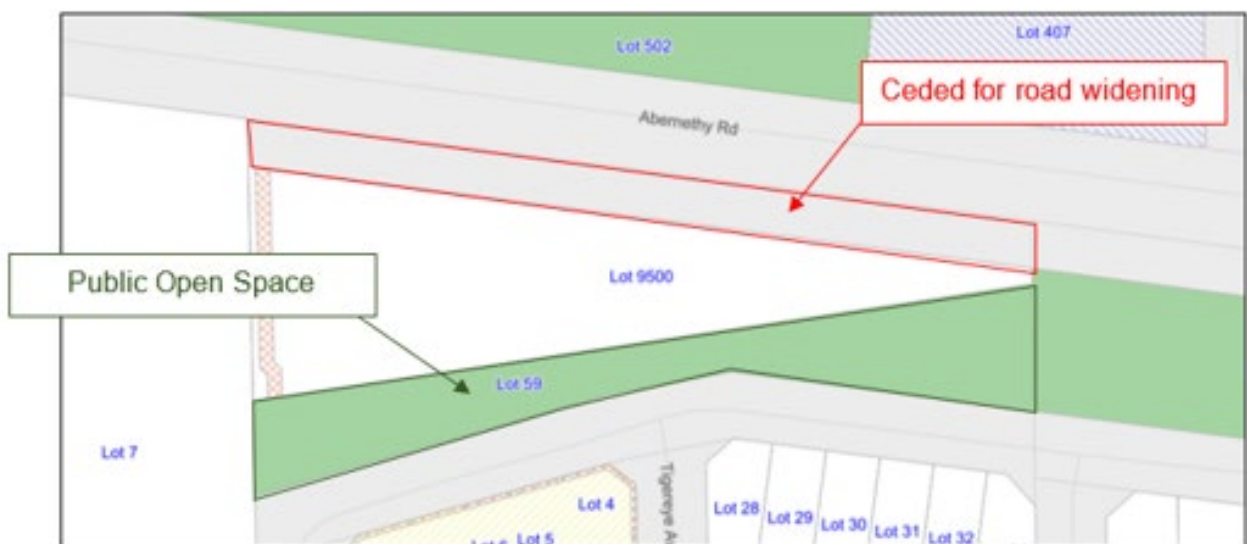


Figure 11. Existing land uses

On 21 May 2020, the WAPC approved subdivision WAPC ref. 158954 over this land. This subdivision involves the closure of the Abernethy Road widening area, with this land being amalgamated within both a residential lot and Public Open Space. The approved subdivision plan is shown following. The Shire issued clearance for this application in February 2022, and the Deposited Plan was approved by WAPC in August 2024 (and is currently in order for dealings). The cleared subdivision aligns with the LSP, and as such, this amendment proposes to normalise this portion of the LSP area as Residential R40 and Public Open Space, as per the LSP.

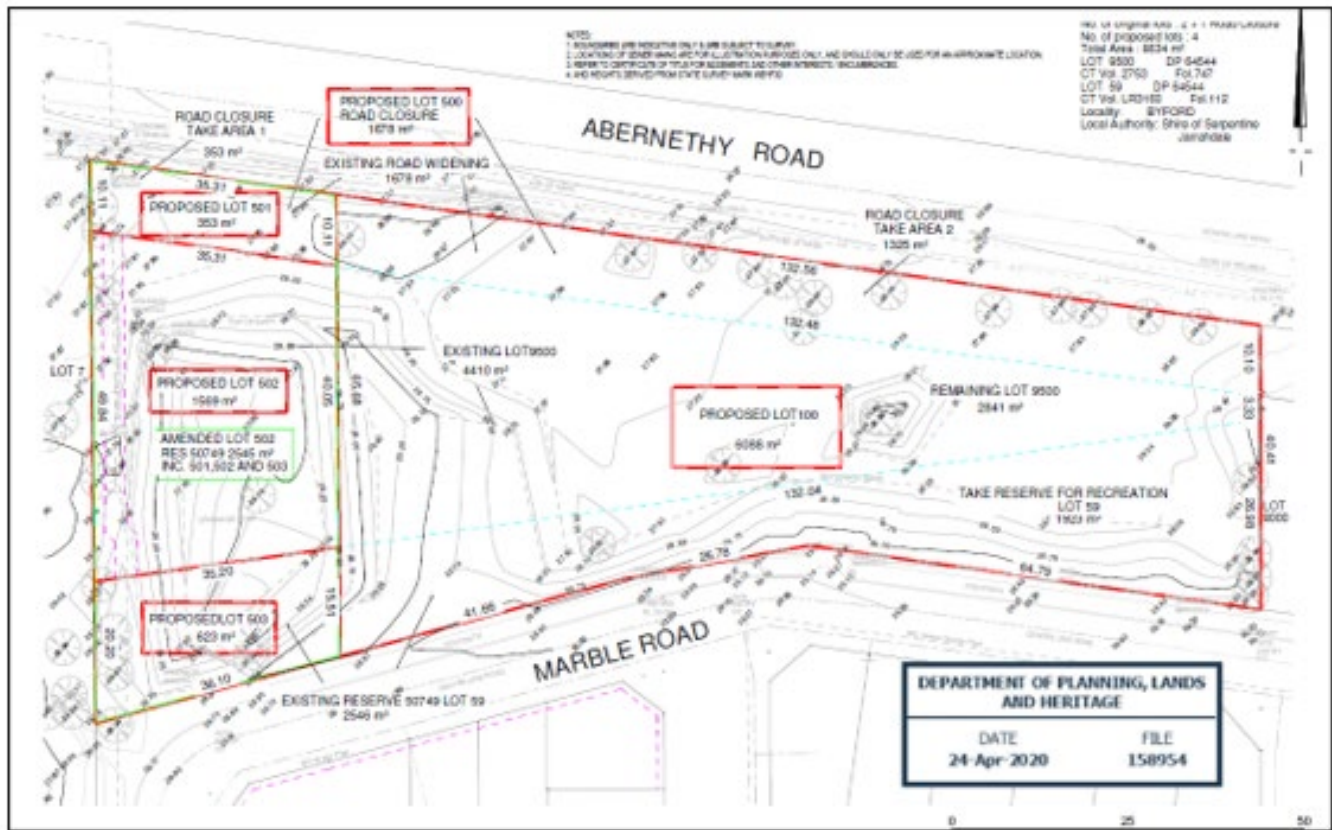


Figure 12. Subdivision approval WAPC ref. 158954

The proposed scheme amendment maps for the Lot 6 & Lot 27 Abernethy Road Byford Local Structure Plan area are as follows.

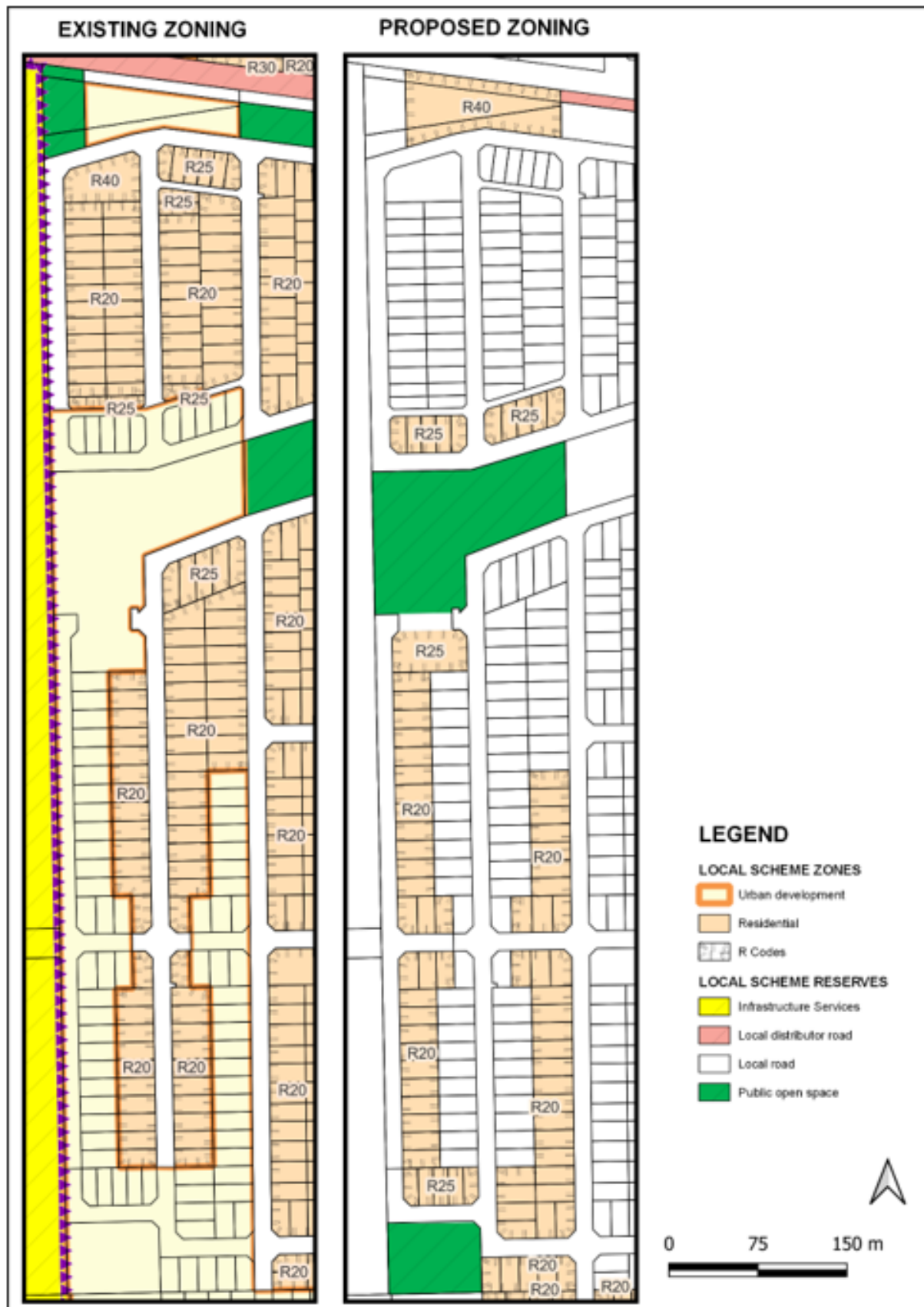


Figure 13. Proposed Scheme Amendment Map - Lot 6 & Lot 27 Abernethy Road Byford Local Structure Plan area

**Byford West Local Structure Plan**

The Byford West Local Structure Plan has been normalised within LPS3, with no areas of Urban Development remaining. However, there is currently a strip of land located directly south of Abernethy Road which is currently reserved under LPS3 as 'Local Road', identified in the figure below. This land is located directly north of a Public Open Space corridor, and has already been developed as part of the Abernethy Road verge, as shown by the aerial image below. This land is proposed to be rezoned from 'Local Road' to 'Local Distributor Road' to align with the correct type of Reserve for Abernethy Road. This is in alignment with the Byford West Local Structure Plan, which identifies a 10m wide strip of land north of the POS corridor for Abernethy Road widening.



Figure 14. Current zoning of area proposed to be reserved as Local Distributor Road



Figure 15. Area proposed to be reserved as Local Distributor Road



Figure 16. Byford West Local Structure Plan



The proposed scheme amendment map for this portion of the Byford West Local Structure Plan is as follows.

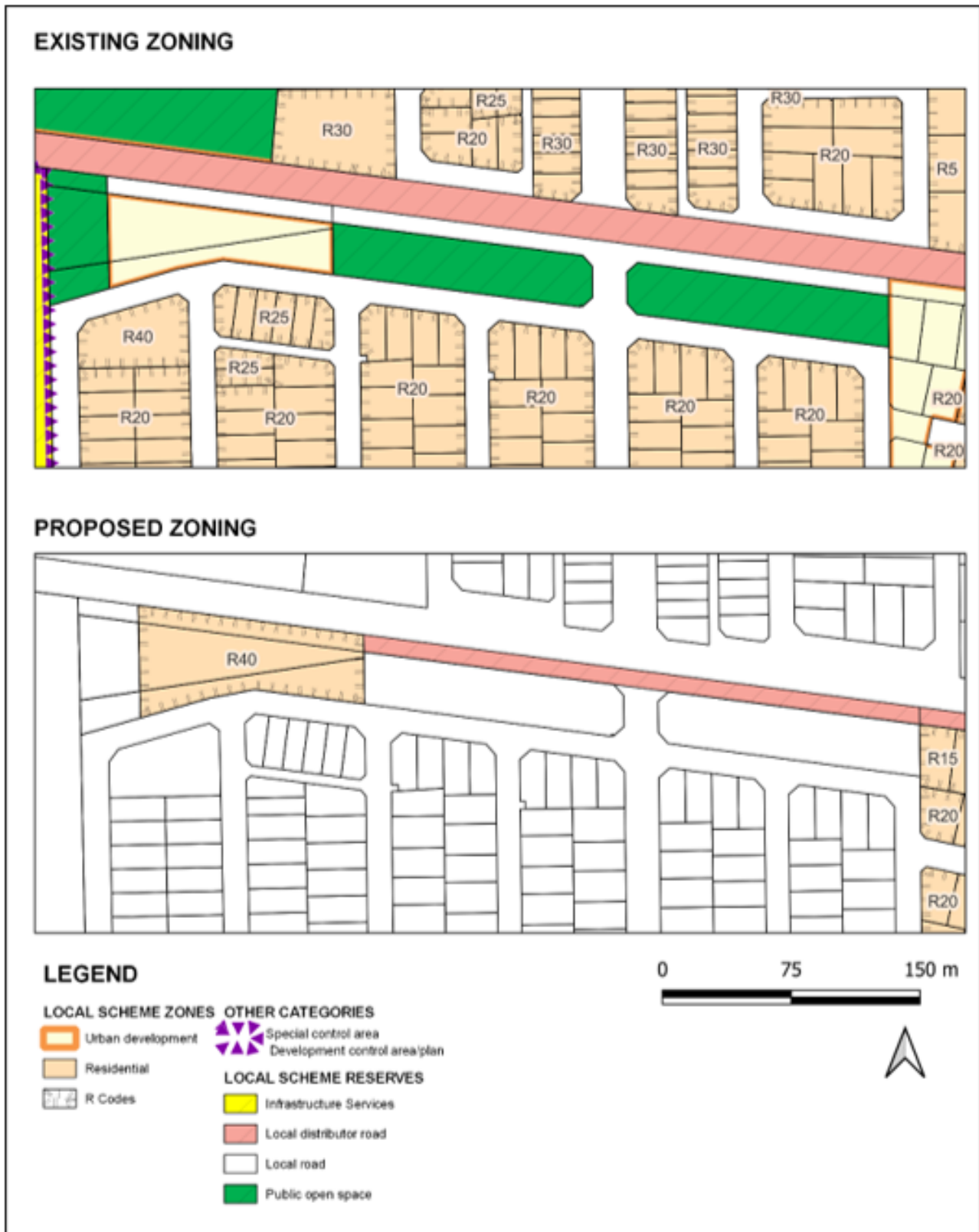


Figure 17. Proposed Scheme Amendment Map – Byford West Local Structure Plan area



Options

Option 1

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005* and Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to ADOPT the proposed Scheme Amendment No. 6 to Local Planning Scheme No. 3 - Normalisation of the Lots 6 and 27 Abernethy Road, Byford Local Structure Plan and The Glades, Byford Local Structure Plan as contained in **attachment 1** as follows:
 - a) Amend the Scheme Map to zone and reserve the Urban Development zoned portions of land within the Lots 6 and 27 Abernethy Road, Byford Local Structure Plan, and the Glades Byford Local Structure Plan, and portions of land reserved as Local Road within the Byford West Local Structure Plan, as Residential, Public Open Space, Local Road, Local Distributor Road, and Civic and Community in accordance with the land uses identified within the below mentioned local structure plans and local development plans:
 - Lots 6 and 27 Abernethy Road, Byford Local Structure Plan
 - The Glades, Byford Local Structure Plan
 - Byford West Local Structure Plan
 - The Glades, Byford Icaria Stage 5 Local Development Plan
 - The Glades, Byford Icaria Stage 8 Local Development Plan
 - The Glades, Byford Icaria Stages 9-10 Local Development Plan
 - The Glades, Byford Icaria Stages 9B, 10B & 13 Local Development Plan
 - The Glades, Byford Icaria Stage 11 Local Development Plan
 - The Glades, Byford Icaria Stages 12A & 12B Local Development Plan
 - The Glades, Byford Icaria Stages 13 and 14 Local Development Plan
 - The Glades, Byford Village Centre Stage 1 Local Development Plan
 - The Glades, Byford Village Centre Stage 2 Local Development Plan
 - The Glades, Byford Olsen Gardens Local Development Plan
 - The Glades, Byford Woodland Grove Stages 1 & 2 Revised Local Development Plan
 - The Glades, Byford Woodland Grove Stage 3 Revised Local Development Plan
 - The Glades, Byford Woodland Grove Stage 10 Revised Local Development Plan
 - The Glades, Byford Stage 9B Local Development Plan.
2. Pursuant to Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DETERMINE the proposed Scheme Amendment to be a 'Basic' amendment in accordance with Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:



- a. “an amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan.”
3. Pursuant to Regulation 58(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES a copy of the proposed Scheme Amendment No. 6 to Local Planning Scheme No. 3 - Normalisation of the Lots 6 and 27 Abernethy Road, Byford Local Structure Plan and The Glades, Byford Local Structure Plan as contained in **attachment 1**, to the Western Australian Planning Commission for final approval.
4. AUTHORISES the Shire President and the Chief Executive Officer, in accordance with Section 9.49a of the *Local Government Act 1995*, to execute under Common Seal Amendment No. 6 to Shire of Serpentine Jarrahdale Local Planning Scheme No. 3 - Normalisation of the Lots 6 and 27 Abernethy Road, Byford Local Structure Plan and The Glades, Byford Local Structure Plan as contained in attachment 1.

Option 2

That Council, pursuant to Section 75 of the *Planning and Development Act 2005* and Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to NOT ADOPT the proposed Scheme Amendment No. 6 to Local Planning Scheme No. 3 - Normalisation of Lots 6 and 27 Abernethy Road, Byford Local Structure Plan and The Glades, Byford Local Structure Plan.

Option 1 is recommended.

Conclusion

The proposed Scheme Amendment seeks to normalise portions of land located within the Lot 6 and Lot 27 Abernethy Road Byford Local Structure Plan and the Glades, Byford Local Structure Plan into the Shire’s Local Planning Scheme No.3. The proposed rezoning and reservations seek to normalise these local structure plans, as well as various local development plans. The amendment proposes to rezone and reserve land as Residential (with applicable R-Codes), Public Open Space, Civic and Community, Local Road and Local Distributor Road, in accordance with these approved local structure plans. The proposed amendment is consistent with the State and Local Planning Framework and existing land uses, subdivision and development within the subject site. The normalisation of these areas will see the planning framework realised and will allow the correct land use permissibility and development controls for these areas.

Attachments (available under separate cover)

- **10.1.7 - attachment 1** - Proposed Scheme Amendment No.6 Report (E25/5436)

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale

Financial Implications

There are no financial implications relating to this matter.



Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	This is the lowest strategic risk option.						
2	That Council resolves to NOT ADOPT the proposed Scheme Amendment, which maintains a less clear planning framework that impacts new proposals being attracted to this part of the Shire.	Planning framework.	Social Community Outcomes /	Possible	Moderate	MODERATE	Accept Officer recommendation.

Voting Requirements: Simple Majority

OCM-154-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005* and Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to ADOPT the proposed Scheme Amendment No. 6 to Local Planning Scheme No. 3 - Normalisation of the Lots 6 and 27 Abernethy Road, Byford Local Structure Plan and The Glades, Byford Local Structure Plan as contained in attachment 1 as follows:
 - a) dAmend the Scheme Map to zone and reserve the Urban Development zoned portions of land within the Lots 6 and 27 Abernethy Road, Byford Local Structure Plan, and the Glades Byford Local Structure Plan, and portions of land reserved as Local Road within the Byford West Local Structure Plan, as Residential, Public Open Space, Local Road, Local Distributor Road, and Civic and Community in accordance with the land uses identified within the below mentioned local structure plans and local development plans:
 - Lots 6 and 27 Abernethy Road, Byford Local Structure Plan
 - The Glades, Byford Local Structure Plan



- Byford West Local Structure Plan
 - The Glades, Byford Icaria Stage 5 Local Development Plan
 - The Glades, Byford Icaria Stage 8 Local Development Plan
 - The Glades, Byford Icaria Stages 9-10 Local Development Plan
 - The Glades, Byford Icaria Stages 9B, 10B & 13 Local Development Plan
 - The Glades, Byford Icaria Stage 11 Local Development Plan
 - The Glades, Byford Icaria Stages 12A & 12B Local Development Plan
 - The Glades, Byford Icaria Stages 13 and 14 Local Development Plan
 - The Glades, Byford Village Centre Stage 1 Local Development Plan
 - The Glades, Byford Village Centre Stage 2 Local Development Plan
 - The Glades, Byford Olsen Gardens Local Development Plan
 - The Glades, Byford Woodland Grove Stages 1 & 2 Revised Local Development Plan
 - The Glades, Byford Woodland Grove Stage 3 Revised Local Development Plan
 - The Glades, Byford Woodland Grove Stage 10 Revised Local Development Plan
 - The Glades, Byford Stage 9B Local Development Plan.
2. Pursuant to Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DETERMINE the proposed Scheme Amendment to be a 'Basic' amendment in accordance with Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:
- a. *"an amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan."*
3. Pursuant to Regulation 58(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES a copy of the proposed Scheme Amendment No. 6 to Local Planning Scheme No. 3 - Normalisation of the Lots 6 and 27 Abernethy Road, Byford Local Structure Plan and The Glades, Byford Local Structure Plan as contained in attachment 1, to the Western Australian Planning Commission for final approval.
4. AUTHORISES the Shire President and the Chief Executive Officer, in accordance with Section 9.49a of the *Local Government Act 1995*, to execute under Common Seal Amendment No. 6 to Shire of Serpentine Jarrahdale Local Planning Scheme No. 3 - Normalisation of the Lots 6 and 27 Abernethy Road, Byford Local Structure Plan and The Glades, Byford Local Structure Plan as contained in attachment 1.

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.1.8 - Proposed Scheme Amendment No.11 to Local Planning Scheme No.3 - Normalisation of the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan (PA25/74)**

Responsible Officer:	Manager Strategic Planning
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Legislative	Includes adopting local laws, local planning schemes and policies.

Proponent:	Shire of Serpentine Jarrahdale
Owner:	Various
Local Planning Scheme No. 3 Zoning:	Urban Development
Metropolitan Region Scheme Zoning:	Urban

Report Purpose

The purpose of this report is to consider Proposed Scheme Amendment No.11 to Local Planning Scheme No.3 (LPS3) to normalise the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan into the Shire's Local Planning Scheme No. 3. The amendment proposes to rezone land from the 'Urban Development' zone to the 'Residential R30' zone, and to reserve land as 'Public Open Space', pursuant to Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). Council is also requested to determine whether the amendment is a 'basic', 'standard' or 'complex' amendment pursuant to Regulation 34 of the Regulations. Officers recommend that Council adopt the Proposed Scheme Amendment as a 'basic' amendment and recommend that the Proposed Scheme Amendment be approved.

Relevant Previous Decisions of Council

There are no previous Council decisions relating to this matter.

Background

The subject land is located at the corner of Briggs Road and Thomas Road in Byford. This area has been subject to the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan, since it was adopted by Council at the Ordinary Council Meeting held on 28 June 2010. The intent of this Structure Plan was to facilitate the development of high quality aged or dependent person's residential accommodation on the site to meet the needs of the Byford community.



At the Ordinary Council Meeting held on 15 May 2023, Council considered a development application for a Proposed Lifestyle Village (Grouped Dwellings) and Incidental Communal Facilities. The proposed development included the following components:

- Creation of 202 lots
- Clubhouse, including a swimming pool
- Lawn bowling greens
- Pottery shed
- Community garden
- Workshop
- Arts and crafts building
- Parking spaces for boats and caravans
- Multiple use corridor and drainage reserve
- Internal streets and landscaping areas.

The development application was required to be determined by the Metro Outer Joint Development Assessment Panel as the decision-making authority. Council resolved that the Metro Outer Joint Development Assessment Panel approve the application subject to conditions. The Metro Outer Joint Development Assessment Panel considered the development application at its meeting held on 1 June 2023, where it was resolved to approve the application, subject to conditions.

The development approval contained conditions for the subject lands to be amalgamated and for the Multiple Use Corridor to be ceded to the Shire at the cost of the applicant, via a subdivision process. On 25 January 2024, the Western Australian Planning Commission granted a subdivision approval (WAPC ref. 164166) for the amalgamation of the subject lots and the creation of a 19.1m wide reserve for recreation and drainage at the southern boundary of the site to accommodate the Multiple Use Corridor. The Shire issued clearance for this subdivision approval in April 2024. The amalgamated lots are shown as Lot 500 and the reserve for recreation and drainage is shown as Lot 501 on Deposited Plan 427946. The development approval also contained a condition for a Local Development Plan to be submitted including the layout of each lot and any proposed variations to the Residential Design Codes (Volume 1). On 3 February 2025, the Shire approved the Edenlife Lifestyle Community - Byford Local Development Plan.



Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan
Edenlife Lifestyle Community - Byford Local Development Plan

Planning Assessment

Classification of Proposed Scheme Amendment

The Proposed Scheme Amendment seeks to rezone land as Residential R30 and reserve land as Public Open Space consistent with the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan. Therefore, the Proposed Scheme Amendment meets the definition of a basic amendment under Part 5 Division 1 Regulation 34 of the Regulations and is classified as a basic amendment for the following reason:

- (vii) *“an amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan.”*

Planning Framework

Perth and Peel @ 3.5 Million - South Metropolitan Peel Sub-Regional Planning Framework

The subject site is identified as Urban under the South Metropolitan Peel Sub-Regional Planning Framework. The Framework defines Urban as land identified for urban use, such as residential and associated activity and bulky goods/light industry employment centres, recreation and open space. The proposed Scheme Amendment to rezone land from Urban Development to Residential R30 and reserve a portion of land as Public Open Space is consistent with the Urban designation under the Framework.

Local Planning Strategy

The Shire's Local Planning Strategy was approved by the Western Australian Planning Commission on 18 March 2022. The subject site is identified as Urban Settlements under the Local Planning Strategy. The Local Planning Strategy contains an objective for Byford to achieve a diversity of housing types to provide choice, adaptability and to accommodate a range of incomes, households, life stages and the changing demographics of Byford. One of the strategies for the Byford area is to encourage locally responsive housing such as aged care housing. Further detailed planning for the area identified as Urban Settlements in Byford is undertaken within the Byford District Structure Plan and the relevant local structure plans.

Metropolitan Region Scheme

The subject site is zoned as Urban under the Metropolitan Region Scheme (MRS). An Urban zoned area under the MRS refers to an area in which a range of activities are undertaken, including residential, commercial, recreational, and light industry. The proposed Scheme Amendment to rezone land from Urban Development to Residential R30 and reserve a portion of land as Public Open Space is consistent with the Urban zoning under the MRS.



Shire of Serpentine Jarrahdale Local Planning Scheme No. 3

The Shire's Local Planning Scheme No.3 was approved by the Western Australian Planning Commission and gazetted on 22 September 2023. The subject site is currently zoned as Urban Development under Local Planning Scheme No.3. This Urban Development zoning was intended as an interim zoning until such time as the subject site was subdivided and developed. Given that a development approval for an aged person's residential development has now been granted, and the associated subdivision has been approved, it is considered appropriate for the subject site to be normalised into the Scheme.

Byford District Structure Plan

The Shire's Byford District Structure Plan was approved by the Western Australian Planning Commission on 30 May 2023. The subject site is identified as Low (Suburban) R20-35 and Multiple Use Corridor under the Byford District Structure Plan. The Byford District Structure Plan identifies the subject site as Local Structure Plan Area E and states that the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan is approved for the site. The proposed Scheme Amendment to rezone land from Urban Development to Residential R30 and to reserve a portion of land as Public Open Space is consistent with the designation under the Byford District Structure Plan.

Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan

The Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan contains the objective to provide a high quality aged or dependent persons' dwellings development within the subject area that will help meet the needs of the frail and ageing in the Byford community. The Structure Plan imposes an R20 residential density code and depicts a residential development that would represent an approximate density of R20-R25 accounting for density bonuses for aged care pursuant to the Residential Design Codes. The Structure Plan depicts a road reserve and Multiple Use Corridor Public Open Space to the south of the subject site.



Figure 4: Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan.

Edenlife Lifestyle Community - Byford Local Development Plan

As a condition of development approval, a Local Development Plan was submitted to the Shire and was approved on 3 February 2025. The Edenlife Lifestyle Community - Byford Local Development Plan (LDP) designates the subject site as Residential R30, stating that all lots are to be developed in accordance with R30 density coding. The LDP contains development provisions relating to the streetscape, design elements, boundary setbacks, incidental development, rear loaded home sites and bushfire. The LDP allows for a total of 195 residential sites and also identifies the Multiple Use Corridor along the southern boundary of the subject site.

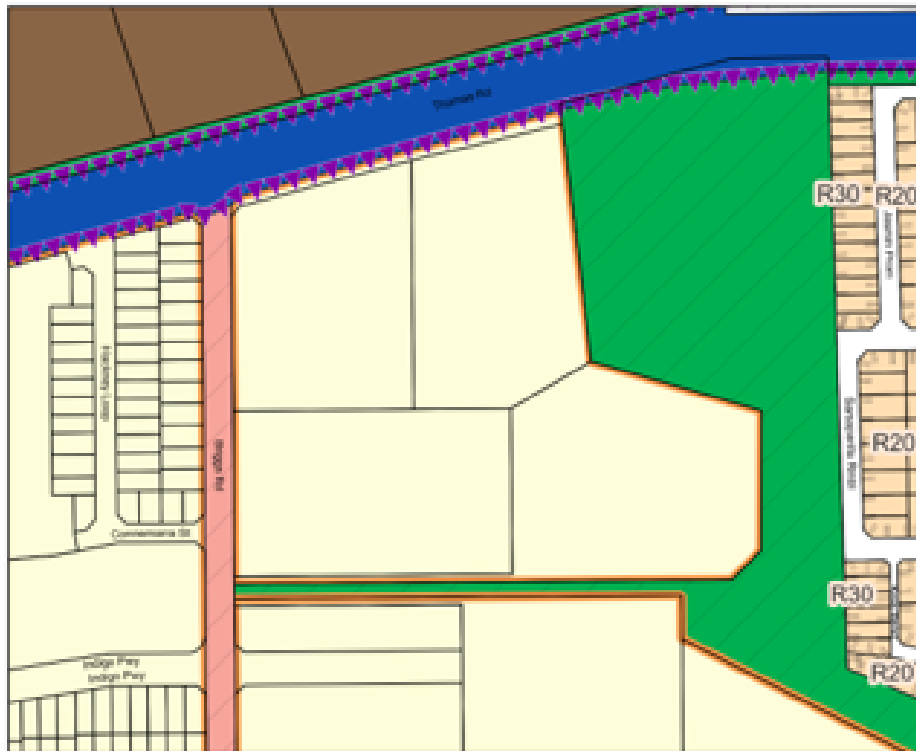


The proposed Scheme Amendment seeks to incorporate the structure plan and local development plan designations within the Local Planning Scheme No.3 zoning and reservations. The proposed Scheme Amendment is consistent with the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan, as well as the development approval relating to the subject site. Normalising this Structure Plan and LDP into the Scheme would enable the land use permissibility and development controls within the Scheme to apply to this area. The Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan is due to expire in October 2025. This Scheme Amendment would ensure that appropriate planning controls are in place to enable the Structure Plan to lapse.

The proposed Scheme Amendment proposes to zone the subject land as Residential R30 and reserve a portion of land as Public Open Space, consistent with the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan, which identifies the land for this purpose. The proposed Scheme Amendment to normalise the Structure Plan and LDP into Local Planning Scheme No.3 will finalise the planning framework as intended.



EXISTING ZONING



LEGEND

LOCAL SCHEME ZONES

- Rural residential
- Urban development
- Residential
- R Codes

LOCAL SCHEME RESERVES

- Local distributor road
- Local road
- Public open space

REGION SCHEME RESERVES

- Other regional roads

OTHER CATEGORIES

- Special control area - Development control area/plan

PROPOSED ZONING



0 50 100 m

Figure 6: Proposed Scheme Amendment Map.



Options

Option 1

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005* and Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to ADOPT the proposed Scheme Amendment No.11 to Local Planning Scheme No.3 - Normalisation of the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan as contained in **attachment 1** as follows:
 - a. Amend the Scheme Map to zone Lot 500 on Deposited Plan 427946 as Residential R30.
Amend the Scheme Map to reserve Lot 501 on Deposited Plan 427946 as Public Open Space.
2. Pursuant to Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DETERMINE the proposed Scheme Amendment to be a 'Basic' amendment in accordance with Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:
 - a. "an amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan."
3. Pursuant to Regulation 58(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES a copy of the proposed Scheme Amendment No. 11 to Local Planning Scheme No. 3 - Normalisation of the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan as contained in **attachment 1**, to the Western Australian Planning Commission for final approval.
4. AUTHORISES the Shire President and the Chief Executive Officer, in accordance with Section 9.49a of the *Local Government Act 1995*, to execute under Common Seal Amendment No. 11 to Shire of Serpentine Jarrahdale Local Planning Scheme No. 3 - Normalisation of the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan as contained in **attachment 1**.

Option 2

That Council, pursuant to Section 75 of the *Planning and Development Act 2005* and Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to NOT ADOPT the proposed Scheme Amendment No. 11 to Local Planning Scheme No. 3 - Normalisation of the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan.

Option 1 is recommended.



Conclusion

The subject land is located at the corner of Briggs Road and Thomas Road in Byford. The proposed Scheme Amendment seeks to normalise the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan into the Shire's Local Planning Scheme No.3 by rezoning the land from the Urban Development zone to the Residential R30 zone and reserving a portion of land as Public Open Space. The proposed Scheme Amendment is consistent with the State and local planning framework and the development approval for the subject site. The normalisation of this area of land into Local Planning Scheme No.3 would complete the planning framework for this area and enable the land use permissibility and development controls within the Scheme to apply to this area.

Attachments (available under separate cover)

- **10.1.8 - attachment 1** - Proposed Scheme Amendment No.11 Report (E25/5627)

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale

Financial Implications

There are no financial implications relating to this matter.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	This is the lowest strategic risk option.						
2	That Council resolves to NOT ADOPT the proposed Scheme Amendment No. 11 to Local Planning Scheme No. 3 - Normalisation of the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community -	Planning framework.	Social Community Outcomes /	Possible	Moderate	MODERATE	Accept Officer recommendation.



	Byford Local Development Plan.						

Voting Requirements: Simple Majority

OCM-155-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005* and Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to **ADOPT** the proposed Scheme Amendment No.11 to Local Planning Scheme No.3 - Normalisation of the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan as contained in attachment 1 as follows:
 - a. Amend the Scheme Map to zone Lot 500 on Deposited Plan 427946 as Residential R30. Amend the Scheme Map to reserve Lot 501 on Deposited Plan 427946 as Public Open Space.
2. Pursuant to Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **DETERMINE** the proposed Scheme Amendment to be a 'Basic' amendment in accordance with Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:
 - a. *"an amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan."*
3. Pursuant to Regulation 58(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, **PROVIDES** a copy of the proposed Scheme Amendment No. 11 to Local Planning Scheme No. 3 - Normalisation of the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan as contained in attachment 1, to the Western Australian Planning Commission for final approval.
4. **AUTHORISES** the Shire President and the Chief Executive Officer, in accordance with Section 9.49a of the *Local Government Act 1995*, to execute under Common Seal Amendment No. 11 to Shire of Serpentine Jarrahdale Local Planning Scheme No. 3 - Normalisation of the Lots 61 and 62 Thomas Road and Lots 59 and 60 Briggs Road, Byford Local Structure Plan and the Edenlife Lifestyle Community - Byford Local Development Plan as contained in attachment 1.

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.1.9 - Proposed Scheme Amendment No.10 to Local Planning Scheme No.3 - Normalisation of Byford District Structure Plan, the Lot 2 (No.640) South Western Highway, Byford (PA25/65)**

Responsible Officer:	Manager Strategic Planning
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Legislative	Includes adopting local laws, local planning schemes and policies.

Proponent:	Shire of Serpentine Jarrahdale
Owner:	BYFORD SPV PTY LTD
Local Planning Scheme No. 3 Zoning:	Urban Development
Metropolitan Region Scheme Zoning:	Urban

Report Purpose

The purpose of this report is to consider Proposed Scheme Amendment No.10 to Local Planning Scheme No.3 to normalise Lot 2 (No.640) South Western Highway, Byford, a portion of land located within the Byford District Structure Plan, into the Shire's Local Planning Scheme No. 3 by rezoning the land from the Urban Development zone to the Residential R20 zone, pursuant to Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).

Council is also requested to determine whether the amendment is a 'basic', 'standard' or 'complex' amendment pursuant to Regulation 34 of the Regulations.

Officers recommend that Council adopt the Proposed Scheme Amendment No.10 as a 'basic' amendment and recommend that the Proposed Scheme Amendment No.10 be approved.

Relevant Previous Decisions of Council

There are no previous Council decisions relating to this matter.

Background

Lot 2 (No.640) South Western Highway, Byford (the subject land) is located at the corner of South Western Highway and Thomas Road in Byford as shown in Figure 1, making the site a prominent gateway location into Byford from the north. The subject site is zoned 'Urban Development' under Local Planning Scheme No.3 (LPS3). The site has an Additional Use No.18 (A18) designation under LPS3, which provides for a limited range of retail and commercial land uses to occur, with provisions pertaining to development standards and interface considerations.

**Figure 1. Subject Site**

The Shire's Byford District Structure Plan (DSP), which was approved by the Western Australian Planning Commission on 30 May 2023, identified the subject site as Residential Development Low Density (Suburban R20-R35) with a 'Special Use' designation. Specific provisions for the "Special Use" designation outlining land uses and built form requirements are included in the DSP under Part 1 Section 1.7.2. These provisions have been reflected in LPS3 under Additional Use No.18.

The subject site was historically used as a service station for approximately 45 years, from 1955 to 2000. This is a land use that has the potential to cause contamination. The site was reported to the Department of Water and Environmental Regulation (DWER) because a series of contamination assessments, undertaken between 1999 and 2011, found that underground fuel infrastructure formerly present beneath the site had leaked, and that hydrocarbons were present in soil and groundwater.

Remedial works were undertaken in 2000 and 2003 where hydrocarbon-impacted soil was excavated and disposed of off-site, however, some impacted soil remained. Further investigations were carried out between 2003 and 2010 which found that soils had been successfully remediated to a depth of 4m but that hydrocarbons remained below 4m.

A detailed Health Risk Assessment undertaken in 2010 indicated that residual groundwater contamination and associated soil vapour does not pose an unacceptable risk to human health for commercial and industrial uses, subject to restrictions. However, the contamination may present an unacceptable risk for more sensitive land uses. The site is therefore classified by the DWER as 'contaminated - remediation required'.

On 28 November 2023, a Development Application (DA) for a gym, swim school, and shop was approved by the Shire, with a land use classification of "Recreation - Private" and "Shop" in accordance with the LPS3. This DA was deemed consistent with the objectives of the "Urban Development" zone under the LPS3, which permits commercial uses that provide services to nearby residents.



Additionally, the provisions of Additional Use No.18 under LPS3 support a limited range of land uses that are appropriate for the area, considering the land's capacity to accommodate small-scale retail and commercial activities.



Figure 2. Approved Development Application for a gym, swim school, and shop

Community / Stakeholder Consultation

As the Proposed Scheme Amendment No.10 is considered by Officers to be a 'basic' amendment, advertising is not required to be undertaken in accordance with Part 5 Division 4 Regulation 57 of the Regulations.

Statutory Environment

Legislation

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Metropolitan Region Scheme

State Government Policies

Perth and Peel @ 3.5 Million - South Metropolitan Peel Sub-Regional Planning Framework

State Planning Policy suite

Local Planning Framework

Shire of Serpentine Jarrahdale Local Planning Strategy

Shire of Serpentine Jarrahdale Local Planning Scheme No. 3

Byford District Structure Plan 2023



Planning Assessment

Classification of Proposed Scheme Amendment

The Proposed Scheme Amendment seeks to rezone the subject land from “Urban Development” to “Residential R20”, consistent with the WAPC approved Byford District Structure Plan. Therefore, the Proposed Scheme Amendment No.10 meets the definition of a basic amendment under Part 5 Division 1 Regulation 34 of the Regulations and is classified as a basic amendment for the following reason:

- (vii) *“an amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan.”*

Planning Framework

Perth and Peel @ 3.5 Million - South Metropolitan Peel Sub-Regional Planning Framework

The subject site is identified as Urban under the South Metropolitan Peel Sub-Regional Planning Framework. The Framework defines Urban as land identified for urban use, such as residential and associated activity and bulky goods/light industry employment centres, recreation and open space. The proposed Scheme Amendment No.10 to rezone land from Urban Development to Residential R20 is consistent with the Urban designation under the Framework.

Shire of Serpentine Jarrahdale Local Planning Strategy

The Shire’s Local Planning Strategy was approved by the Western Australian Planning Commission on 18 March 2022. The subject site is identified as Urban Settlements under the Local Planning Strategy. The Local Planning Strategy contains overarching objectives to ensure employment areas are located in areas that are well planned and connected. Further detailed planning for the area identified as Urban Settlements in Byford is undertaken within the Byford District Structure Plan.

Metropolitan Region Scheme

The subject site is zoned as Urban under the Metropolitan Region Scheme (MRS). An Urban zoned area under the MRS refers to an area in which a range of activities are undertaken, including residential, commercial, recreational, and light industry. The proposed Scheme Amendment No.10 to rezone land from Urban Development to Residential R20 is consistent with the Urban zoning under the MRS.

Shire of Serpentine Jarrahdale Local Planning Scheme No. 3

The Shire’s Local Planning Scheme No.3 was approved by the Western Australian Planning Commission and gazetted on 22 September 2023. The subject site is currently zoned as Urban Development with an Additional Use No.18 under the Local Planning Scheme No.3. The Urban Development zoning was intended as an interim zoning pending the development of the subject site in accordance with the Byford District Structure Plan. Additional Use No.18 allows the following land uses to be considered at the subject site:

- Child Care Premises (A)
- Consulting Rooms (P)
- Educational Establishment (A)
- Fast Food Outlet (A)



- Recreation - Private (P)
- Liquor Store - small (D)
- Medical Centre (P)
- Office (P)
- Telecommunications Infrastructure (A)
- Restaurant / Café (A)
- Shop (A)
- Veterinary Centre (P).

Additional Use No.18 under LPS3 contains the following conditions relating to the additional use:

- ‘1. The Additional Use classification is intended to provide for a limited range of land uses that can be appropriately provided in this location, having regard for:*
 - (a) Its proximity to, and interface with, surrounding residential land uses.*
 - (b) Its exposure to regional roads and associated vehicle noise, and its status as a registered contaminated site under the Contaminated Sites Act 2003.*
 - (c) Its capacity to accommodate limited local convenience retail/commercial land uses.*
- 2. The Terms ‘P’, ‘D’ and ‘A’ attributed to each of the additional uses listed shall have the same meaning as defined at Clause 18(2) of the Shire of Serpentine Jarrahdale’s Local Planning Scheme No.3.*
- 3. The following standards and requirements apply to the use and development of the land:*
 - (a) In determining any application for development approval, the decision maker shall have regard to the scale and compatibility of proposed development with respect to the established Residential amenity and character of the surrounding locality.*
 - (b) Development shall be limited to a maximum of 1,000m² net lettable area (NLA) in aggregate across the site. No individual Shop-Retail tenancy shall exceed 500m² NLA floorspace.*
 - (c) Notwithstanding the land use terms defined in clause 55 of the Scheme, the land use ‘Shop’ as it pertains to this additional use shall also include premises used to sell by retail animal supplies including equestrian and pet goods.*
 - (d) No development of sensitive land uses (e.g. residential uses, Child Minding Centre or Educational Establishment) shall occur prior to the land being successfully remediated and appropriately classified under the Contaminated Sites Act 2003 to support such land uses. Development application for such uses, shall be supported by a noise/acoustic assessment demonstrating compliance with relevant state planning policy requirements concerning road/rail noise.*
 - (e) Vehicle access is to be provided via Hay Road.*
 - (f) Development interfaces with existing residential development shall be designed to provide a compatible interface. Special design consideration should be demonstrated to address screening, separation, height and bulk moderation, and/or noise attenuation measures necessary to mitigate potential impacts on adjacent premises.*



- (g) Built form shall be located/oriented to address Hay Road with active frontages to provide high quality street and pedestrian environment. Building design (including height, glazing, colours, textures and architectural features) shall provide a high-quality aesthetic design that reflects a level of integration and consistency with the surrounding built form, and where relevant, address crime prevention and environment design principles. The position of buildings (and any signage) shall have regard to the natural landscape and views from public vantage points.*
- (h) Building form on the corner of Hay Road and Thomas Road shall be designed to reflect a prominent position with detailing to signify this corner. In terms of Thomas Road and South Western Highway frontages, development shall present aesthetic (nonactive) edges only.*
- (i) Waste disposal and loading / unloading areas, internal to the site, are to be designed and located to reduce potential noise, visual and odour impacts on adjoining residential properties. Where possible, these areas should be integrated to improve internal traffic circulation.*
- (j) Landscaping is to form an integrated part of the development; include appropriate deep soil zones; and serve to screen car parking areas and positively interface with surrounding roads and residential properties. Landscaping should maximise the use of local native species.'*

Condition 3(d) of Additional Use No.18 ensures that no development of sensitive land uses including residential uses, shall occur prior to the land being successfully remediated and appropriately classified under the *Contaminated Sites Act 2003* to support such land uses. As such, an appropriate mechanism is in place to ensure that residential development will only occur at the site if the site is successfully remediated and appropriately classified under the *Contaminated Sites Act 2003* for this purpose.

Byford District Structure Plan

The Shire's Byford District Structure Plan was approved by the Western Australian Planning Commission on 30 May 2023. The subject site is identified as Residential Development Low Density (R20-R35) with a Special Use designation under the Byford District Structure Plan. The Byford District Structure Plan did not identify the need for any further local structure planning at the subject site, given its limited size and the established residential development surrounding it. Part 1 Section 1.7.2 of the DSP identifies the strategic location of this site at the intersection of South Western Highway and Thomas Road and the potential of this site to provide an entry statement to Byford. This section of the DSP also contains provisions identifying appropriate land uses and development requirements for the site. The proposed Scheme Amendment No.10 to rezone land from Urban Development to Residential (R20) is consistent with the Residential Development Low Density (R20-R35) designation under the Byford District Structure Plan.

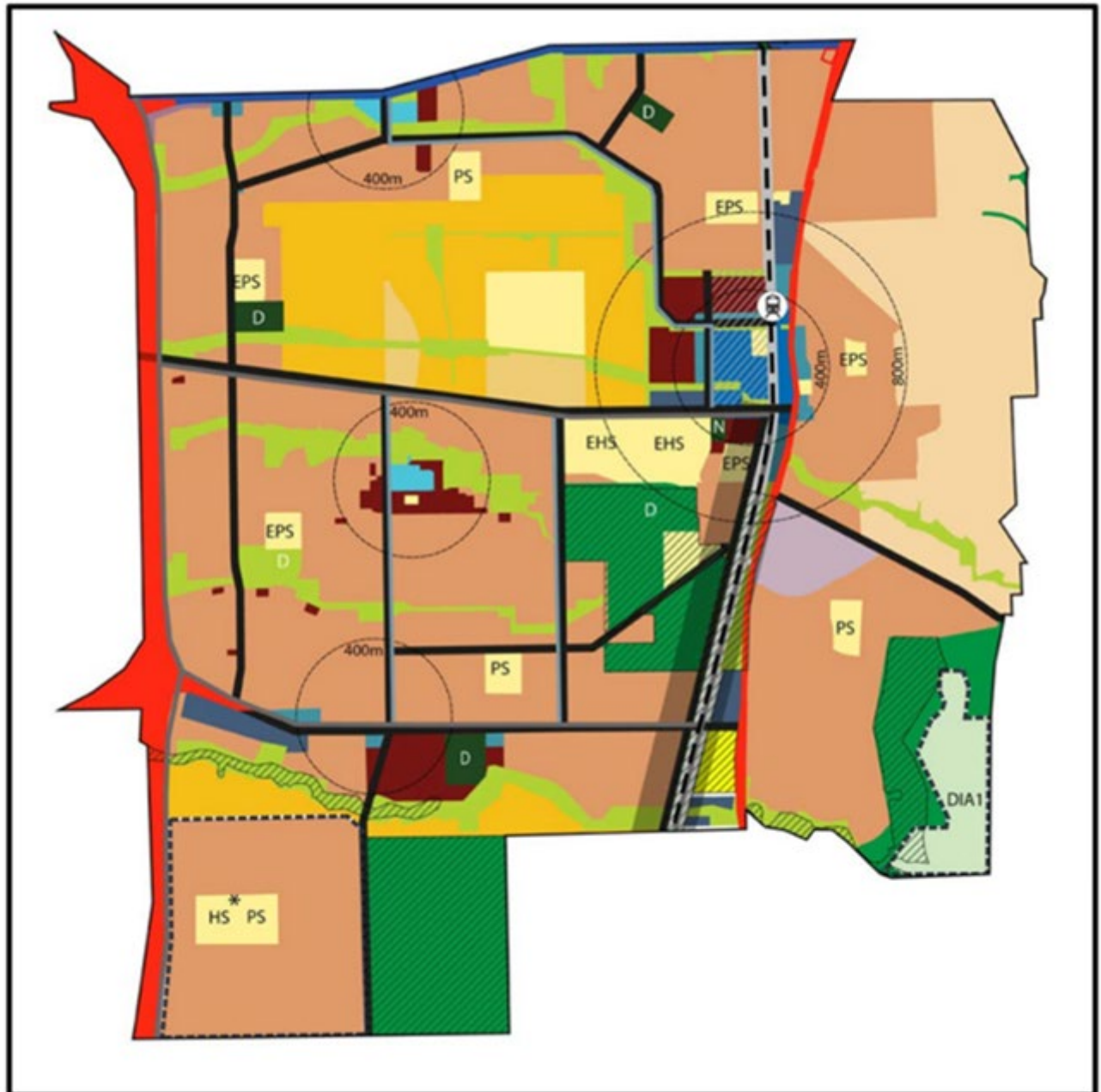


Figure 3. Byford District Structure Plan

State Planning Policy 3.7 Planning in Bushfire Prone Areas

The subject site is identified as a Bushfire Prone Area. Bushfire hazard was considered as part of the Byford District Structure Plan and the approved development at the site. Condition 6 of the development approval requires a Bushfire Management Plan to be submitted and approved by the Shire of Serpentine Jarrahdale, demonstrating compliance with the requirements of State Planning Policy 3.7 - Bushfire and the Guidelines. The Proposed Scheme Amendment seeks to normalise the zoning identified for the subject site under the Byford District Structure Plan and therefore does not propose an intensification of the land further to that approved under the Byford District Structure Plan.



State Planning Policy 5.4 Road and Rail Noise

State Planning Policy 5.4 Road and Rail Noise (SPP 5.4) applies to the preparation and assessment of planning instruments, including region and local planning schemes; planning strategies, structure plans; subdivision and development proposals in Western Australia, where there is proposed noise-sensitive land-use within the policy's trigger distance of a transport corridor. Lot 2 (No. 640) South Western Highway, Byford, is located within 300 metres of the South Western Highway, which is classified as a strategic freight and major traffic route.

However, under Section 4.3(b) of SPP 5.4, planning proposals may be exempt from the policy's requirements if they do not result in an intensification of land use, such as an increase in the number of approved dwellings. The proposed Scheme Amendment seeks to normalise the zoning of the subject site with that identified in the Byford District Structure Plan and does not propose any further intensification beyond what has already been approved.

Proposed Scheme Amendment

The proposed Scheme Amendment to Local Planning Scheme No. 3 seeks to rezone Lot 2 (No.640) South Western Highway, Byford from the Urban Development zone to the Residential R20 zone. This rezoning represents the normalisation of a portion of the Byford District Structure Plan into Local Planning Scheme No. 3.

The Byford District Structure Plan identifies the subject site as Residential Development Low Density (R20 -R35). The proposed Scheme Amendment seeks to incorporate this structure plan designation within the Local Planning Scheme No.3 zoning.

The proposed Scheme Amendment is consistent with the WAPC approved Byford District Structure Plan. Normalising this portion of the Byford District Structure Plan into the Scheme would enable the land use permissibility and development controls for the Residential R20 zone within the Scheme to apply to this area. The area will still be subject to the Additional Use No.18 provisions, which already exist under the Scheme. The proposed Scheme Amendment will improve the efficiency and implementation of the planning framework.

The Residential zone objectives are also reflective of the current approved development at the site. The approved Development Application for a gym, swim school, and shop, with a land use classification of "Recreation - Private" and "Shop", for the subject lot, is deemed as consistent with the objectives of the "Residential" zone, which articulates:

"To provide for a range of non-residential uses, which are compatible with and complementary to residential development."

The proposed Scheme Amendment to normalise this portion of the Byford District Structure Plan into Local Planning Scheme No.3 will finalise the planning framework as intended.

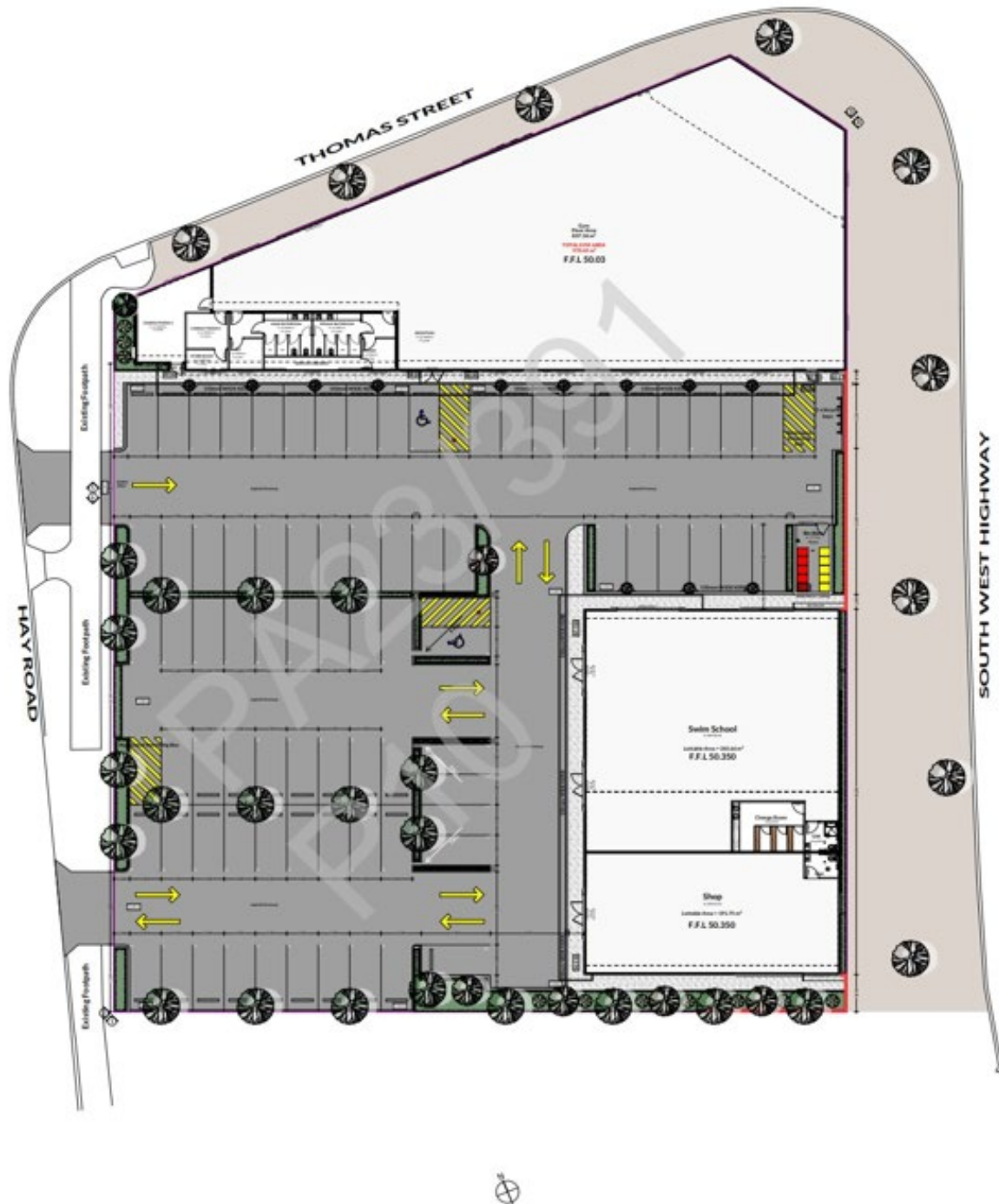


Figure 4. Approved Development Application on the subject lot

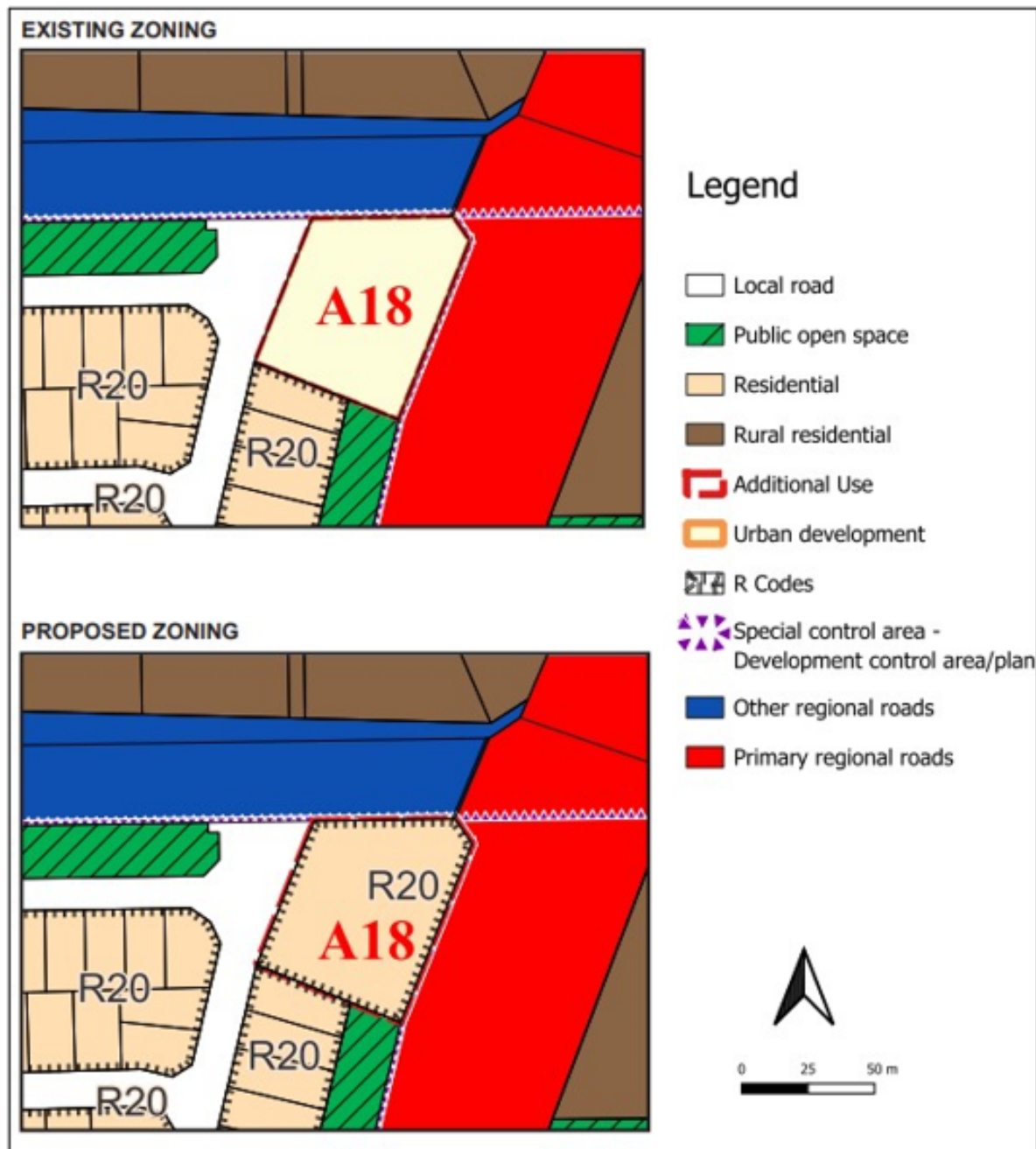


Figure 5: Proposed Scheme Amendment No.10 Map

Options

Option 1

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005* and Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to ADOPT the proposed Scheme Amendment No. 10 to Local Planning Scheme No. 3 - Normalisation of Byford District Structure Plan - Lot 2 (No.640) South Western Highway, Byford as contained in **attachment 1** as follows:



- a. Amend the Scheme Map to zone Lot 2 (No. 640) South Western Highway, Byford as Residential R20.
2. Pursuant to Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DETERMINE the proposed Scheme Amendment to be a 'Basic' amendment in accordance with Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:
 - a. "an amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan."
3. Pursuant to Regulation 58(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES a copy of the proposed Scheme Amendment No. 10 to Local Planning Scheme No. 3 - Normalisation of Byford District Structure Plan - Lot 2 (No.640) South Western Highway, Byford as contained in **attachment 1**, to the Western Australian Planning Commission for final approval.
4. AUTHORISES the Shire President and the Chief Executive Officer, in accordance with Section 9.49a of the *Local Government Act 1995*, to execute under Common Seal Amendment No. 10 to Shire of Serpentine Jarrahdale Local Planning Scheme No. 3 - Normalisation of Byford District Structure Plan - Lot 2 (No.640) South Western Highway, Byford as contained in **attachment 1**.

Option 2

That Council, pursuant to Section 75 of the *Planning and Development Act 2005* and Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to NOT ADOPT the proposed Scheme Amendment No. 10 to Local Planning Scheme No. 3 - Normalisation of Byford District Structure Plan - Lot 2 (No.640) South Western Highway, Byford.

Option 1 is recommended.

Conclusion

The proposed Scheme Amendment seeks to normalise a portion of the Byford District Structure Plan into the Shire's Local Planning Scheme No.3 by rezoning Lot 2 (No.640) South Western Highway, Byford from Urban Development to Residential R20. The proposed Scheme Amendment is consistent with the State and local planning framework and the existing land uses and development at the subject site.

The normalisation of this area of land into Local Planning Scheme No.3 would complete the planning framework for this area and enable the land use permissibility and development controls for the Residential zone within the Scheme to apply to this area.

Attachments (available under separate cover)

- **10.1.9 - attachment 1** - Proposed Scheme Amendment No.10 Report (E25/5720)



Alignment with our Council Plan 2023-2033

Thriving	
1.	Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2.	Advocate and attract businesses to grow and thrive, increasing opportunities for local employment

Financial Implications

There are no financial implications relating to this matter.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	This is the lowest strategic risk option.						
2	That Council resolves to NOT ADOPT the proposed Scheme Amendment No. 10 to Local Planning Scheme No. 3 - Normalisation of Byford District Structure Plan - Lot 2 (No.640) South Western Highway, Byford.	Planning framework.	Social Community Outcomes /	Possible	Moderate	MODERATE	Accept Officer recommendation.



Voting Requirements: Simple Majority

OCM-156-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005* and Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to ADOPT the proposed Scheme Amendment No. 10 to Local Planning Scheme No. 3 - Normalisation of Byford District Structure Plan - Lot 2 (No.640) South Western Highway, Byford as contained in attachment 1 as follows:
 - a. Amend the Scheme Map to zone Lot 2 (No. 640) South Western Highway, Byford as Residential R20.
2. Pursuant to Regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, DETERMINE the proposed Scheme Amendment to be a 'Basic' amendment in accordance with Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:
 - a. "an amendment to the scheme map that is consistent with a structure plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan."
3. Pursuant to Regulation 58(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES a copy of the proposed Scheme Amendment No. 10 to Local Planning Scheme No. 3 - Normalisation of Byford District Structure Plan - Lot 2 (No.640) South Western Highway, Byford as contained in attachment 1, to the Western Australian Planning Commission for final approval.
4. AUTHORISES the Shire President and the Chief Executive Officer, in accordance with Section 9.49a of the *Local Government Act 1995*, to execute under Common Seal Amendment No. 10 to Shire of Serpentine Jarrahdale Local Planning Scheme No. 3 - Normalisation of Byford District Structure Plan - Lot 2 (No.640) South Western Highway, Byford as contained in attachment 1.

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.1.10 - Adoption of modifications to Amendment 7 - Development Contribution Plans (PA24/522: E25/5546)**

Responsible Officer:	Manager Strategic Planning
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.
Legislative	Includes adopting local laws, local planning schemes and policies.

Report Purpose

The purpose of this report is for Council to consider adoption of recommended modifications to Amendment 7 to Local Planning Scheme 3, which proposes changes to the four operative Development Contribution Plans (DCPs). Following public advertising and consultation, submissions have been received, and Officers have prepared a number of recommended modifications in response. Once adopted, Amendment 7 as advertised (**attachment 1**) will be submitted to the Western Australian Planning Commission along with the Schedule of Modifications (**attachment 3**), for the Minister's final determination.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 16 September 2024 - OCM252/09/24 - COUNCIL RESOLUTION / Officer Recommendation - extract

That Council:

- 1. Pursuant to Section 75 of the Planning and Development Act 2005 and Regulation 35(1) of the Planning and Development (Local Planning Schemes) Regulations 2015, RESOLVES TO ADOPT proposed Scheme Amendment No. 7 to Local Planning Scheme No. 3 for the Development Contribution Plans as contained in attachment 1, and DETERMINES the proposed Scheme Amendment to be a 'Complex' amendment in accordance with Regulation 34 of the Planning and Development (Local Planning Schemes) Regulations 2015, for the following reasons:
an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan;*
- 2. Pursuant to Part 5 Division 2 Regulation 37(1) of the Planning and Development (Local Planning Schemes) Regulations 2015, resolves to PROCEED to advertise (subject to WAPC consents being received) the draft Scheme Amendment No. 7 to Local Planning Scheme No. 3 for the Development Contribution Plans as contained in attachment 1.*



Background

The Shire currently operates four Development Contribution Plans, each corresponding to a Development Contribution Area (DCA). These DCPs enable the equitable collection of funds from developers for infrastructure provision within the urban areas of Byford, Mundijong-Whitby, and the West Mundijong industrial area. The DCPs and their associated DCAs are:

- Byford Traditional Infrastructure DCP (DCA1)
- West Mundijong Industrial Area DCP (DCA2)
- Mundijong-Whitby Traditional Infrastructure DCP (DCA3)
- Community Infrastructure DCP (DCA4), commonly referred to as the CIDCP.

Previous Amendments 207, 208, and 209 to the (now superseded) Town Planning Scheme No. 2 updated infrastructure items within DCAs 1, 2 and 4, and introduced DCA3 for the Mundijong-Whitby Urban area. The process from advertising to final Ministerial approval for those amendments took over three years.

Amendment 7 has been prepared to respond to:

- Changes in development fronts across the DCP areas since the previous amendments.
- Increasing infrastructure costs within the CIDCP, in the context of the maximum per-lot contribution permitted under State Planning Policy 3.6.
- The impact of the Stage 1A Keirnan Park project on capital expenditure priorities within the CIDCP.

This report presents a series of proposed modifications to Amendment 7, following the public advertising and consultation period, and in consideration of the submissions received.

Community / Stakeholder Consultation

Policy Concept Forum

Nil.

Statutory Environment

In accordance with the Planning and Development (Local Planning Schemes) Regulations 2015, amendments relating to development contributions are classified as 'complex scheme amendments' and must be advertised for a minimum of 60 days. Advertising was undertaken as follows, with the consultation period between 23 January 2025 and 25 March 2025 (61 days):

- Publication on the Shire's website
- A hard copy available at the Shire's administration centre
- Public notice in the local newspaper (*The Examiner*)
- Notification provided to relevant public authorities.

Legislation

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015.



State Government Policies

State Planning Policy 3.6 - Infrastructure Contributions.

Local Planning Framework

Shire of Serpentine Jarrahdale Local Planning Scheme No. 3.

Byford District Structure Plan (2025)

Mundijong District Structure Plan (2025)

Planning Assessment

Ten government agencies were invited to comment on the amendment, alongside the Byford Industry Reference Group (BIRG) and Mundijong Industry Reference Group (MIRG), which collectively represent the major landowners and developers in the respective DCP areas.

All government agencies responded with no substantive comments. Five substantive submissions were received from developers within the BIRG and MIRG. No submissions were received from members of the general public.

Officers have reviewed and considered all submissions and recommend eight modifications to the Amendment; seven being primarily administrative and one being a substantive change. The full Schedule of Submissions is included as **attachment 2**. The Schedule of Modifications is included as **attachment 3**.

The substantive recommendation and the revised timeline for provision of infrastructure are of key interest, and as such are detailed following:

Substantive Recommendation #7: Goodwood Boulevard and Skyline Boulevard (Mundijong-Whitby Urban DCP)

Goodwood Boulevard (formerly "Whitby New Road") is currently identified in the DCP between Taylor Road and South Western Highway. The western connection is reliant on an at-grade crossing of the rail infrastructure running parallel to Soldiers Road (eastern side), for which delivery timing remains uncertain and may extend beyond the lifespan of the DCP. Specifically, the DCP currently states in respect of the at grade crossing of the rail by the Whitby new road that:

"Note: The construction of the at-grade crossing is subject to agreement between the Road Manager and Rail Infrastructure Manager. The Local Government is responsible to manage communications between all stakeholders, obtain the required approvals and arrange for an Australian Level Crossing Assessment Model (ALCAM) Report and a Rail Safety Report to be undertaken."

Construction of the at-grade crossing should not be considered prior to the freight rail being realigned away from the Mundijong Urban area. In the event that an at-grade rail crossing is not approved, the local government is to apply any funds already collected to an approved alternate crossing or if no crossing is approved any collected funds shall be applied to the Town Centre Distributor Road item generally or other items in the DCP."

With the timing of the freight rail deviation being unknown, there is no specific timeframe possible as to the Whitby new road delivered at grade.

Further to this, recent advice from Main Roads WA indicates that the proposed eastern connection to South Western Highway will require longer-than-anticipated acceleration and deceleration lanes due to the design speed.



These requirements, combined with the need for further detailed planning and interagency consultation, present significant uncertainty in terms of cost, timing, and feasibility within the current DCP timeframe, with the intersection treatment also in question which would place it at a significantly larger cost. The anticipated changes to the intersection design, road geometry, and associated land acquisition will increase the overall DCP costs beyond those currently included.

As a result of the planning constraints, the connection is unlikely to be delivered within the DCP horizon and cannot reliably function as a strategic east-west link or emergency escape route for the Whitby Estate in the short to medium term. In response, the developer has shifted focus to a north-south movement strategy within the estate. This prioritises the extension of Skyline Boulevard to Norman Road, as reflected in the Mundijong District Structure Plan (2023). The extension will provide improved connectivity and emergency access for the Whitby community and is considered the more deliverable and effective strategic route.

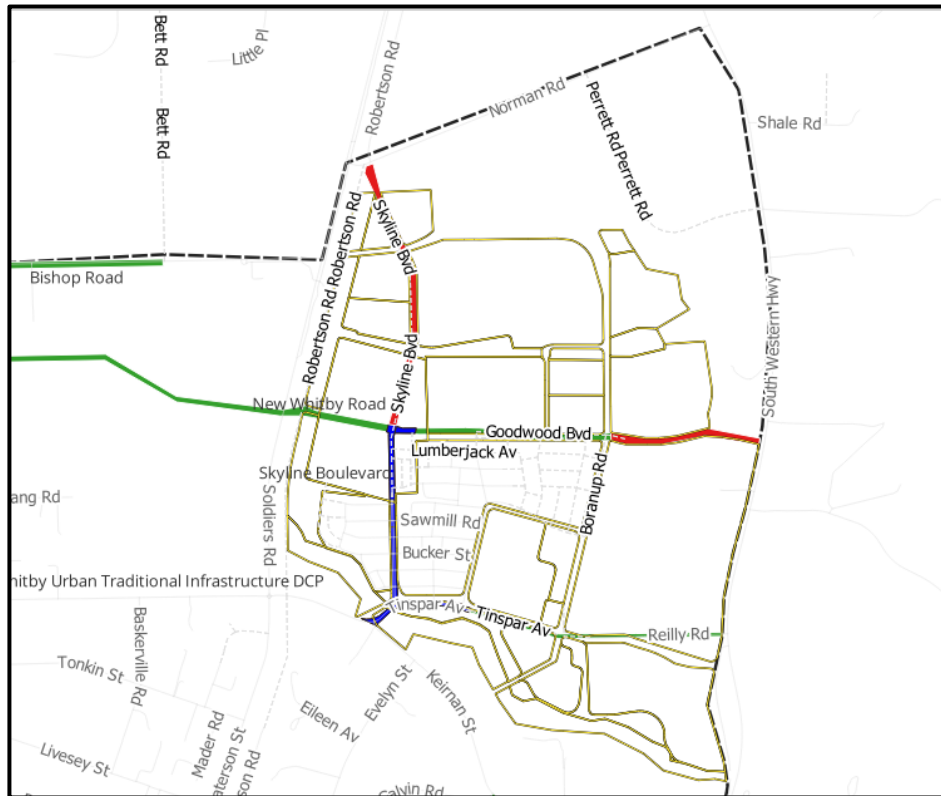
Following consultation with the developer and a preliminary (high level) cost impact assessment, it is recommended that the eastern extent of Goodwood Boulevard be reduced by approximately 700 metres (the extent of the currently approved subdivision in that area), omitting the intersection with South Western Highway and associated upgrades at this time. The funds associated with this section are proposed to be reallocated to support the delivery of the Skyline Boulevard extension. This adjustment is expected to be cost-neutral to the DCP and will enable critical infrastructure to proceed without increasing per-lot contribution rates.

Although this modification was not explicitly included in the advertised version of Amendment 7, both infrastructure items are already included in the existing DCP, and the proposed changes relate to scope adjustments rather than new inclusions. In accordance with Regulation 46(1) of the Planning and Development (Local Planning Schemes) Regulations 2015, the Minister may direct that modifications to a complex amendment be advertised only where they are considered significant and warrant further public consultation. In the absence of such a direction, the Minister may proceed to approve the amendment with modifications not previously advertised. The Shire submits that:

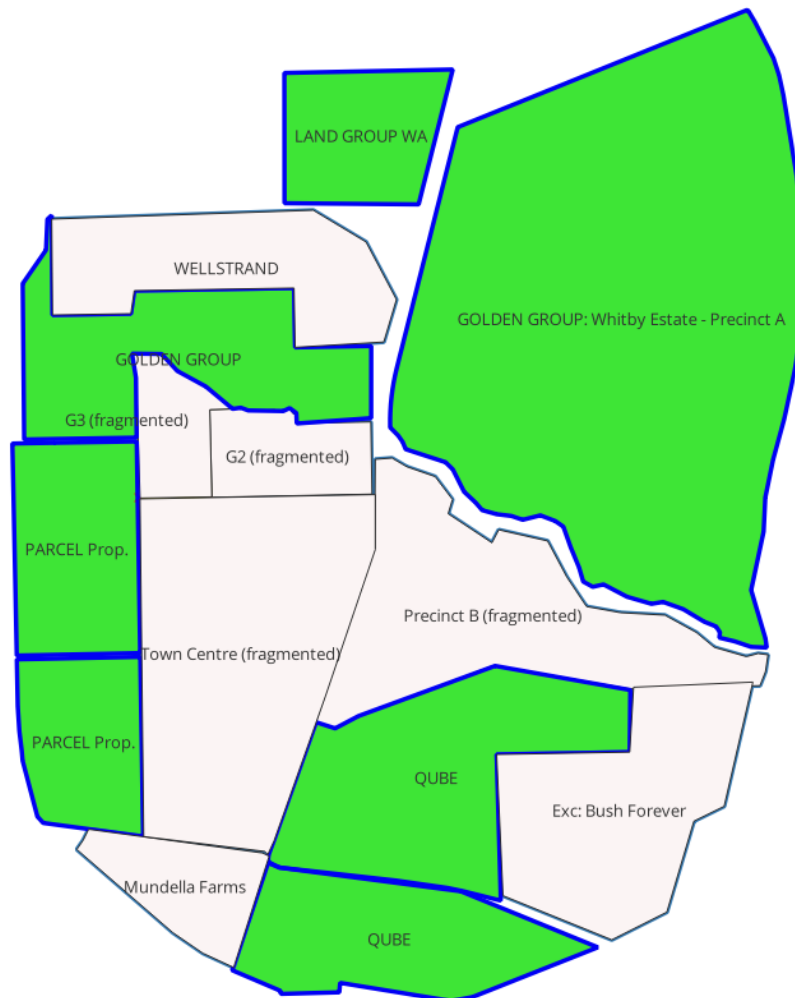
- The proposed modifications do not materially alter the intent of Amendment 7.
- Stakeholder engagement has demonstrated broad support for the amendment objectives.
- Further advertising would unnecessarily delay the delivery of essential infrastructure without offering meaningful additional benefit to the community or decision-making process.



The map below highlights the modified scope for these items in red:



In order to support this case, The Shire has sought written endorsement from developers through the Mundijong Industry Reference Group (MIRG) which comprises all major developers in the Mundijong-Whitby Urban area. The Shire received endorsement from four developers: Golden Group, Parcel Properties, Qube Properties and Land Group WA. No responses were received from the remaining major developers (Mundella Farms and Wellstrand). No objections were received. A visual representation of the land ownership in the DCA is shown below, with landowner endorsement shown in green.



A letter to the Minister explaining the Shire’s submission in more detail has been drafted, and the responses from MIRG regarding the endorsement are enclosed with that letter (**attachment 4**).

Recommendation #6: Infrastructure Timings and References

It is noted that the timeline and priority reflect the full completion of the included scope, with construction occurring in stages throughout the life of the DCP(s). For example, a portion of Orton Road is considered priority for build to align with the Tonkin Highway extension, however the rail crossing for the ultimate connection to South Western Highway means this item is likely to be completed towards the end of the DCA1 timeframe, and this is reflected as such in the table below.

**Byford Traditional Infrastructure DCP (DCA1):**

DCA1	Priority	Item Name	Timeline
		Kalimna DOS	Completed
		Thomas Road	Completed
		Sansimeon Boulevard	Completed
		Kardan Boulevard	Completed
		Byford Central DOS	Completed
		Abernethy Road	Completed
	1	Indigo Parkway	Short Term 2025-2030
	2	The Glades DOS	
	3	Orton Road DOS & REW	
	4	Doley Road	
	5	Warrington Road	
	6	Orton Road	Medium Term 2031-2034

West Mundijong Industrial DCP (DCA2):

DCA2	Priority	Item Name	Timeline
	1	Kargotich Road	Short Term 2025-2030
	2	North South Spine Road	Medium Term 2031-2035
	3	Bishop Road West	Long Term 2036-2038
	4	Mundijong Road West	

Mundijong-Whitby Urban Traditional Infrastructure DCP (DCA3):

DCA3	Priority	Item Name	Timeline
	1	Keirnan Park DSS	Short Term 2025-2030
	2	Bishop Road East	
	3	Taylor Road/Adams Street	
	4	North South Road	Medium Term 2031-2035
	5	Skyline Boulevard	



	6	Adams/Cockram St NOS	
	7	G1 North NOS	
	8	Tinspar Avenue	Long Term 2036-2038
	9	Goodwood Boulevard	

Byford and Mundijong Community DCP (DCA4):

DCA4	Priority	Item Name	Timeline
	1	Keirnan Park DSS	Short Term 2025-2030
	2	Keirnan Park BMX Facility	
	3	The Glades Community Centre	
	4	Cardup Brook Playground	
	5	Lindt Street Playground	
	6	Briggs Park Pavilion	Medium Term 2031-2035
	7	Orton Road DOS	
	8	Byford Library	
	9	Whitby Playground	
	10	Mundijong Dog Park	

Overhead allocations

The Scheme amendment also seeks to make very clear the cost recovery for internal project management overheads associated with delivering infrastructure contained within the DCPs. In this regard, officers recognise that project management costs are an essential component of infrastructure delivery, particularly where delivery is undertaken directly by the Shire rather than via developer pre-funding. Historically, a line item titled “Costs associated with Design and Management” has been included in DCP projects to capture this. However, the costing for this line has not previously incorporated internal Shire costs incurred during Shire-led delivery. Moving forward, the term “Shire Internal Costs” has been added for transparency and included in the cost estimates where applicable.

These costs, based on recent modelling for projects, are estimated to average around 15% of the total project cost. This is not intended as an industry benchmark, but rather a reasonable forecast based on observed historical data for similar infrastructure projects managed by the Shire. It is acknowledged that developers delivering infrastructure directly are not subject to the same governance framework and typically use preferred suppliers without formal tendering, which results in lower overheads. The increase above typical developer project management costs (commonly 7-10%) reflects:



- Mandatory compliance with the Local Government Act, including public tender processes for both design and construction.
- Officer time spent on procurement governance, tender evaluation, and contract management, often supplemented by consultants for high value tenders.
- Additional oversight and reporting processes inherent in public sector delivery.
- Importantly, these internal costs:
- Do not duplicate general DCP administration costs whereby a proportion of overhead cost for key employees reflects the anticipated time to be spent on the general running of the DCPs. Additionally, staff involved in specific DCP projects will record that time via project-based timesheets to separate project work from the general administration pool, thus avoiding double counting.
- Will be reconciled to actuals at the time of delivery. The 15% represents a planning estimate only and will be superseded by actual internal costs when available.

While most traditional DCP infrastructure is developer-delivered, this scope item is included across all projects as it is not always possible to identify in advance which projects (or portions thereof) may be Shire-delivered. The application of this cost to individual infrastructure items will be assessed at each Annual Report Review to reflect the best available information at that time, and only applied to the section/value of the project the Shire is delivering. This allows for consistent treatment and ensures cost recovery is available if required, without impacting developer-delivered projects.

This approach is considered appropriate for inclusion within the DCPs under the following principles:

- Transparency: We have included this as a distinct cost category, which will be supported by time-based cost tracking to meet the principles of accountability and equity.
- Actuals reconciliation: Using actual costs rather than fixed estimates aligns with the requirement for costs to be reasonable and reflective of the actual cost of infrastructure.

Options

Option 1

That Council:

1. Pursuant to Section 75 of the *Planning and Development Act 2005* and regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, ADOPTS Scheme Amendment No. 7 SUBJECT to the modifications as contained within attachment 1, and
2. AUTHORISES the Chief Executive Officer to sign the letter to the Minister requesting support for modification #7, and
3. AUTHORISES officers to forward (2) copies of Amendment 7 (as advertised), with the Schedule of Modifications, the Schedule of Submissions, and the letter to the Minister, to the Western Australian Planning Commission in accordance with Regulation 37(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.



Option 2

That Council DOES NOT ENDORSE the Schedule of Modifications.

Option 1 is recommended.

Conclusion

Amendment 7 (modified) responds to changes in development patterns, rising infrastructure costs, and updated structure plans across the DCP areas. Following public consultation, Officers have reviewed submissions and recommend 11 modifications, most of which are minor or administrative. Key changes include the extension of Skyline Boulevard and the reduction of Goodwood Boulevard in the Mundijong-Whitby DCP. These adjustments reflect updated planning advice and ensure the DCP remains equitable and responsive. Council's adoption will allow the amendment to progress to the WAPC for final determination.

Attachments (available under separate cover)

- **10.1.10 - attachment 1** - Amendment 7 as originally advertised (E24/11503)
- **10.1.10 - attachment 2** - Schedule of Submissions (E25/483)
- **10.1.10 - attachment 3** - Schedule of Modifications (E25/5540)
- **10.1.10 - attachment 4** - Letter to the Minister regarding Proposed Modification #7 (E25/5543).

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
Liveable
4. Invest in facilities and amenities to meet current and future needs
Connected

Financial Implications

The total value of the items remains unchanged from the adopted Amendment and the estimated Contribution Per Lot value advertised. This is currently tracking as follows:

DCA	Current cost per lot	Cost per lot as part of amendment (at today's rates)
1		
Precinct A	A = \$17,069.12	A = \$17,308.50
Precinct B	B = \$11,868.67	B = \$11,932.81
Precinct C	C = \$5,506.09	C = \$5,561.60
Precinct D	D = \$11,868.67	D = \$11,932.81
2	\$22.15	\$22.52
3	\$11,509.59	\$13,542.24
4		



Byford	Byford = \$2,575.62	Byford = \$2,578.07
Mundijong	Mundijong = \$1,905.92	Mundijong = \$2,430.14
(NOTE: this includes factor for internal project cost recovery. If this was not supported by the WAPC, such costs of around 15% per item would not be recoverable)		

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no significant risks associated with Council ADOPTING the modifications proposed to Amendment No. 7.						
2	If Council DOES NOT ADOPT Scheme Amendment No. 7 SUBJECT to the modifications, the WAPC may not endorse the Amendment to the Minister, causing delays, which may result in non-collection of contributions for newly added/updated infrastructure items, resulting in a funding deficit, or infrastructure lagging behind demand. The Annual revision to the CIDCP to update costs cannot occur (required for compliance with SPP 3.6) due to exceeding the capped per lot contribution rate.	No controls are in place in respect of new, or extended, infrastructure inclusions.	Financial	Unlikely	Catastrophic	MODERATE	



Voting Requirements: Simple Majority

OCM-157-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Duggin, seconded Cr Jerrett

That Council:

- 1. Pursuant to Section 75 of the *Planning and Development Act 2005* and regulation 35(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, ADOPTS Scheme Amendment No. 7 SUBJECT to the modifications as contained within attachment 1, and**
- 2. AUTHORISES the Chief Executive Officer to sign the letter to the Minister requesting support for modification #7, and**
- 3. AUTHORISES officers to forward (2) copies of Amendment 7 (as advertised), with the Schedule of Modifications, the Schedule of Submissions, and the letter to the Minister, to the Western Australian Planning Commission in accordance with Regulation 37(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*.**

CARRIED UNANIMOUSLY 6/0

**10.1.11 - Shire of Serpentine Jarrahdale Public Health Plan 2025-2030 - Consideration For Council Adoption**

Responsible Officer:	Manager Health, Building and Community Safety
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.

Report Purpose

The purpose of this report is for Council to consider adopting the next version of the Shire's Public Health Plan, being the SJ Public Health Plan 2025-2030 - **attachment 1**. In Western Australia, local government public health plans play a crucial role in promoting and protecting the public's health and wellbeing within their specific districts. This is achieved through aligning local plans with the State Public Health Plan, and developing local policies, programs and actions address identified health needs.

It is recommended that Council endorse the Public Health Plan for the next phase of health planning and actions undertaken in collaboration with the community and stakeholders.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 20 July 2020 - OCM215/07/20 - COUNCIL RESOLUTION / Officer Recommendation

That Council ADOPTS the Health and Wellbeing Strategy 2020 - 2024 as contained within attachment 1 and implements the actions within Budget constraints.

Background

The Shire of Serpentine Jarrahdale's *Health and Wellbeing Strategy 2020-2024* and *Local Food Action Plan 2020-2024* were due to be reviewed and updated by June 2024. This process was delayed due to the unavailability of the necessary health statistics from East Metro Health Services to inform the plan. The Shire received this data in January 2025 and completed community consultation to draft this Plan.

To align with the Western Australian Health terminology, the Health and Wellbeing Strategy is proposed to be renamed as the SJ Public Health Plan 2025-2030, reflective of being a Local Public Health Plan. Under the *Public Health Act 2016*, it is a statutory requirement to develop a local public health plan which becomes an informing strategy within the Shire's integrated planning framework.



Community / Stakeholder Consultation

Consultation for the Public Health Plan involved communication with external agencies for statistical data on the Shire's population health indicators, obtaining feedback from the community on their health risk concerns, as well as internal consultation for input into the objectives and actions.

The Plan is informed by important local health and social data collected by the East Metropolitan Health Service (EMHS) and developed into the *Shire of Serpentine-Jarrahdale Health and Wellbeing Profile - attachment 2* - which includes data from a variety of databases including the Australian Bureau of Statistics (ABS) and the Australian Institute of Health and Welfare (AIHW).

A summary from the health profile is outlined in the table following:

Community Health Profile – Top 5 Health Risk Factors		SJ Shire Persons (%)	WA Persons (%)
1. Poor diet and nutrition	• Eats the recommended serves of vegetables daily	7.45	8.39
	• Eats from fast food outlets at least weekly	27.12	23.94
2. Physical inactivity	• Completed the recommended amount of physical activity per week	40.41	47.09
3. Mental Health (last 12 months)	• Diagnosed with a <u>mental</u> health condition	19.49	15.53
	• Told by a doctor they have anxiety	12.32	9.33
	• <u>Told</u> by a doctor they have depression	12.62	8.22
	• Told by a doctor they have stress	11.66	9.47
	• Told by a doctor they have very high psychological distress	11.72	8.64
4. Harmful Alcohol consumption	• Drinks at harmful levels that increase risk of long-term harm	28.72	24
5. Smoking	• Adults who currently smoke	11.40	10.69

These findings point to an important range of indicators that present a need to support the community, particularly in areas of healthy eating, mental health and physical activity. Data points to issues of vulnerable households, with a lack of available time and convenience impacting activities like physical exercise and fresh food preparation / cooking. Data pertaining to smoking and alcohol consumption also point to trends that may be adversely impacting public health over the longer term.

As part of the community consultation, the Shire published an online community survey on Your say SJ between August 2024-October 2024. Between August 2024 and April 2025 officers conducted in person surveys in various locations such as the Mundijong Farmers Market, the Recreation Centre, and pop-up surveys at supermarkets and pharmacies.

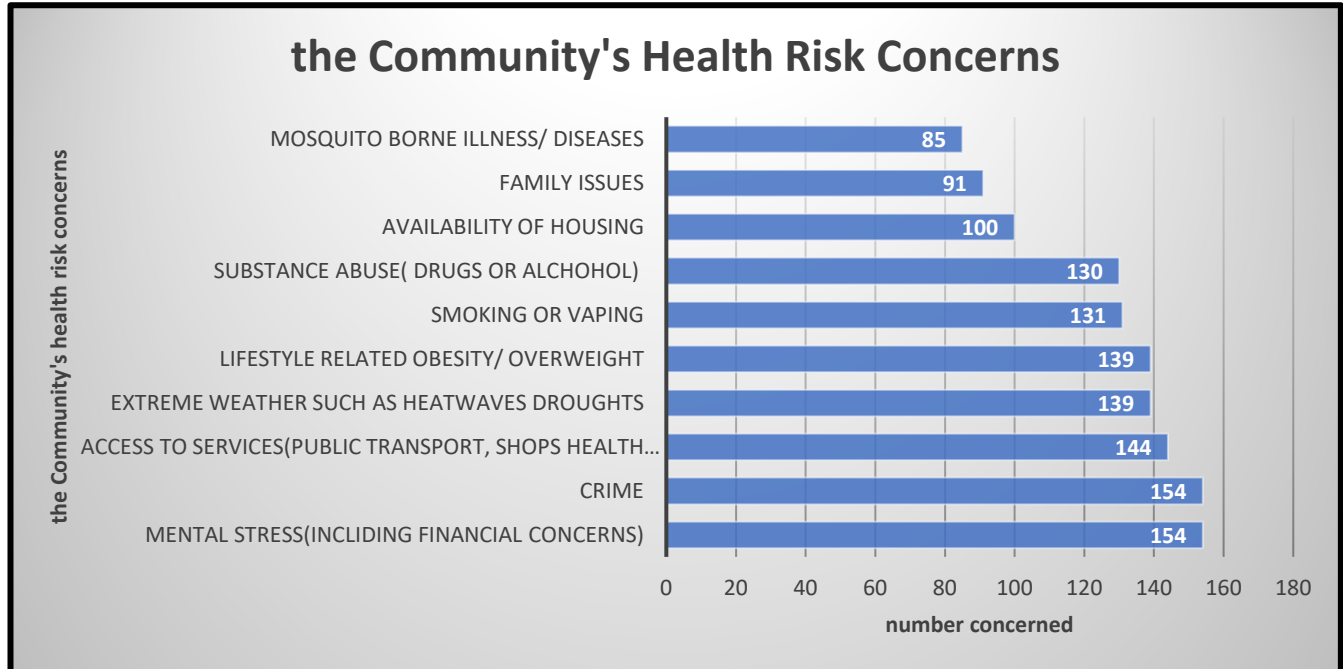
Officers also engaged with different age groups by visiting senior groups and the youth centre and providing hard copy surveys to residents in Serpentine Village. QR codes linked to the survey were distributed at multiple locations, including the Byford Library, Community Resource Centre, pharmacies, shopping centres and other Shire facilities.

In total, officers engaged with 406 community members. 233 of which were responses to the Shire's primary consultation survey on Your Say SJ. A summary report of the responses is in **attachment 3**.

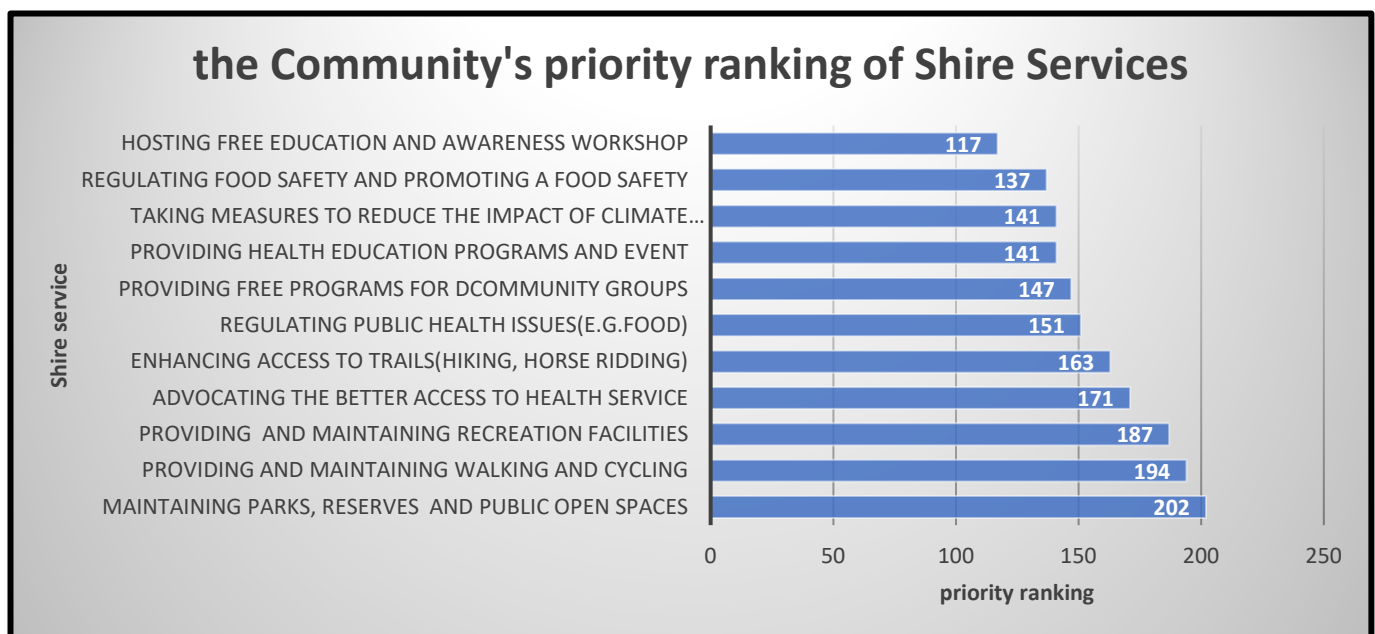
The survey asked residents to rate their level of concern about the impact of various health risk factors on the health and wellbeing of them and their family.



The table below ranks the community's health risk concerns, indicating mental health and crime as their biggest concern; followed by access to services, extreme weather events and lifestyle related obesity.



A second question sought feedback from the community on the level of importance they place on the provision of various Shire services. The table below shows the community's priority rank of Shire Services with a high level of importance placed on the maintenance of parks and reserves, providing walking and cycling paths and providing recreation facilities followed by advocating for better access to health services and public transport.





At the end of the survey, residents were provided an opportunity to provide further comments. These comments have been categorised to align with the above-mentioned Shire services in the consultation feedback summary in **attachment 4**.

The community expressed a need for more playgrounds to suit children of different age groups. There were a considerable number of requests for a footpath connecting the Serpentine townsite and cycle paths in general. Residents emphasised the need to maintain a variety of free and low-cost activities for the community.

Statutory Environment

The *Public Health Act 2016* s.45(3) requires the Local Public Health Plan to be developed consistent with the State Public Health Plan and establish objectives and priority areas related to the public health of its district. The Local Public Health Plan must be reviewed annually, replaced every 5 years and a report provided to the Chief Health Officer on the performance of the local government in administering its functions under the *Public Health Act 2016*.

Part 5 of the *Public Health Act 2016* was mandated on 4 June 2024, requiring the Chief Health Officer to publish the *State Public Health Plan 2025-2030* by 4 June 2025. Whilst still in draft form, the draft objectives and priorities of the State Public Health Plan have been used to inform the direction of the Shire's Local Public Health Plan.

Legislation

Public Health Act 2016

State policy

State Public Health Plan for Western Australia 2024 -2029

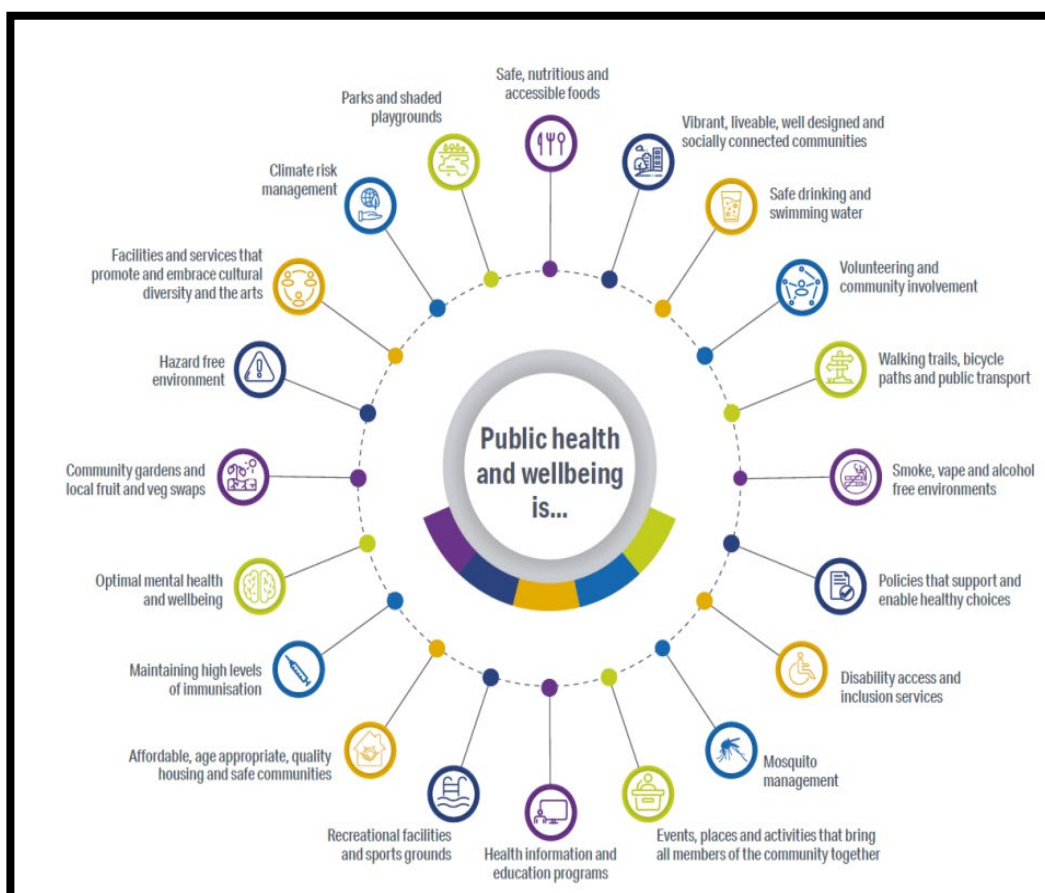
Federal policy

National Preventive Health Strategy 2021-2030

Comment

The World Health Organisation defines Public Health as “the art and science of preventing disease, prolong life and promoting health through the organised efforts of society”. There is evidence that indicates public planning is a preventative measure that offers cost effective ways to improve health outcomes in Australia and locally. Building and supporting the capacity of the community to live healthy and engaging lives represents a centrepiece to the partnership-based approach enshrined by the previous version of the Shire's Health and Wellbeing Strategy. This is intended to continue under the new Public Health Plan.

Good health and wellbeing are dependent on a wide range of factors, otherwise known as health determinants. These include not only individual characteristics and lifestyles, but importantly the social, economic, built and natural environments in which the community live, work and recreate. The breadth of impacts on health and wellbeing is well outlined in the image following:



A broad view of health and wellbeing indicates that many local government functions can be regarded as making significant contributions to the health and wellbeing of the community. These include planning and urban design, development assessment and regulation, sport and recreation planning and delivery, building approvals, waste management, community development and the provision of facilities, paths and parks. These are in addition to environmental health and health promotion.

As derived from the Shire's Health profile statistics, demographic data from the Shire's id profile and from feedback from the community, the following table outlines the priority areas to inform future action.

Prominent health risk statistics	Primary Demographic groups in SJ	Community's Health concerns	Communities' priority of Shire services
Poor diet and nutrition	Higher proportion of 0-19- and 30-39-year-olds indicating young families are the highest population	Mental stress (including financial concerns)	Maintaining parks, reserves and Public open Spaces
Physical inactivity	Highest number of residents have English ancestry	Crime	Providing and maintaining walking and cycling paths
Mental Health (last 12 months)	Most spoken language after English is Punjabi	Access to services (Public transport, Shops health services)	Providing and maintaining recreation facilities
Harmful Alcohol consumption	Highest employment types relate to construction and mining	Extreme weather such as heatwaves, droughts	Advocating the better access to health service and public transport
Smoking	Lower number of residents aged 60 plus compared to greater Perth	Lifestyle related obesity/ overweight	Enhancing access to trails (hiking, horse riding)
Larger percentage with Asthma (8.1% compared with 7.3)			



Based on these priority areas, 11 objectives have been developed, encompassing an individual's health behaviours, the environment that influences health and the community connection that enriches a person's wellbeing. In alignment with the Council Plan, the Public Health Plan has the same pillars with slightly modified mission statements more specific to health and wellbeing outlined in the following table.

Pillars	Thriving (individual health based)	Livable (Place environment based)	Connected (community collective based)
Mission statements	Enabling residents' health and wellbeing to flourish through active lifestyles and healthy choices.	A protected, enhanced and safe natural and built environment, with access to services and facilities.	Strengthening community connection so everyone feels at home.
Objectives	Increase physical activity. Empower residents to make informed healthy choices (and reduce unhealthy behaviours such as smoking, drinking, anti-social behaviour). Improve mental health and wellbeing.	Improve transport options (including active transport) and access to services. Provide spaces that enable health, wellbeing, and inclusion. Take measures ensure the safety and sustainability of the built and natural environment.	Provide programs to improve health and wellbeing for all. Enhance opportunities for social inclusion of everyone in our diverse community.
Local Food Objectives	Improve access to; and intake of healthy nutritious food for everyone in the community.	Enhance the local food network and sustainable agriculture in urban, peri-urban, and rural environments.	Grow community connection through learning, sharing, and growing healthy sustainable food.

Recognising the need for a coordinated approach to local food actions, Council has resolved to form a Food Security and Peri-Urban Agriculture Advisory Group within the Shire of Serpentine Jarrahdale. Group member representation will be formed with relevant stakeholders from the Food and Farm Alliance, Peel Development Commission, education sector, local producers, local businesses and not local not for profit groups all of which are involved in local needs of food security. The group will provide a voice to Council in the setting of policy, strategic direction and actions specific to food production. The aim of the Group is to work collaboratively with the Shire on matters relating to food security, food policies and regenerative agriculture - a strong connection to achieve the objectives of the Local food Objectives in the Public Health Plan 2025-2030.



Options

Option 1

That Council:

1. ADOPTS the Shire of Serpentine Jarrahdale Public Health Plan 2025-2030 as contained within **attachment 1**;
2. NOTES that the Public Health Plan will be corporately designed and any grammatical changes will occur as deemed necessary by the Chief Executive Officer.

Option 2

That Council ADOPTS the Shire of Serpentine Jarrahdale Public Health Plan 2025-2030 as contained within **attachment 1** SUBJECT to the following modifications:

(list modifications)

Option 1 is recommended.

Conclusion

Local government plays a significant role in creating environments that reduce exposure to risks and promote healthy living for communities to thrive. The Shire's Public Health Plan is based on local health priorities and aligned with the health priorities of State and Federal Government. The Plan builds on previous iterations and aims to positively influence the community's health and wellbeing by providing a framework that supports an integrated and collaborative approach. The adoption and implementation of the Public Health Plan is a step toward achieving the plan's vision 'To foster a livable and connected community where everyone's health and wellbeing can thrive'.

Attachments (available under separate cover)

- **10.1.11 - attachment 1** - SJ Public Health Plan 2025-2030 (E25/5656)
- **10.1.11 - attachment 2** - East Metro Health Service Health and Wellbeing profile for Serpentine Jarrahdale (E25/5657)
- **10.1.11 - attachment 3** - SJ Public Health Plan 2025-2030 - Survey Responses Report (E25/5658)
- **10.1.11 - attachment 4** - SJ Public Health Plan 2025-2030 - Community Consultation Summary (E25/5659)

Alignment with our Council Plan 2023-2033

Indicate how this proposal aligns or is in conflict with the specific objectives outlined in the Council Plan 2023-2033, i.e.:

Thriving
4. Ensure sustainable and optimal use of Shire resources and finances
Liveable
1. Advocate for public transport and focus on connectivity within communities
2. Improve maintenance and investment in roads and paths
3. Preserve and enhance our natural places, parks, trails and reserves
4. Invest in facilities and amenities to meet current and future needs



Connected	
1.	Invest in community recreation and support local clubs and groups to increase opportunities for participation
3.	Empower the community to engage with the Shire and collaborate on matters that are important to them
4.	Facilitate an inclusive community that celebrates our history and diversity

Financial Implications

The financial implications of Public Health Plan are predominantly operational. A proposed amount of \$12,000 has been budgeted for in the 2025/2026 financial year to assist with educational materials, programs and promotion of healthy active lifestyles.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no risks associated with this option						
2	If Council adopts the plan subject further to modifications / actions that are not budgeted, there could be a failure to achieve the plan's implementation.	Nil	Reputation	Possible	Moderate	MODERATE	Adopt Option 1.



Voting Requirements: Simple Majority

OCM-158-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

- 1. ADOPTS the Shire of Serpentine Jarrahdale Public Health Plan 2025-2030 as contained within attachment 1;**
- 2. NOTES that the Public Health Plan will be corporately designed and any grammatical changes will occur as deemed necessary by the Chief Executive Officer**

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0



10.1.12 - Animal Management Facility feasibility study (E25/5595)	
Responsible Officer:	Manager Health, Building and Community Safety
Senior Officer:	Director Development Services
Disclosure of Officer's 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> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.

Report Purpose

The purpose of this report is to present the Animal Management Facility Feasibility Study to Council, together with its findings and recommendations.

The recommendations contained with the study provide Council with a concept plan and high-level costing, which will inform future resource allocation. Upon adoption of a preferred concept, the project will transition into the formalised project management framework, noting also the need for future budgetary considerations given the costs associated with the different options.

It is recommended that Council endorse proceeding with Option 2C, noting its high-level costing of \$2.5m. If adopted by Council, it is unlikely that any further progress will be able to be made until the 2026/27 financial year, for the allocation of funding to then be considered.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 19 February 2024 - OCM011/02/24 - COUNCIL RESOLUTION

That Council REQUESTS the Chief Executive Officer to present a business case as part of this year's 2024/2025 financial budget, for the purposes of engaging a consultant to prepare a feasibility study for the Shire's Pound Facility. This is to investigate:

- 1. The cost benefit analysis of an interim upgrade of a dog and cat animal management facility at Pound Reserve;*
- 2. Options of utilising any locally available private kennels, and the cost benefit of this;*
- 3. Options of utilising an adjoining local government animal management facility, and the cost benefit of this.*

Background

In February 2024 Council resolved to investigate options for the Shire's animal management in line with current and future needs of the Shire. The Animal Management Facility, otherwise known as the Pound, is located at 32 Watkins Road, Mundijong. The current pound facility faces many challenges, including an absence of suitable infrastructure such as power, lighting, CCTV, appropriate drainage or appropriate wastewater disposal.



At times there is insufficient capacity for the impound of cats and dogs, and whilst conditions are compliant and basis, they are not considered to reflective contemporary community expectations for the impounding of animals.

Council endorsed undertaking a project the examine how the Shire could most feasibly approach the issue of future animal management, with a particular focus on considering a range of options and approaches. The options explored by the consultant included an upgrade to the current pound facility; the option to utilise private catteries and kennels and; the option to utilise other local governments animal management facilities.

Community / Stakeholder Consultation

Policy Concept Forum

Meeting Date	Thursday 1 May 2025
Elected Members in Attendance	President Coales, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini

Urbis carried out a consultation with other local governments and private operators, as per their project brief which was reflective of the Council resolution. A summary of engagement is outlined in the following table:

Engagement Summary		
LOCAL GOVERNMENT AREA	INTEREST (Y/N)	NOTES
City of Armadale	N	existing arrangement in emergency situations
City of Rockingham	N	No capacity to help and no interest in arrangement
City of Kwinana	Y	Potential for arrangement in emergency situations.
Shire of Murray	Y	Potential for arrangement
City of Cockburn	N	No response received
PRIVATE FACILITY	INTEREST (Y/N)	NOTES
Aristocrat Motel	N	No capacity to help and no interest in arrangements
Vetwest Armadale	N	No response received
Mundijong Veterinary Hospital	Y	Potential for arrangements
Baldivis Boarding Kennel	N	No capacity to help and no interest in arrangement
Cosy Kennels	N	No capacity to help and no interest in arrangement
King Park Kennels	Y	Interested in leasing out kennels, dependant of future plans
Belly Rub Boarding	N	No response received
Hi Five Boarding Kennels	N	No response received
Top Cats Country Club	Y	Potential for arrangement to use isolated cat kennels for unvaccinated cats.



Statutory Environment

Both the *Dog Act 1976* and *Cat Act 2011* have provisions for a local government to establish a 'dog management facility' and 'cat management facility' (respectively). Cats and dogs are impounded under the respective legislation due to an offence taking place, such as wandering or an attack. Whilst impounded, the Shire must look after the welfare of the animals and do all reasonable and practicable measures to identify, contact and reunite animals with their owners.

In considering the construction or alteration of the current facility, other statutory approvals are also required such as a building permit under the *Building Act 2011* and an approval to install an apparatus for the treatment of sewage under the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*.

Legislation

- *Dog Act 1976*
- *Cat Act 2011*
- *Animal Welfare Act 2002*
- *Local Government Act 1995*
- *Cat Local Law 2023*
- *Dog Local Law 2023*
- *Building Act 2011*
- *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*.

Comment

The options considered were required to meet the minimum functional requirements for Shire personnel safety and animal welfare. These included essential and desirable functional needs, such as:

- Cats can be impounded and removed with no or minimal direct handling by officers.
- Cats and dogs can be maintained with no handling by officers.
- Access to the facility/other options is readily available 24/7.
- Declared Dangerous Dogs and aggressive dogs can be impounded, removed, and maintained safely by officers.
- Waste management for all enclosures (urine and faeces).
- Temperature controlled enclosures for cats and dogs.
- Lighting system on site.
- Storage for food, cleaning, cat litter, etc.
- Acceptable screening and design to improve public perception.
- Security and surveillance measure to prevent illegal trespassing and release (theft) of impounded animals.
- An air lock system livestock yard to allow entry of a vehicle to be loaded with impounded livestock without livestock leaving the premises or entering onto the road.



An analysis of the Shire population and potential animal admissions into the pound suggested that the following capacity was required to accommodate the maximum expected number of animals at one time:

- 6 dogs
- 7 cats
- 5 horses
- 12 goats/sheep.

In conjunction with the concept development, Urbis consulted with the five surrounding local governments and nine private organisations within the Shire, to determine whether opportunity was available to outsource accommodation of impounded animals under Shire care. Urbis undertook an investigation of the existing pound site which revealed highly reactive clay soil. This site also sits within a floodplain. These investigations helped to achieve an understanding of the costs required to redevelop the facility. Engagement revealed no feasible options for outsourcing, however a build-to-rent arrangement with the Mundijong Veterinary Hospital could be available.

This build to rent model was however seen to represent a range of risks for the Shire, including:

- Potential reduction in service availability or hours of operation.
- Reduced flexibility to accommodate community needs, such as having no ability to impound livestock.
- The risk of service disruption if an external contractor fails.
- Difficulties in emergency service provision.
- Challenges in maintaining 24/7 availability.
- Reduced flexibility to adapt services to emerging needs.
- Limited ability to pilot new approaches.

Engagement also revealed that the Shire of Murray would be interested in potentially using a Shire facility for up to five years until such time as their depot was constructed.



All options have been outlined in the following summary table:

OPTION	DESCRIPTION	OPERATIONAL SCENARIO	FEASIBILITY
1 (Status Quo)	No amendment to the existing animal management facility	No changes	Unfeasible
2a	Construction of a new animal management facility on existing site	Shire of SJ constructs new animal management facility – capital expenditure	Feasible
2b	Construction of a new animal management facility on existing site, and Shire of Murray utilises 20% of the facility	- Shire of SJ constructs new animal management facility – capital expenditure - Shire of Murray contracts to use 20% occupancy of the facility - Shire of Murray pays a retainer fee - Impounding and daily fees are paid directly to Shire from SJ and Murray residents - Shire of Murray utilises the facility for five years until the Murray depot is constructed. - Vet consult room is provided on site.	Feasible
2c	Construction of a new facility on existing site, with vet consult room	- Shire of SJ constructs new animal management facility – capital expenditure - Vet consult room is included and is leased to market	Feasible
3	Mundijong Veterinary Hospital provides animal management services to the Shire	- Mundijong Veterinary Hospital constructs new animal management facility on their lot – no capital outlay for Shire - Shire of SJ contracts to use 100% of facility - Shire of SJ pays a retainer fee - Impounding and daily fees are paid directly to Mundijong Veterinary Hospital from SJ residents - Does not provide the livestock requirements - Requires additional feasibility study due to lease complexities, procurement rules, regulatory requirements, and expectation alignment	Unfeasible
4	King Park Kennels provides animal management services to the Shire	Since initial conversations with KPK, the business has closed.	Unfeasible
5	Top Cats Country Club provides use of isolated cat kennels	Isolated cat kennels do not provide a full scope of services for animal management.	Unfeasible

Thus, the options for further investigation were:

Option 2a - Construct a new facility.

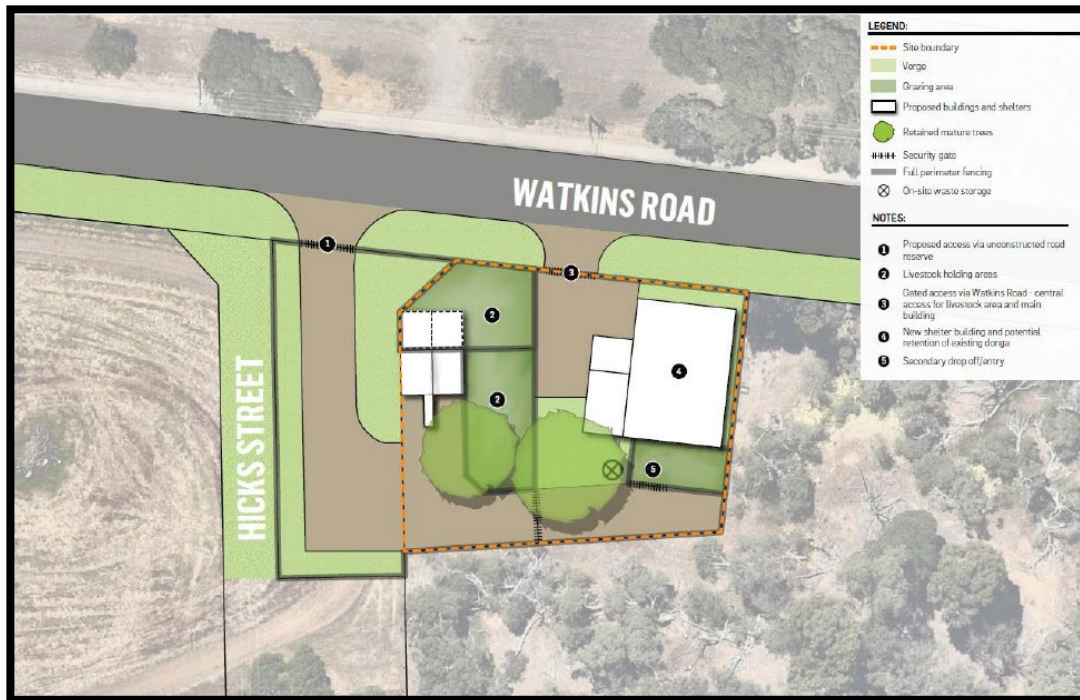
Option 2b - Construct a new facility and enter agreement with Shire of Murray for five years.

Option 2c - Construct a new facility including a small consult room for private lease.

(While outsourcing was presented as an option, this was not considered feasible for the aforementioned reasons).



A concept design to construct a new facility at the current site for Option 2a and 2b is provided in the following image:



Option 2C is a similar new facility constructed at the current site with the addition of a consulting room for private lease as shown in the following image:





Two cost estimates were developed for the options: Options 2a and 2b (which do not include the veterinarian consult room) is estimated to be \$2.3m. Option 2c which includes space for a vet consult, is estimated to be \$2.5m. These costs include all contingencies, escalation for 8 months, project management costs and a provisional sum for fit out, including cage, partition and desk installation. An estimate of probable costs is outlined in the table below:

Estimate of Probable Costs		
ITEM	OPTIONS 2A AND 2B	OPTION 2C
Building structures	\$617,500	\$742,500
External Works and Landscaping	\$448,000	\$448,000
Site Services	\$209,000	\$209,000
Regional Loading	\$127,450	\$139,950
Sub total Construction Cost	\$1,401,950	\$1,539,450
Planning contingency	\$71,000	\$76,973
Design contingency	\$141,000	\$153,945
Construction contingency	\$162,000	\$153,945
Public Art	\$18,000	\$15,395
Fit out costs	\$50,000	\$70,000
ICT costs	\$10,000	\$15,000
Professional Fees	\$148,316	\$184,734
Escalation	\$73,416	\$73,416
Project management costs	\$207,568	\$207,568
	\$2,283,250	\$2,490,425

Financial analysis indicates that all options result in a level of deficit over 15 years due to the capital outlay for construction.

As mentioned, Option 3 was not considered viable, due to risks of the outsourcing model. In terms of financial analysis, whilst outsourcing could provide additional monetary benefits to the Shire (by having a lower net present cost), this is outweighed in the opinion of officers by the significant risks associated. These included:

- Potential reduction in service availability or hours of operation.
- Reduced flexibility to accommodate community needs, such as having no ability to impound livestock.
- The risk of service disruption if an external contractor fails.
- Difficulties in emergency service provision.
- Challenges in maintaining 24/7 availability.
- Reduced flexibility to adapt services to emerging needs.
- Statutory issues in respect of legal requirements for impounding, microchipping, animal identification.
- Ability to manage dangerous dogs.
- Limited ability to pilot new approaches.



Ordinary Council Meeting Minutes Monday, 16 June 2025

The study undertook a financial analysis for options 2a, 2b and 2c, to understand the viability and implications to the Shire. This also helped to identify the major factors influencing potential viability. This high-level analysis involved estimating operating revenue (e.g. impounding fees) and expenses (e.g. maintenance costs for options 2a, 2b and 2c and retainer costs for option 3).

The table shown following shows the net deficit that each option is expected to achieve. Option 2c presents the highest level of net income achievable, at \$64,772 per annum, by year 15. This is based on a conservative \$25,000 lease income per annum. Year 10 assumes a 20% capital renewal of the facility in this option.

Option 3, whilst not considered viable, is clearly the most financially advantageous as capital costs appear to not fall on the Shire. However, as already mentioned, this is not considered to be a viable option for consideration and officers are not able to recommend this as something that meets the statutory obligations of the Shire in respect of both the Dog and Cat Acts.

Net Income per annum				
	OPTION 2A	OPTION 2B	OPTION 2C	OPTION 3
Year 0	-\$2,258,539	-\$2,239,074	-\$2,442,776	-\$11,435
Year 1	\$25,205	\$45,060	\$48,152	-\$11,664
Year 2	\$24,739	\$44,593	\$47,693	-\$11,897
Year 3	\$24,263	\$44,118	\$47,225	-\$12,135
Year 4	\$23,778	\$43,632	\$46,746	-\$12,378
Year 5	\$29,722	\$30,822	\$52,696	-\$12,625
Year 6	\$29,217	\$30,317	\$52,196	-\$12,878
Year 7	\$28,702	\$29,801	\$51,685	-\$13,135
Year 8	\$28,177	\$29,276	\$51,163	-\$13,398
Year 9	\$27,641	\$28,740	\$50,629	-\$13,666
Year 10	-\$420,795	-\$419,520	-\$439,240	-\$13,939
Year 11	\$35,297	\$36,572	\$58,288	-\$14,218
Year 12	\$34,729	\$36,003	\$57,719	-\$14,502
Year 13	\$34,148	\$35,423	\$57,138	-\$14,792
Year 14	\$33,557	\$34,831	\$56,545	-\$15,088
Year 15	\$41,787	\$43,238	\$64,772	-\$15,390
Source: Urbis, DCWC, Shire of Serpentine Jarrahdale				



Further analysis of the risks of each option has also been carried out and summarised in the following table.

KEY RISKS FOR EACH OPTION			
OPTION	RISK	DESCRIPTION	RATING
Options 2a, 2b, 2c Shire facility	Cost overruns	The Shire will bear the full cost of construction, maintenance and operation. Budget overruns and unexpected expenses could strain local resources	Low
	Community relations	Any issues or complaints about the pound's operation would directly impact the Shire's reputation.	Low
Option 3 Vet facility	Dependency	Relying on an external party for operations means the Shire has less direct control over the design, performance of the services and other contractual risks.	High
	Continuity	Should any part of the operations become financially unviable, this may lead the vets to require closure of the facility, leaving the Shire without a pound.	High
	Lack of asset ownership	The Shire may have limited influence over major decisions regarding the property, such as upgrades, expansions, or changes in use. This could restrict the ability to adapt to future needs or community demands.	Moderate
	Lack of ability to meet impound needs	It would not be possible to allow impound of farm animals in the urban zone and main street of Mundijong	High

In considering the study, Officers recommend that the construction of a new animal management facility at the current site represents the most viable and feasible way in which to meet the current and future needs of the growing community. The current site footprint will allow for this scope of works and can address all concerns with the current facility, allowing for safe and secure handling of all animals, including livestock, which is an essential aspect of our district compared to inner city local governments who do not face the challenges of livestock control.

The option for creating a new pound facility with the addition of a consult room for a vet (Option 2C), is seen by officers to be the most viable option for the Shire needs with the additional benefit of an ongoing income stream through a commercial lease. Whilst the intended capacity of the facility will be suitable for the Shire's needs in 15 years, there is an opportunity for collaborating with our neighbouring local government, the Shire of Murray, for a medium-term joint use agreement also. This could help further reduce operating costs, and would need to also reflect the high capital cost the Shire faces in delivering the project. A formal shared access agreement would need to be developed, and could represent a financially viable approach to helping offset capital costs during the time which Shire of Murray indicated a need (five year).



Options**Option 1**

That Council:

1. ENDORSES the Animal Management Facility feasibility study as provided in **attachment 1** and REQUESTS the Chief Executive Officer to prepare a business case for the 2026/27 budget to undertake the detailed design and construction of Option 2C, being the construction of a new animal management facility on the existing site with the addition of an on-site consult room.
2. REQUESTS the Chief Executive Officer to contact the Shire of Murray Chief Executive Officer to discuss how a joint use agreement in a new animal management facility could operate, and the terms of a financial contribution that the Shire of Murray may consider to both the capital and ongoing shared use costs.

Option 2

That Council:

1. DOES NOT ENDORSE the Animal Management Facility feasibility study;
2. REQUESTS the Chief Executive Officer to prepare a business case for the 2026/27 budget which is based upon a minor renewal of the facility only, with this to focus on screening, utility provision and effluent / drainage management.

Option 1 is recommended.

Conclusion

The Shire's current pound facility is below acceptable standards from an operational or community perception perspective. It is critical a viable solution is selected and implemented to address these concerns. Whilst engaging a private operator may relieve the Shire of an initial upfront cost, it poses unmanageable strategic risks and uncertainty in providing service to the community.

The construction of a new animal management facility at the current site is a viable solution that has the highest regard for officer safety, animal welfare and the future needs of the community in mind. With Option 2C, it has the additional benefit of a consult room to support a small local business and as a possible income stream for the Shire.

It is recommended Option 2C be adopted.

Attachments (available under separate cover)

- **10.1.12 - attachment 1** - Animal Management Facility Feasibility Study (E25/5594)

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2. Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
4. Ensure sustainable and optimal use of Shire resources and finances
Liveable



3. Preserve and enhance our natural places, parks, trails and reserves

4. Invest in facilities and amenities to meet current and future needs

Financial Implications

The recommended option is to construct a new animal management facility with a consultation room at the existing site. This has an estimated construction cost of \$2,490,425. This option has the potential to generate an annual income of approximately \$50,000 per annum from commercial rent and impound fees.

By also considering a joint use agreement with the Shire of Murray for approximately 5 years, this could generate additional income estimated to be \$20,000 per year for the duration of the agreement. This equates to a total annual income of \$70,000. Officers however recommend that should Option 2C be adopted, engagement should occur with Shire of Murray to further explore cost sharing aspects.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	Option 1 is considered the lowest strategic risk.						
4	If Council resolves to request a business case for an incremental improvement only, there is risk that it won't meet community expectations.	The current pound meets the minimum animal welfare requirements for an impound facility	Reputation	Almost Certain	Moderate	HIGH	Nil



Voting Requirements: Simple Majority

OCM-159-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Duggin

That Council:

- 1. ENDORSES the Animal Management Facility feasibility study as provided in attachment 1 and REQUESTS the Chief Executive Officer to prepare a business case for the 2026/27 budget to undertake the detailed design and construction of Option 2C, being the construction of a new animal management facility on the existing site with the addition of an on-site consult room.**
- 2. REQUESTS the Chief Executive Officer to contact the Shire of Murray Chief Executive Officer to discuss how a joint use agreement in a new animal management facility could operate, and the terms of a financial contribution that the Shire of Murray may consider to both the capital and ongoing shared use costs.**

CARRIED UNANIMOUSLY 6/0



10.2 Infrastructure Services reports:

10.2.1 - Linton Street North and Medulla Road upgrades - Budget adjustment (SJ4566)	
Responsible Officer:	Acting Manager Engineering
Senior Officer:	Acting Director Infrastructure Services
Disclosure of Officer's 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> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.

Report Purpose

This report proposes a way forward to see both the Linton Street North and Medulla Road projects delivered and seeks Council's endorsement of the recommended budget adjustment.

Relevant Previous Decisions of Council

<i>Ordinary Council meeting - 19 May 2025 - OCM122/05/25 - Council resolution / officer recommendation (extract)</i> <i>That Council ADOPTS the March 2025 Quarterly Budget Review report and pursuant to section 6.8 of the Local Government Act 1995, APPROVES the schedule of variations to the 2024/25 Budget as contained within this report and detailed below:</i>				
6400-80530-4806-0000	Decrease Income	Linton Street North Upgrade Cul de Sac - Grant - Capital - Roads to Recovery	127,522	
6400-80530-6600-0000	Decrease Expenditure	Linton Street North Upgrade Cul de Sac		127,522
6400-80529-4806-0000	Increase Expenditure	Medulla Rd - JarrahdaleJarrahglen - Capital Expenditure	127,522	
6400-80453-6600-0000	Increase Income	Medulla Rd - JarrahdaleJarrahglen - Grant - Capital - Roads to Recovery		127,522



Background

The Linton Street North and Medulla Road projects received Roads to Recovery (R2R) funding in the 2024/25 financial year with allocations of \$162,996 and \$205,376 respectively. These allocations were based on early project cost estimates and were intended to fully fund the detailed design and construction cost of the respective projects.

Following completion of the detailed design, procurement and cost estimate processes for both projects, it was clear that the initial budgets for both projects would be insufficient.

For the Linton Street North project, the detailed design and formal request for quote procurement process for its construction were both completed. To date, \$36,736 has been costed to the project for internal design and the procurement process staff costs, leaving \$126,260 available for construction. The only quote received for construction of this project was for the amount of \$154,000. With internal project management costs for the delivery phase of the project estimated at approximately \$14,000 to be added, the total projected cost exceeds the original \$162,996 budget by approximately \$42,077, a total cost of \$205,073.

Similarly, for Medulla Road, \$44,975 has been costed to the project for internal design and procurement processes staff costs, leaving \$160,401 available. Updated cost estimates placed construction costs at approximately \$330,000, leaving a shortfall of \$169,599.

Due to the access/egress concerns raised by the community with Medulla Road, in assessing options to deliver the projects, the Executive Management Group (EMG) endorsed reallocating the remaining Linton Street funds (\$126,260) to Medulla Road during the 2024/25 Q3 FACR budget review process. This decision was made to enable delivery of the Medulla Road project as a higher priority over the Linton Street North project. The reallocation of the funds was endorsed by Council at the May 2025 Ordinary Council Meeting - OCM122/05/25.

To make up the funding gap for Medulla Road, it is also proposed to allocate \$42,077 from the Millars Road gravel re-sheeting project which was completed under budget and also funded by the Roads to Recovery program to Medulla Road. To facilitate timely delivery, the Medulla Road project has been split into two stages. Delivery of stage one is proposed to commence within the current financial year using the Shire's annual supply contractors and the current funds remaining within the project budget. Stage two is planned to immediately follow in the 2025/26 financial year, contingent on the availability of funds through further internal reallocations.

Community / Stakeholder Consultation

Nil.

Statutory Environment

Nil.

Comment

In light of the reallocation of funds and the resulting budget deficit for the Linton Street North project, two options are proposed to facilitate the timely delivery of both projects.

Option 1 proposes submitting a formal variation request to the Roads to Recovery program, seeking approval to bring forward funding from the Shire's 2026-2027 Roads to Recovery funding allocation to deliver the Linton Street North project. The intent is to cover the current expenditure already incurred, the construction costs as quoted and the anticipated internal construction phase project management costs.



Based on previous dealings with Roads to Recovery, it is expected that such a request will be supported. If approved, this approach would allow the Linton Street North project delivery to be commenced immediately, given the Shire has received a contractor's quote for the works.

Option 2 proposes to reverse the May 2025 OCM decision Q3 FACR reallocation by returning the \$126,260 from Medulla Road back to Linton Street. Additionally, the remaining funds initially allocated to the Millars Road project would be redirected to Linton Street to cover the remaining shortfall. This would ensure the full budget for delivery of the Linton Street North project is available. Under this option, a separate variation request would still be submitted to the Roads to Recovery program, but it would instead be for a variation to bring forward part of the 2026-2027 funding to deliver Stage 2 of the Medulla Road project. This would ensure the successful delivery of stage two of the Medulla Road project without placing additional burden on the current financial year's budget.

Both are viable options, with the key difference being in the prioritisation of funds. Option 1 maintains the current reallocation to Medulla Road and seeks additional forward funding for Linton Street North. Option 2 returns the original funds to Linton Street and seeks forward funding for the completion of Medulla Road.

The first option provides a balanced and efficient funding strategy. It secures the funding and enables the full delivery of the Medulla Road project scope, while enabling the Linton Street North project to proceed through a forward funding request to the Roads to Recovery program. This approach maintains the integrity of the staged delivery plan for Medulla Road and avoids the need to reverse the previously endorsed budget amendments.

Options

Option 1

That Council APPROVES the following budget variation:

Account Number	Type	Account Description	Debit \$	Credit \$
6400-80527-4806-000	Decrease Income	Gravel Resheet - Millars Road - Capital Grant - Roads to Recovery	\$42,077	
6400-80527-6600-000	Decrease Expenditure	Gravel Resheet - Millars Road - Capital Expenditure		\$42,077
6400-80529-6600-000	Increase Expenditure	Medulla Rd- Jarrahdale - Capital Expenditure	\$42,077	
6400-80529-4806-000	Increase Income	Medulla Rd- Jarrahdale - Capital Grant - Roads to Recovery		\$42,077
6400-80530-6600-0000	Increase Expenditure	Linton Street North Upgrade - Capital Expenditure	\$204,736	

**Ordinary Council Meeting Minutes
Monday, 16 June 2025**

Account Number	Type	Account Description	Debit \$	Credit \$
6400-80530-4806-0000	Increase Expenditure	Linton Street North Upgrade - Capital Grant - Roads to Recovery		\$204,736
Reason: Increase budget for Medulla Road budget to \$374,975 using Roads to Recovery funding from Gravel Re-sheeting of Millars Road being completed under budget. This will allow for the full completion of the Medulla Road project within 2024/25 and 2025/26 Financial Years. This variation also increases funding for Linton Street North, with 2026/27 Roads to Recovery funding being requested to be brought forward into 2024/25.				

Option 2

That Council APPROVES the following budget variation:

Account Number	Type	Account Description	Debit \$	Credit \$
6400-80527-4806-000	Decrease Income	Gravel Resheet - Millars Road - Capital Grant - Roads to Recovery	\$42,077	
6400-80527-6600-000	Decrease Expenditure	Gravel Resheet - Millars Road - Capital Expenditure		\$42,077
6400-80529-4806-000	Decrease Income	Medulla Rd- Jarrahdale - Capital Grant - Roads to Recovery	\$127,522	
6400-80529-6600-000	Decrease Expenditure	Medulla Rd- Jarrahdale - Capital Expenditure		\$127,522
6400-80530-6600-0000	Increase Expenditure	Linton Street North Upgrade - Capital Expenditure	\$169,599	
6400-80530-4806-0000	Increase Expenditure	Linton Street North Upgrade - Capital Grant - Roads to Recovery		\$169,599
Reason: Increase budget for Linton Street to \$205,073 using Roads to Recovery funding from Gravel Re-sheeting of Millars Road being completed under budget as well as reducing the funding for Medulla Road.				



Account Number	Type	Account Description	Debit \$	Credit \$
Medulla Road budget will be reduced to \$205,376 from \$332,898 to be delivered in stages, with Stage 1 commencing in 2024/25 and a request will be submitted to Roads to Recovery to bring forward the 2026/27 funding into 2025/26 Financial year to complete the second stage.				

Option 1 is recommended.

Conclusion

The funding challenges facing the Linton Street North and Medulla Road projects highlight the need for flexibility in project management and responsiveness to safety priorities. Through the proposed options, Council has a clear path forward to ensure both projects can be successfully delivered, meeting both community expectations and compliance with the Roads to Recovery program guidelines.

Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

Thriving
1. Strengthen and grow the local tourism industry
Liveable
1. Advocate for public transport and focus on connectivity within communities
2. Improve maintenance and investment in roads and paths
3. Increase our capacity to reduce, recover and recycle waste to improve sustainability and reduce impacts on the environment

Financial Implications

The financial implications of each option are summarised below, reflecting the associated budget variations and their impact on the Shire's Roads to Recovery (R2R) funding allocations across the current and future financial years.

Option 1 - Forward Funding for Linton Street (Preferred Option)

Under Option 1, the budget for the Medulla Road project is increased to \$374,975. This is achieved by transferring \$42,077 in underutilised R2R funding from the Millars Road gravel re-sheeting project, which came in under budget. This ensures the full delivery of the Medulla Road project across the 2024/25 and 2025/26 financial years.

Simultaneously, the Linton Street North project is allocated \$204,736, with a formal variation to be submitted to the R2R program to bring forward the required funds from the 2026/27 allocation into 2024/25. This allows the project to proceed without reversing earlier reallocation decisions or delaying the Medulla Road works.

Key Points:

- Medulla Road receives full funding for immediate delivery.
- Linton Street is funded through future R2R allocation (2026/27).
- No internal reallocation reversal is required.



- Supports timely delivery of both priority projects.

Option 2 - Reversing Reallocation and Delaying Medulla Stage Two

Option 2 proposes the return of \$126,260 from Medulla Road to Linton Street, along with an additional \$42,077 from the Millars Road re-sheeting project. This increases Linton Street's budget to \$169,599, enabling its full delivery in 2024/25 without requiring forward funding.

Medulla Road's budget is correspondingly reduced to \$205,376, its original allocation. The project will be split into two stages, with Stage One delivered in 2024/25. A future variation request will be submitted to bring forward the 2026/27 R2R funds to deliver Stage Two in 2025/26.

Key Points:

- Linton Street is fully funded in 2024/25 without requiring future funds.
- Medulla Road Stage 2 delivery is delayed, with Stage 2 reliant on the funding variation approval, to be delivered in the 2025/26 year.
- Previously endorsed fund reallocations are reversed.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	If the Roads to Recovery body rejects the variation request, the projects will not be able to proceed under the current program. As a result, the Shire will need to cover the current expenditure using municipal funds, which may impact other projects due to potential reallocation of resources.	R2R funding program guidelines. Project Management Framework Officers will submit a variation request for funding reallocation, which is addressed within the program's provisions.	Financial	Unlikely	Minor	LOW	Report to the Council and request approval to vary the Roads to Recovery allocation



2	If the Roads to Recovery body rejects the variation request, the projects will not be able to proceed under the current program. As a result, the Shire will need to cover the current expenditure using municipal funds, which may impact other projects due to potential reallocation of resources.	R2R funding program guidelines. Project Management Framework Officers will submit a variation request for funding reallocation, which is addressed within the program's provisions.	Financial	Unlikely	Minor	LOW	Report to the Council and request approval to vary the Roads to Recovery allocation

Voting Requirements: Absolute Majority

OCM-160-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Duggin, seconded Cr Bishop

That Council APPROVES the following budget variation:

Account Number	Type	Account Description	Debit \$	Credit \$
6400-80527-4806-000	Decrease Income	Gravel Resheet - Millars Road - Capital Grant - Roads to Recovery	\$42,077	
6400-80527-6600-000	Decrease Expenditure	Gravel Resheet - Millars Road - Capital Expenditure		\$42,077
6400-80529-6600-000	Increase Expenditure	Medulla Rd- Jarrahdale - Capital Expenditure	\$42,077	
6400-80529-4806-000	Increase Income	Medulla Rd- Jarrahdale - Capital Grant - Roads to Recovery		\$42,077



6400-80530-6600-0000	Increase Expenditure	Linton Street North Upgrade - Capital Expenditure	\$204,736	
6400-80530-4806-0000	Increase Expenditure	Linton Street North Upgrade - Capital Grant - Roads to Recovery		\$204,736

Reason:

Increase budget for Medulla Road budget to \$374,975 using Roads to Recovery funding from Gravel Re-sheeting of Millars Road being completed under budget. This will allow for the full completion of the Medulla Road project within 2024/25 and 2025/26 Financial Years.

This variation also increases funding for Linton Street North, with 2026/27 Roads to Recovery funding being requested to be brought forward into 2024/25.

CARRIED UNANIMOUSLY 6/0



10.2.2 - Pathways Forward Works Plan 2026 - 2036 (SJ1900)	
Responsible Officer:	Acting Manager Engineering Services
Senior Officer:	Acting Director Infrastructure Services
Disclosure of Officer's 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>

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.

Report Purpose

The purpose of this report is for Council to adopt the Pathways Forward Works Plan 2026 - 2036 for the Shire.

Relevant Previous Decisions of Council

*Ordinary Council Meeting - 18 March 2024 - OCM052/03/24 - COUNCIL RESOLUTION
That Council REQUESTS the Chief Executive Officer include the design and construction of approximately 53m of footpath on the south side of Jarrahdale Road, opposite the Nettleton Road intersection for consideration as part of the Footpath Forward Works Plan proposed to be developed during the 2024/2025 financial year.*

*Ordinary Council Meeting - 18 September 2023 - OCM226/09/23 - COUNCIL RESOLUTION
That Council REQUESTS that the asset management plan for footpaths be brought to a PCF for discussion in the first instance, with a report to be presented back to Council.*

Background

Asset Management is identified in the Shire's Strategic risk register and as part of developing effective asset management plans and maintaining adequate levels of service for paths, planning for asset renewal is critical. The Shire of Serpentine Jarrahdale provides a network of paths for use by pedestrians and cyclists with a replacement value of \$30,834,296 as of 30th June 2024.

The Shire maintains 177 kilometres of path network which comprises of:

- Pedestrian paths
- Cycle paths
- Dual use paths.



The Shire has also taken on a considerable amounts of new path assets, gifted through the land development process over the past 10 years and it is envisaged that it will continue to do so into the future.

In February 2020, Council endorsed the Shire Walking and Cycling Plan (OCM019/02/2020) which sets out an interim and long-term aspirational walking and cycling network for the Shire and includes an implementation program for individual projects that will support the realisation of the Plan's vision and objectives. The entire strategy and path alignment generally follows the Department of Transport's Perth and Peel Long Term Cycle Network Plan.

In addition, a comprehensive surface condition assessment of the Shire's paths more than 10 years of age was completed in 2023. The condition assessment was measured using the Western Australia Local Government Association's (WALGA) 1 - 5 grading system with condition grading 1 to 2 being Very Good to Good, 3 being Fair and 4 to 5 being Poor to Very Poor respectively.

It is important for Council to note the outcomes of the Walking and Cycling Plan (WCP) Implementation Program completion status and current paths asset level of service to enable the Shire to link the annual budget allocation and associated upgrade activities that return the service capability of the asset back to what it originally was or improve on it.

The WCP Implementation Program proposed 90 projects with a targeted implementation as short (before 2025), medium (2025-2030) and long (after 2030) term. 33 Projects (37%) of the "before 2025" short term projects have been completed by 2025 and an estimated \$13.43Mil of funding is required to complete the remaining "before 2025" proposed projects.

The Pathways Forward Works Plan 2026-2036 is a plan that will guide organisational priorities in implementation of WCP Implementation Program and Path Asset Lifecycle Management to obtain quality long-term asset life. The approaches in the Roads Forward Works Plan are based on the Shire's current business context and its future service delivery models.

Community / Stakeholder Consultation

Policy Concept Forum

Meeting Date	26 May 2025
Elected Members in Attendance	Cr Bishop, Cr Duggin, Cr Mack, Cr Mazzini

Statutory Environment

All Local Governments under Section 5.56 (1) and (2) of the *Local Government Act 1995* are required to plan for the future of the district.

The Pathways Forward Works Plan will reference the Asset Management Framework, which is an intrinsic part of the Shire's Integrated Planning and Reporting Framework and works in tandem with the development of the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and Workforce Plans.

Comment

From the comprehensive surface condition assessment of the Shire's paths completed in 2023, Table1 below is the summary of path condition assessment, indicating only 6.8% of the path assets have reached the intervention level of condition 3, 4, and 5. 93.3% of the Shire's inspected path network is in good condition rated as either 1 or 2 - (Very good and Good).



Number of Inspected Sites	Condition 1 Very Good	Condition 2 Good	Condition 3 Fair	Condition 4 Poor	Condition 5 Very Poor
702	465	190	32	11	4
%	66.2%	27.1%	4.6%	1.6%	0.6%

Table1 - Summary of path condition assessment completed 2023

The higher risk rated footpath asset sites which scored 5 in the Visual Inspection Footpath Condition (VIFC) audit (4 sites) have already been completed by Shires Operations Team as part of the annual footpath maintenance program. Also 8 of the 11 Poor condition asset sites have also been completed by the Operations Team. A table identifying the condition graded 3, 4 & 5 projects is contained within Table 4 the Pathways Forward Works Plan 2026-2036 - **attachment 1**.

As part of the Pathways Forward Works Plan 2026-2036 development, further additional roads have been identified by Officers that are missing paths linkages. These paths need to be considered and prioritised so that additional path infrastructure is developed to fill any missing links in the path network and to connect various key destinations.

It should be noted that some of the existing paths that were not inspected as part of the 2023 VIFC due to being less than 10 years old, are now more than 10 years old and due for an inspection. It should also be noted that a number of paths identified in the 2023 VIFC as having a condition rating of 1, 2 or 3, may have deteriorated in condition, particularly those rated as a condition 3 which had defects identified, the defects may have deteriorated and reached a higher score (poor or very poor condition) rating. All the older than 10-year paths will again be audited in the 2026/27 financial year in accordance with the Shires Asset Management Strategy timeframes.

The Pathways Forward Works Plan 2026-2036 is a plan which combines and prioritises all the path upgrades based on the VIFC addressing the safety and risk projects as the highest priority, guides organisational priorities in implementation the Walking and Cycling Plan (WCP) Implementation Program and includes further missing 'local' links identified as part of the Forward Works Plan development and review. The Implementation Program of the 2020 WCP includes lists of each individual path link contained within the plan by locality

. Each link is identified by location, category, timing, responsible agency, path distance and includes a conservative cost estimate.

Potential funding for the projects listed in the Implementation Program of the 2020 WCP includes the Western Australia Bicycle Network (WABN) Grants Program, Main Roads WA (MRWA) funding for MRWA projects within the Shire, Department of Transport (DoT) funding to develop and maintain the State's shared path network and Shire Municipal funds.

The summary table of the proposed and completed 'short term' before 2025 projects listed by suburb are indicated in Table 1 of the Pathways Forward Works Plan 2026-2036 with the remaining estimated \$13.43Mil "before 2025" proposed projects identified in Table 5 of the Plan.

The 2020 WCP Objectives are to provide walking and cycling links to tourism, recreational and community facilities, regional transport links, retail, schools and public transport. Dedicated walking and cycling links to link the Shire's largest town sites (Byford, Serpentine, Mundijong and Jarrahdale).



As part of the Pathways Forward Works Plan 2026-2036 development, an additional 12.40 kilometres of footpaths have been identified as a missing links in the path network to connect various key destinations. The locations of these are summarise below grouped by suburb, with detailed tables contained within Tables 8 to 12 of the Plan. In summary these missing links by suburb include:

- Whitby - 0.74km of footpath.
- Byford - 4.55km of footpath.
- Cardup - 3.26km of footpath.
- Mundijong - 1.08km of footpath.
- Serpentine - 2.75km of footpath.

These additional links are in addition to those identified in the WCP and are predominantly located on minor roads. Therefore these links are unlikely to receive external grant funding and would need to be funded entirely by Municipal funds. These projects are the lowest priority and likely the last to be delivered. As they impact the minor local roads, significantly impacting verges established and maintained by local residents, extensive community consultation during the concept, design and construction phase is required to ensure the projects are supported by the residents they impact to gain support based on their benefits to ensure delivery is possible.

It is estimated that the Shire requires \$6.22Mil to complete the remaining 4 and 3 condition rated path projects, \$71Mil to complete the remaining 28 path short, medium and long term projects listed in the 2020 WCP Implementation Program and \$8.20Mil to complete above newly identified missing links.

To provide effective management of the path infrastructure asset base it is imperative that LTFP funding strategies are adequate and timely to support asset renewal projections.

The current LTFP has the allocated funds identified after 2025/26 as \$55,000 per year, which is inadequate to fund new path installations. The LTFP allocation of \$55,000 per year is likely best allocated to maintain the footpath assets scored 3 and 4 in the Visual Inspection Footpath Condition audit completed in 2023, along with the annual Operations maintenance budget allocated each year to path maintenance.

Adoption of the Pathways Forward Works Plan 2026-2036 along with the already adopted 2020 Walking and Cycling Plan ensures the Shire meets the prerequisites of being able to apply for external grant funding opportunities.

Options

Option 1

That Council

1. ADOPTS the Pathways Forward Works Plan 2026-2036 as contained within **attachment 1**; and
2. NOTES the new footpath condition assessment is to be completed during the 2026 / 2027 financial year.

Option 2

That Council DOES NOT adopt the Pathways Forward Works Plan 2026-2036 as contained within attachment 1.



Option 1 is recommended.

Conclusion

As part of the Shire's Asset Management journey, a continued focus on asset data integrity is critical to enable informed management of Shire assets. The Shire recognises the importance of its responsibility to manage path assets to achieve optimum fit for purpose assets.

This will be achieved through a combination of process improvements, reviewing asset condition and resource allocation to ensure that the Shire implements Asset Lifecycle Management to obtain quality long-term roads asset life.

This is proposed to be delivered by a number of initiatives including continued allocation of annual path maintenance budgets to addressing highest priority maintenance works and applying for additional funding opportunities for delivery of new capital projects as identified within the Pathways Forward Works Plan 2026-2036.

Attachments (available under separate cover)

- **10.2.2 - attachment 1** - Pathways Forward Works Plan 2026 - 2036 (E25/5253)

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2. Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
3. Ensure sustainable and optimal use of Shire resources and finances
Liveable
1. Improve maintenance and investment in roads and paths
2. Invest in facilities and amenities to meet current and future needs
Connected
1. Contribute to a well-connected, accessible and health community

Financial Implications

To fully implement all works identified within the plan \$85.4Mil in funding is required (\$6.22Mil condition rated path projects, \$71Mil to complete WCP projects, \$8.20Mil to complete local missing links). The Shire currently has nil capacity to deliver the plan, other than \$55k each year per the LTFP and any additional annual Operations maintenance budget allocated, to address the higher priority condition rating works.

The current method of delivering the plan will continue, which includes imposing conditions on external developers and authorities where warranted, justified and associated with their projects. Alternatively the Shire is to seek external grant funding through relevant funding programs. Where grant funding is applied for and successful, Business cases will be presented to Council for project initiatives over the coming years which will have various financial implications to Council at that time if endorsed.

In **attachment 1** - Pathways Forward Works Plan 2026 - 2036, indicative costs associated with implementing each path project are shown.



Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There is no risk associated with adopting Option 1						
2	The Shire fails to undertake Pathways Asset Improvement initiatives	- The paths condition assessment of 10-year-old path network was completed. - Project nomination and listing in a priority order has been complete. - Integrated Planning and Reporting Framework (Asset Management Strategy, LTFP, Budget)	Financial	Possible	Major	MODERATE	Review Shire's financial capacity and strategy that will provide greater financial alignment with LTFP.



Voting Requirements: Simple Majority

OCM-161-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council

- 1. ADOPTS the Pathways Forward Works Plan 2026-2036 as contained within attachment 1; and**
- 2. NOTES the footpaths condition assessment is to be completed during the 2026 / 2027 financial year.**

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0



10.3 Operations Reports

10.3.1 - OneComm Project - CEO KPI 5 - Improved Management and Maintenance of Shire Assets (SJ4566)	
Responsible Officer:	Manager Information Communication Technology
Senior Officer:	Director Operations
Disclosure of Officer's 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> .

Authority / Discretion

Information	For the Council / Committee to note.

Report Purpose

This report provides an update on the ongoing implementation of the OneComm Asset Management Lifecycle solution, with a particular focus on achievements made in relation to Chief Executive Officer (CEO) KPI 5 - Improved management and maintenance of Shire assets.

Relevant Previous Decisions of Council

<i>Ordinary Council Meeting - 10 February 2025 - OCM028/02/25 - COUNCIL RESOLUTION / Officer Recommendation</i>
<i>That Council:</i>
<i>1. NOTES the OneComm Project Status Report.</i>
<i>2. NOTES the project is progressing according to the agreed timeframe.</i>

Background

CEO KPI 5 - Improved management and maintenance of Shire assets was agreed in the Special CEO Employment Committee Meeting held 5 August 2024:

5.1 Enhance the standard of maintenance for Shire assets by:

- Agreeing on specifications for each asset class (Turf Management & Sporting Fields, Rural Slashing & Weed Control, In-House Tree Team, Irrigation, Mowing, Natural Areas, Civil Maintenance, Facility Maintenance).*
- Implementing schedules for Civil Maintenance, Turf Management, Facilities Maintenance (aligned to stakeholder and community consultation) and Playgrounds in One Comm to ensure timely upkeep.*

5.2 Present report to Council in February 2025 on progress of the implementation schedules in One Comm and resourcing requirements for Council's consideration for the 2025/26 budget process.



Community / Stakeholder Consultation

Policy Concept Forum

Nil.

To support the development of the Shire's maintenance schedules and ensure alignment with community expectations, a survey was distributed to 41 local sporting and community groups.

- Survey period: 12 March to 11 April 2025
- Responses received: 17

Feedback from this consultation has helped shape service levels, priorities, and operational planning. The insights provided have been instrumental in ensuring the proposed schedules reflect the needs of key user groups across the Shire.

We received a strong response, indicating genuine stakeholder engagement. Notably:

- 70.59% of respondents either agreed or did not disagree that current facility maintenance meets their expectations.
- 58.83% agreed that the frequency of maintenance activities is adequate.

All responses have been carefully reviewed to identify areas for improvement. As a result, opportunities to refine our maintenance practices have been explored to better support the evolving needs of the community.

Statutory Environment

The *State Records Act 2000* which governs the record keeping for all State and Local Government organisations in Western Australia.

The State Records Commission of Western Australia - Standard 8 - Managing Digital Information.

Comment

The Asset Management Lifecycle solution in OneComm comprises multiple integrated modules. Since the inception of the CEO KPI 5 project, significant progress has been made in deploying these modules and extending functionality to support scheduled maintenance, field operations, and asset visibility.

- Asset Lifecycle Management Core (deployed April 2021)
- Financial Asset Registers (deployed April 2021)
- Reactive Work Orders (deployed April 2021 alongside Customer Requests)
- Field App for iPad mobile devices (deployed April 2021)
- Streetscapes scheduled maintenance work orders (deployed June 2024)
- Mowing Rural (deployed February 2025)
- Mowing Sporting Ovals (deployed March 2025)
- Arbor - Reserves maintenance schedules (deployed March 2025)
- Mowing Trails/Slashing & Spraying maintenance schedules (deployed April 2025)
- Arbor Streets maintenance schedules (deployed May 25)
- Roads Streetsweeper maintenance schedules (deployed May 25)



- Roads Grading maintenance schedules (deployed May 25)
- Roads Patching maintenance schedules (deployed May 25)
- Drainage maintenance schedules (deployed June 2025).

In alignment with CEO KPI 5, officers have concentrated on developing detailed maintenance schedules within OneComm for a variety of asset classes. This work has involved the systematic collection and analysis of relevant data, taking into account existing resource allocations to ensure feasibility and sustainability.

To support successful implementation of the schedules, significant asset data collection and verification was undertaken. This included updating and mapping missing Civil and Turf Management assets—such as kerbs, footpaths, and landscaped areas—to ensure accurate identification and linkage with corresponding MAINTENANCE SCHEDULES. For Facility Maintenance, existing asset data has been utilised to support the creation of task-based schedules.

This foundational work has enabled the integration of scheduled maintenance with day-to-day operational workflows, enhanced field data capture via the Field App, and improved reporting capabilities to support informed and ongoing decision-making.

Update on Asset Class Specifications and Implementation Progress (February - June 2025)

Since agreeing on specifications for each asset class in February, the Shire has implemented updated schedules and service standards across Turf Management, Sporting Fields, Rural Slashing & Weed Control, In-House Tree Team, Irrigation, Mowing, Natural Areas, and Civil Maintenance.

Key achievements include:

- Implementation of activity standards and frequency schedules from March 2025.
- Improved turf conditions, plant health, and weed control in parks and reserves.
- Increased attention to natural areas and commencement of management plans actions.
- Revised slashing and tree maintenance schedule aligned with safety and amenity goals.
- Civil maintenance plans developed using historical data, with a forward works plans implemented
- Updated street sweeping schedule reflecting new developments.

Staff consultation ensured operational practicality and built strong team engagement.

Next Steps (July-Dec 2025):

- Continue review and refinement of schedules.
- Monitor outcomes and review service levels.
- Expand CRM integration and resource allocation based on asset hierarchy.
- Prepare performance metrics for 2025/26 planning.

These efforts aim to enhance service quality, responsiveness, and long-term asset management across the Shire.



Facility Maintenance

Facility maintenance specifications for schedules are required to follow Australian Standards for compliance, with these being Electrical, Plumbing, Gas, Fire and HVAC. These were used as a baseline set of specifications for how each asset must be managed and maintained. The Facility Maintenance team combined these core specifications with the Shire's own recommendations to form consistent maintenance schedules that meet both Australian Standards and the Shire's own Standards these are fully implemented within one comm.

Project Implementation Update

Significant progress has been made from February through June 2025 in the implementation of structured maintenance schedules across key operational areas, including Parks and Gardens and Civil Maintenance. The rollout aligns with the Shire's strategic goals to enhance service delivery, improve data accuracy, and streamline operational efficiency through digitisation and standardisation.

Parks and Gardens - Mowing, Irrigation, Arbor and Natural Areas

- **Urban and Rural Mowing** (Go Live: 11 February): Two maintenance schedules were implemented for each area, incorporating time-based frequencies ranging from weekly to 12-weekly. Refinements to rural schedules are underway to better reflect specific operational requirements (e.g. line-of-sight areas).
- **Sporting Ovals** (Go Live: 25 March): A weekly time-based maintenance schedules were introduced for active sporting reserves.
- **Arbor - Reserves** (Go Live: 25 March): A structured 11-month inspection schedule was implemented, covering 115 reserves with one work order per asset.
- **Trails, Slashing & Spraying** (Go Live: 28 April): Mapping and schedules have been deployed using suburb-level data as a transitional approach. Further reviews are being undertaken to refine scope and locations through detailed mapping.
- **Arbor - Streets** (Go Live: 6 May): A streetscape-focused maintenance schedules covering approximately 250 verges has been reviewed to assess operational feasibility and resource implications.

Civil Maintenance - Roads, Drainage, and Sweeping

- **Street Sweeping** (Go Live: 6 May): Maintenance zones were established due to the extensive number of assets. Work orders are generated by zone, with completion details recorded daily.
- **Grading** (Go Live: 6 May): A quarterly schedule for 52 unsealed roads was implemented. Collaboration with crews is ongoing to improve asset mapping accuracy and alignment with field conditions.
- **Patching** (Go Live: 6 May): Initial implementation based on road blocks is proceeding while historic patching data is analysed to inform a future shift to more granular, asset-linked scheduling.
- **Drainage** (Go Live: 17 June): Mapping has been completed with a 5-year maintenance schedules implemented. Further refinements are being undertaken dependent on location and Shire resident feedback.



System and Process Improvements

- **Digital Integration:** All operational crews have transitioned to the OPSWORKS timesheet format, which records daily operational hours directly against Work Orders (Scheduled, Reactive, and Off Tools).
- **Off Tools Work Orders:** Standardised work orders now account for non-productive time such as travel, meetings, and training, supporting accurate daily time reconciliation.
- **Field App & Device Management:** iPad-based workflows have been fully adopted, with InTune mobile device management deployed in January to facilitate Single Sign-On (SSO) across operational apps.

Benefits Realised

- Improved visibility and accountability of operational tasks.
- Enhanced planning and scheduling capabilities across departments.
- Accurate time-tracking aligned with daily work activities.
- Stronger data foundation to support future asset management strategies and budget forecasting.

The community benefit comes from how scheduled maintenance has led to more reliable and visible services, better planning, and stronger data to inform future decisions, which all support a cleaner, safer, and more well-maintained environment for residents and visitors.

Next Steps (July - December 2025)

- Continue refinement of asset mapping and data integrity processes.
- Monitor schedule effectiveness, staff compliance, and CRM response metrics.
- Incorporate performance data into long-term asset management planning.

Other Key Achievements and System Enhancements (Feb-Jun 2025)

From February to June 2025, the CEO KPI was successfully delivered with significant progress made in the implementation of scheduled maintenance across Parks & Gardens and Civil Operations.

Key achievements during this period include the effective rollout of scheduled maintenance programs for the following service areas:

- Urban and rural mowing
- Sporting Ovals
- Trails Slashing
- Irrigation systems
- Playgrounds
- Arboriculture
- Street Sweeping
- Grading
- Pothole Patching



- Drainage maintenance

Operational efficiency improved through full transition to OPSWORKS e-Timesheets, allowing daily tracking of operational hours against scheduled, reactive, and Off Tools work orders. This was supported by enhanced Field App usage and iPad training, with all devices upgraded for secure Single Sign-On via Microsoft InTune.

Further enhancements included structured playground inspections using test point checklists, and improved asset management practices. Ongoing staff consultation ensured the maintenance schedules and task-based approaches remain aligned with operational needs, promoting continuous improvement and improved service delivery across the Shire.

Options

Option 1

That Council:

1. NOTES the successful implementation of the following maintenance schedules:
 - Mowing Rural (deployed February 2025)
 - Mowing Sporting Ovals (deployed March 2025)
 - Arbor - Reserves maintenance schedules (deployed March 2025)
 - Mowing Trails/Slashing & Spraying maintenance schedules (deployed April 2025)
 - Arbor Streets maintenance schedules (deployed May 25)
 - Roads Streetsweeper maintenance schedules (deployed May 25)
 - Roads Grading maintenance schedules (deployed May 25)
 - Roads Patching maintenance schedules (deployed May 25)
 - Drainage maintenance schedules (deployed June 2025).
2. NOTES the last remaining maintenance schedule Drainage will be implemented in June 2025.

Option 2

That Council does not NOTE the implementation of the Chief Executive Officer Key Performance Indicators 5 as follows:

- Mowing Rural (deployed February 2025)
- Mowing Sporting Ovals (deployed March 2025)
- Arbor - Reserves maintenance schedules (deployed March 2025)
- Mowing Trails/Slashing & Spraying maintenance schedules (deployed April 2025)
- Arbor Streets maintenance schedules (deployed May 25)
- Roads Streetsweeper maintenance schedules (deployed May 25)
- Roads Grading maintenance schedules (deployed May 25)
- Roads Patching maintenance schedules (deployed May 25)
- Drainage maintenance schedules (deployed June 2025).



Option 1 is recommended.

Conclusion

The ongoing implementation of the OneComm Asset Management Lifecycle solution continues to yield positive outcomes for the Shire. The project team remains committed to delivering added functionality of the system, ensuring the optimisation of asset management practices and the achievement of CEO KPI 5 by June 2025.

Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

Thriving	
1.	Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2.	Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
4.	Ensure sustainable and optimal use of Shire resources and finances
Liveable	
2.	Improve maintenance and investment in roads and paths
3.	Preserve and enhance our natural places, parks, trails and reserves
Connected	
2.	Contribute to a well-connected, accessible and health community
3.	Empower the community to engage with the Shire and collaborate on matters that are important to them

Financial Implications

The Long-Term Financial Plan implications will be an increase in OneComm project implementation costs for the following financial years:

- 2024/2025 Financial Year: Increase funding for the OneComm project from \$875,000 to \$1,055,000
- 2025/2026 Financial Year: Include \$1.130 million as part of the 2025/2026 Budget process; and
- 2026/2027 Financial Year: Include \$383,000 as part of the 2026/2027 Budget process.

**Risk Implications**

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	OneComm project benefits will be realised.	Project Management Plan, Change Management Plan, Benefits Management Plan, Memorandum of Understanding with various LGA's.	Financial	Likely	Moderate	MODERATE	
2	- Risks and additional costs associated with implementing the Rates module which currently does not fully align with WA legislation. - Proceeding without sufficient human resource capacity and most likely partially implementing modules (i.e., implement without full functionality). In addition, it would result in future re-work and possible re-implementation of some modules.	Implementation of a review period.	Organisational Performance	Possible	Major	HIGH	



Voting Requirements: Simple Majority

OCM-162-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

- 1. NOTES the successful implementation of the following maintenance schedules:**
 - **Mowing Rural (deployed February 2025)**
 - **Mowing Sporting Ovals (deployed March 2025)**
 - **Arbor - Reserves maintenance schedules (deployed March 2025)**
 - **Mowing Trails/Slashing & Spraying maintenance schedules (deployed April 2025)**
 - **Arbor Streets maintenance schedules (deployed May 25)**
 - **Roads Streetsweeper maintenance schedules (deployed May 25)**
 - **Roads Grading maintenance schedules (deployed May 25)**
 - **Roads Patching maintenance schedules (deployed May 25)**
 - **Drainage maintenance schedules (deployed June 2025).**
- 2. NOTES the last remaining maintenance schedule Drainage will be implemented in June 2025.**

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.3.2 - Award Request for Tender- RFT 03/2025 - Supply, Installation and Maintenance of Air Conditioning Systems (SJ4587)**

Responsible Officer:	Manager Facilities
Senior Officer:	Director Operations
Disclosure of Officer's 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> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.

Report Purpose

The purpose of this report is to seek Council approval for the award of RFT 03/2025 - Supply Installation and Maintenance of Air Conditioning Systems

Relevant Previous Decisions of Council

Nil.

Background

The purpose of this tender is to secure a suitably qualified contractor for the supply, installation, and maintenance of the Shire's air conditioning assets, which include over 150 known systems ranging from split systems to packaged units. This process aims to optimise value by obtaining competitive pricing for quality services while ensuring compliance with technical, regulatory, and safety standards. The tender promotes fairness and transparency, offering equal opportunity to all potential contractors and guaranteeing reliable, efficient long-term service. It enables cost control through predictable maintenance expenses and minimises the potential risk of breakdowns.

The Request for Tender RFT 03/2025 - Supply, Installation and Maintenance of Air Conditioning Systems was advertised on Wednesday 29 January 2025 and closed at 2.00pm on Tuesday 18 February 2025).

The Tender was advertised in the following papers:

- West Australian Newspaper (Wednesday 29 January 2025)
- Examiner (Serpentine Jarrahdale & Armadale) (Thursday 30 January 2025)
- Pinjarra/Murray Times (Inc. Mandurah Coastal Times) (Wednesday 5 February 2025)
- Sound Telegraph (Rockingham & Kwinana) (Wednesday 5 February 2025).

Community / Stakeholder Consultation

Nil.



Statutory Environment

Section 3.57(1) of the *Local Government Act 1995* requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply the goods or services.

Division 2 under Part 4 of the *Local Government (Functions and General) Regulations 1996* prescribes the kinds of contracts that must be publicly invited. Regulation 11(1) states:

Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250,000 unless subregulation (2) states otherwise.

The Regulations also prescribe requirements and processes to apply when undertaking a public tender.

In relation to the award of tenders, Regulation 18(4) states:

Tenders that have not been rejected under sub regulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.

Comment

The tender for air conditioning services is to ensure the Shire's 150+ diverse systems operate efficiently and reliably, directly impacting occupant comfort and operational costs. By seeking competitive bids, the Shire aims to secure the best value for its investment, ensuring that all installations and maintenance meet required safety and performance standards. A transparent tender process guarantees fairness and trust with potential contractors and the community. Proactive maintenance minimises costly breakdowns and extends equipment lifespan.

Submissions

Three (3) submissions were received, and the submissions are summarised in **CONFIDENTIAL attachment 1**.

Tender submissions were received from the following companies:

#	Company Name
1	The Trustee for The Skenpost Trust t/a Australian HVAC Services
2	CMS Engineering Pty Ltd
3	Jako Industries Pty Ltd

Evaluation Panel

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

- Manager Facilities
- Supervisor and Technical Officer Facilities
- Project Support Officer.



All members of the evaluation panel have made a conflict-of-interest declaration in writing confirming that they have no relationships with any of the respondents. Each member of the panel assessed the submissions separately.

Evaluation CriteriaCompliance Criteria

All tender submissions initially met compliance criteria and advanced to the evaluation stage. However, during evaluation, one tenderer was deemed non-compliant due to insufficient pricing schedule information

Qualitative Criteria:

The following qualitative evaluation criteria and weightings were used by the tender evaluation panel to assess tender submissions:

EVALUATION CRITERIA	WEIGHTING
Price with quantities	50%
Relevant Experience - Describe your experience in completing similar requirements. Respondents shall as a minimum address the following information - Provide demonstrated relevant experience of the Company providing similar services to local governments over the past five years. - Detail experience in supply, installation & servicing of air conditioning systems.	20%
Key Personnel, Skills, and Resources Supply details in an attachment. Provide information that explains the capacity of the Company to deliver the services including: a) Key personnel and their Professional Qualifications, Certifications, Accreditations and Relevant Experience. The tenderer shall state which key personnel will be involved in the contract and their roles within the Company. Include / describe the past work of a similar nature for each person. Plant and Equipment Supply details in an attachment. - The tenderer shall demonstrate its ability to provide suitably maintained plant and equipment to complete the work as described in the specifications. Include a list of the plant and equipment which states the model, year of manufacture and a brief description of its use.	15%



EVALUATION CRITERIA	WEIGHTING
Demonstrated Understanding Respondents should demonstrate an appreciation of the contract requirements and provide an outline of their proposed methodology in an attachment. Tenderers should include details such as: • The sequence of works; identifying Principal approval points; safe worksite management; advise of any sub-contractor/s required to support the tendered works, and how the sub-contractor/s will be managed. • Indicate three common issues that can arise during these typical works. Outline the methodology or approaches your company will take to address these issues to ensure that there is a successful outcome. • Include a forecast timeline for delivering each of the services.	15%

Evaluation Outcome

All tender submissions were assessed against the evaluation criteria and the qualitative and quantitative results of this assessment, and prices are documented in **CONFIDENTIAL attachment 1**.

Following the assessment of all tender submissions, against the selection criteria, the tender submitted by Jako Industries Pty Ltd was assessed as being the best value for money that meets the Shire's requirements.

The tender evaluation panel therefore recommends the tender submission made by Jako Industries Pty Ltd be accepted.

Options

Option 1

That Council:

1. AWARDS the Tender RFT 03/2025 - Supply, Installation and Maintenance of Air Conditioning Systems as recommended in **CONFIDENTIAL attachment 1** to Jako Industries on the Schedule of Rates contained with **CONFIDENTIAL attachment 2**.
2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 03/2025 - Supply, Installation and Maintenance of Air Conditioning Systems.

Option 2

That Council DECLINES to accept any tender.

Option 1 is recommended.



Conclusion

Jako Industries Pty Ltd has been assessed as being able to meet the requirements of the contract. The respondent met all of the requirements for Relevant Experience, Key Personnel, Skills and Experience and Demonstrated Understanding and was assessed as providing the best value for money.

Therefore, it is recommended that Council support Option 1 and the contract be awarded Jako Industries Pty Ltd.

Attachments (available under separate cover)

- **10.3.2 - CONFIDENTIAL - attachment 1** - RFT 03/2025 - Supply, Installation and Maintenance of Air Conditioning Systems - Evaluation Report (E25/3104)
- **10.3.2 - CONFIDENTIAL - attachment 2** - RFT 03/2025 - Supply, Installation and Maintenance of Air Conditioning Systems - Schedule of Rates - Jako Industries Pty Ltd (E25/3854)

Alignment with our Council Plan 2023-2033

Thriving
3. Ensure sustainable and optimal use of Shire resources and finances
Liveable
1. Invest in facilities and amenities to meet current and future needs

Financial Implications

An estimated \$55,000 per annum will be allocated for preventative maintenance of all air conditioning infrastructure currently in use across the shire. This expenditure could increase with any unexpected breakdowns due to increased aging of the Shire's infrastructure, but this will be mitigated with future capital planning and asset condition reporting. It is important to note that the Consumer Price Index (CPI) should be considered for future budget planning in each financial year to ensure that allocated funds remain adequate.



Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	The tender is awarded, and the company does not agree to contract terms leading to prolonged negotiations or the need to retender resulting in a delay to project delivery.	Tender documentation includes a copy of the proposed contract.	Organisational Performance	Unlikely	Minor	LOW	Nil
2	Not awarding the air conditioning tender could compromise operational efficiency, incur higher costs, and impact employee health and comfort. It may lead to legal and compliance issues, as well as damage to the organisation's reputation. To mitigate these risks, it is vital to carefully evaluate the implications of awarding or not awarding the tender based on current and future needs.	Ensures that the selected service provider aligns with the Shire's objectives and standards. Establish a schedule for regular monitoring and inspections of all facilities to identify early signs of issues arising and try to mitigate the impacts.	Organisational Performance	Unlikely	Moderate	LOW	Nil.



Voting Requirements: Simple Majority

OCM-163-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

- 1. AWARDS the Tender RFT 03/2025 - Supply, Installation and Maintenance of Air Conditioning Systems as recommended in CONFIDENTIAL attachment 1 to Jako Industries on the Schedule of Rates contained with CONFIDENTIAL attachment 2.**
- 2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 03/2025 - Supply, Installation and Maintenance of Air Conditioning Systems.**

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.4 Corporate Services reports:**

10.4.1 - Monthly Financial Report - April 2025 (SJ4229)	
Responsible Officer:	Manager Finance
Senior Officer:	Director Corporate Services
Disclosure of Officer's 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> .

Authority / Discretion

Legislative	Includes adopting local laws, local planning schemes and policies.

Report Purpose

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

This report is about the financial position of the Shire as at 30 April 2025.

Relevant Previous Decisions of Council

<i>Special Council Meeting - 25 July 2024 - SCM003/07/24 - COUNCIL RESOLUTION - extract</i>	
7.	<i>That Council, 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 2024/25 for reporting material variances shall be:</i>
a)	<i>≥ 10% of the amended budget and ≥ \$10,000 of the amended budget; or</i>
b)	<i>≥ \$150,000 of the amended budget</i>
	<i>In addition, the material variance limit will be applied to each Nature and Type Classification for Operating and Financing Activities and each Project for Investing Activities (Capital).</i>

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 by Nature and Type.

The Council has resolved to report Nature and Type and to assess the performance of each category, by comparing the year-to-date budget and actual results. Furthermore, Council has resolved that each Capital project outside of the materiality thresholds be reported on separately. This gives an indication that the Shire is performing against expectations at a point in time.

Community / Stakeholder Consultation

Nil.



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 report shows the month-end position as at the end of 30 April 2025.

The municipal surplus as at 30 April 2025 is \$9,647,398 which is a favourable variance of \$1,789,753 (including an opening surplus of \$335,419).

Further information on material variances are listed in the analysis below.

Operating Activities

Operating Revenue

Rates

No variance analysis required, variance to budget is less than 10%.

Operating Grants, Subsidies and Contributions

No variance analysis required, variance to budget is less than 10%.

Fees and Charges

No variance analysis required, variance to budget is less than 10%.

Interest Earnings

Favourable permanent variance of \$461,143 primarily due to:

- Higher than anticipated interest received on Reserve Term Deposits - \$325,980.
- Higher than anticipated interest received on Municipal Term Deposits - \$38,613.
- Higher than anticipated interest received on overdue rates for the period - \$61,589.

Other Revenue

Favourable permanent variance of \$129,199 primarily due to:

- Reimbursement on workers compensation claim from Local Government Insurance Scheme (LGIS) - \$150,101.

Profit on Asset Disposal

No variance analysis required, variance to budget is less than \$10,000.

Operating Expenses

Employee Costs

Favourable variance of \$545,368 primarily due to vacancies across organisation.



Materials and Contracts

Favourable temporary variance of \$178,848 primarily due to disputed facility cleaning contract invoices related to incorrect charges of \$165,558.

Utility Charges

No variance analysis required, variance to budget is less than 10%.

Depreciation

Unfavourable permanent variance of \$898,800 primarily due to a higher than anticipated asset value following the 2022/23 revaluation, resulting in higher than anticipated depreciation.

Finance Costs

No variance analysis required, variance to budget is less than \$10,000.

Insurance Expenses

No variance analysis required, variance to budget is less than 10%.

Other Expenditure

No variance analysis required, variance to budget is less than 10%.

Loss on Disposal of Assets

No variance analysis required, variance to budget is less than 10%.

Investing Activities

Contributions/Grants for the Construction of Assets

No variance analysis required, variance to budget is less than 10%.

Proceeds from Disposal of Assets

No variance analysis required, variance to budget is less than 10%.

Capital Expenditure

Favourable variance of \$72,749 primarily due to:

- 80371 People Mover - Favourable permanent variance due to the purchase of the replacement vehicle being acquired at a lower cost than anticipated - \$11,353.
- 80440 Ausroad Patching Truck - Replace 51086 - Favourable permanent variance primarily due to the replacement truck being acquired at a lower cost than anticipated - \$22,571.
- 80540, 80544 and 80549 Fleet Replacement SUV Hybrid - Favorable permanent variance due to hybrid vehicles price being lower than anticipated - \$30,407.
- 80557 Tractor - Replace 51051 - Unfavourable permanent variance due to an increase in the cost which was more than anticipated - \$11,266.

Financing Activities

Proceeds from new Borrowings

No variance analysis required, variance to budget is less than 10%.

Transfer from Reserve

No variance analysis required, variance to budget is less than 10%.

**Repayment of new Borrowings**

No variance analysis required, variance to budget is less than 10%.

Payment for principal portion of lease liabilities

No variance analysis required, variance to budget is less than \$10,000.

Transfer to Reserve

Permanent variance of \$331,839 due to:

- Higher than anticipated interest received on Reserve Term Deposits - \$325,980.

Options**Option 1**

That Council RECEIVES the Monthly Financial Report for April 2025 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 1**.

Option 2

That Council DOES NOT RECEIVE the Monthly Financial Report for April 2025, 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 1**.

Option 1 is recommended.

Conclusion

Nil.

Attachments (available under separate cover)

- **10.4.1 - attachment 1** - Monthly Financial Report - April 2025 (IN25/9795)

Alignment with our Council Plan 2023-2033

Thriving	
1.	Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2.	Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
3.	Ensure sustainable and optimal use of Shire resources and finances
Liveable	
1.	Improve maintenance and investment in roads and paths
2.	Invest in facilities and amenities to meet current and future needs
Connected	
1.	Invest in community recreation and support local clubs and groups to increase opportunities for participation



Financial Implications

As at 30 April 2025, the Shire's respective cash position was as follows:

Municipal Fund:	\$3,918,970
Cash Reserve:	\$12,103,977
Keirnan Park Grant Account:	\$1,560,111
Trust Fund:	\$304,222

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	Nil.						
2	That Council does not receive the Monthly Financial Report for April 2025 leading to the Shire not meeting legislative requirements on financial reporting.	Provision of sufficient information and records to support the recommendation	Financial	Unlikely	Insignificant	LOW	Accept Officer Recommendation

Voting Requirements: Simple Majority

OCM-164-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council RECEIVES the Monthly Financial Report for April 2025 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 1.

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0



10.4.2 - Confirmation of Payment of Creditors - May 2025 (SJ801)	
Responsible Officer:	Manager Finance
Senior Officer:	Director Corporate Services
Disclosure of Officer's 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> .

Authority / Discretion

Legislative	Includes adopting local laws, local planning schemes and policies.

Report Purpose

The purpose of this report is to prepare a list of accounts paid 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 matter.

Background

Nil.

Community / Stakeholder Consultation

Not Applicable.

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 1.1.17 - Payments from Municipal and Trust Fund.

Section 6.10 of the *Local Government Act 1995* states the Financial management regulations may provide for the general management of, and the authorisation of payments out of the municipal fund and the trust fund of a local government.

Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* requires where a local government has delegated authority to make payments from the municipal or trust fund, that a list of accounts paid be prepared each month showing each account paid since last such a list was prepared.



Comment

In accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, schedules of all payments made through the Council'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.

A detailed list of invoices for the period 01 May 2025 to 31 May 2025 is provided in **attachment 1**.

Options and ImplicationsOption1

That Council RECEIVES the Schedule of Accounts as paid under delegated authority from 01 May 2025 to 31 May 2025, totalling \$8,729,053.72 as contained in attachment 1.

Option 2

That Council DOES NOT RECEIVE the Schedule of Accounts as paid under delegated authority from 01 May 2025 to 31 May 2025, totalling \$8,729,053.72 as contained in attachment 1.

Option 1 is recommended.

Conclusion

Nil.

Attachments (available under separate cover)

- **10.4.2 - attachment 1** - List of Creditors Accounts Paid and Submitted to Council for the period ending 31 May 2025 (E25/5940)
- **10.4.2 - attachment 2** - Westpac Purchasing Card Report - 28 March 2025 to 27 April 2025 - Redacted (E25/5941)
- **10.4.2 - attachment 3** - Fuel Purchasing Cards Report - 01 April 2025 to 30 April 2025 - Redacted (E25/5942)

Alignment with our Council Plan 2023-2033

Thriving
4. Ensure sustainable and optimal use of Shire resources and finances

Financial Implications

Expenditures were provided for in the adopted Budget as amended, or by any subsequent budget reviews and amendments.

The accounts paid under delegated authority for 01 May 2025 to 31 May 2025 totalled \$8,729,053.72

**Risk Implications**

Risk has been assessed on the Officer Options and Implications:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no risks associated with this option.						
2	That Council does not accept the payments	Provision of sufficient information and records to support the recommendation	Financial	Unlikely	Insignificant	LOW	

Voting Requirements: Simple Majority

OCM-165-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council RECEIVES the Schedule of Accounts as paid under delegated authority from 01 May 2025 to 31 May 2025 totalling \$8,729,053.72 as contained in attachment 1.

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0



10.4.3 - OneComm Project: Phase 3 Project Status Report (SJ2352)	
Responsible Officer:	Manager Information Communication Technology
Senior Officer:	Director Corporate Services
Disclosure of Officer's 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> .

Authority / Discretion

Information	For the Council / Committee to note.

Report Purpose

This report provides Council with an update on the progress of the OneComm Phase 3 Project.

Relevant Previous Decisions of Council

*Ordinary Council Meeting - 10 February 2025 - OCM028/02/25 - COUNCIL DECISION / Officer Recommendation - **extract***

That Council:

- 1. NOTES the OneComm Project Status Report;*
- 2. NOTES the project is progressing according to the agreed timeframe.*

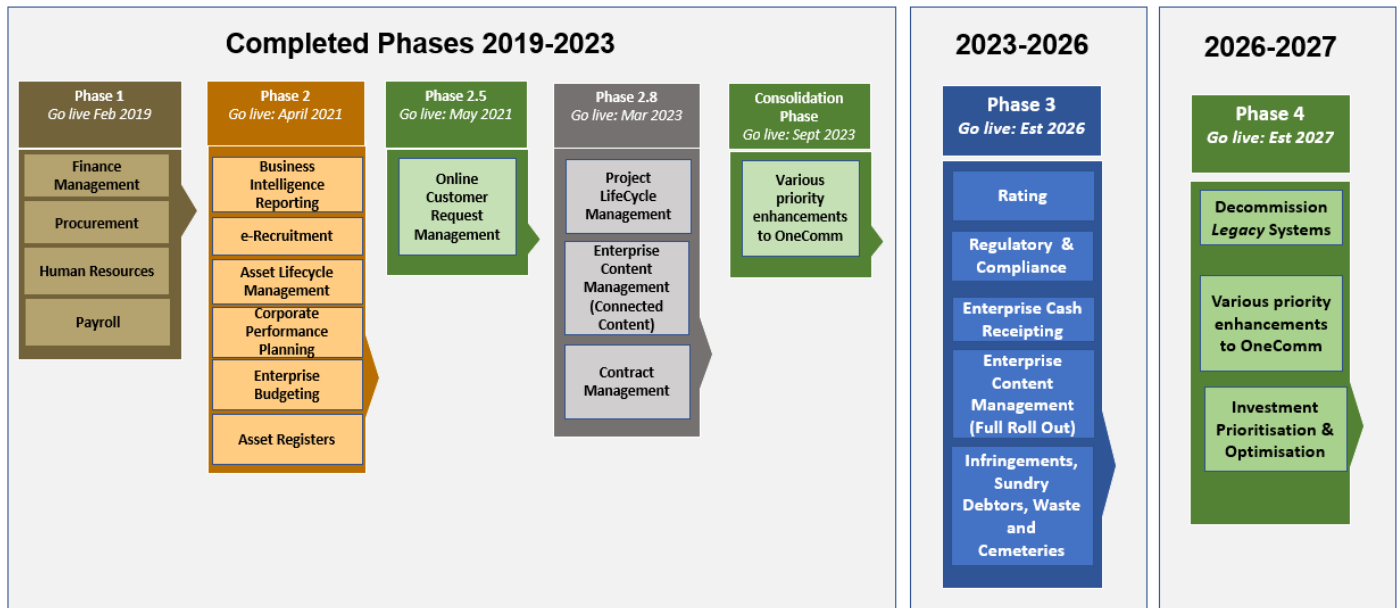
Background

To date, the OneComm project team has successfully implemented the following:

- Phase 1 - Finance, Human Resources, Purchasing, Payroll, Safety and Financial Asset Registers.
- Phase 2 - Business Intelligence, Corporate Performance Planning, Asset Management for Operating Works, e-Recruitment and Enterprise Budgeting.
- Phase 2.5 - Online Customer Request Management.
- Phase 2.8 - Project Lifecycle Management, Enterprise Content Management - Connected Content and Contracts Management.
- OneComm Consolidation Phase, which includes the Bush Fire Brigades Volunteers Online Portal.
- Phase 3 - Asset Scheduled Maintenance (Streetscapes), Online Building and Development Applications, Enterprise Cash Receipting (ECR) including online payment facility, Upgrade of OneComm to the latest version (2024B), Online Portal for customers to submit building and development applications, Cemeteries Management and Asset Scheduled Maintenance (Facility Maintenance, Parks and Gardens, and Civil).



In summary the Shire has completed five (5) of the seven (7) planned OneComm Phases as per the following:



This report will provide an update on the progress on the remaining modules under OneComm Phase 3.

Community / Stakeholder Consultation

The revised scope and implementation milestones for OneComm were developed in consultation with the Shire's Executive Management Team, Technology One and was supported by information provided by other Local Government Authorities (LGA) that have partnerships with the Shire.

Statutory Environment

The *State Records Act 2000* which governs the record keeping for all State and Local Government organisations in Western Australia.

The State Records Commission of Western Australia - Standard 8 - Managing Digital Information.

Comment

Enhanced Online Services for Residents, Builders and Developers

The Shire has significantly expanded its online offerings for residents with the introduction of Enterprise Cash Receipting and Online Compliance Applications. Through the Shire's website, residents now have access to a suite of new e-services. These include the ability to register and track building and development applications, make online payments, and update contact details.

These new features build upon our existing Customer Request Management module, implemented in 2021. Residents can now register for an account to easily manage their requests and view a complete history of all requests they've submitted.

Implementation Update

To date the following has been completed as scheduled for Phase 3:



Date	Moule	Status
October 2024	Building and Development Applications	Implemented on time
October 2024	Enterprise Cash Receipting (ECR) including online payment facility	Implemented on time
November 2024	Upgrade OneComm to the latest version (2024B)	Implemented on time
January 2025	Online Portal for customers to submit Building and Development Applications	Implemented on time
May 2025	Cemeteries Management	Implemented on time
February - June 2025	Asset Scheduled Maintenance (Facility Maintenance, Parks and Gardens, and Civil)	Implemented on time

The remainder of Phase 3, planned for implementation during 2025 and 2026 are as follows:

Date	Module	Status
April 2025	Infringements & Pool Inspections	In Progress
July 2025	Sundry Debtors	No longer required
October 2025	Waste Management	Not Started
November 2025	Upgrade OneComm to the latest version (V2025B)	Not Started
January 2025 - December 2025	Asset Scheduled Maintenance (All Other Asset Classes)	An update on this module is provided at Agenda Item 10.3.1.
June 2026	Enterprise Content Management (ECM)	Not Started
July 2026	Rates (**depending on readiness)	Not Started

An update on the remaining modules is as follows.

Infringements

The implementation of the Infringement module will replace the current paper-based system with a digital solution, significantly reducing the need for manual processing.

The system will support the management of all types of infringement offences across multiple service areas, including Compliance, Health, Building, Emergency Services, Vehicles, and Animals.



By centralising infringement processes, the module will enhance consistency, improve data accuracy, and streamline enforcement operations across departments.

Key features of the Infringements module include:

- **Mobility:** The ability to issue vehicle infringement notices in the field using a mobile application, with portable handheld printers used to print notices on the spot.
- **Online Payment Facility:** The system will offer a secure online payment option, improving convenience for the public and accelerating payment processing.
- **Integration with External Agencies:**
 - **Department of Transport:** Enables the retrieval of vehicle ownership data to support enforcement activities.
 - **Fines Enforcement Registry:** Facilitates the management and escalation of non-payment cases.

Overall, the Infringement module will modernise and simplify the infringement management lifecycle and reduce the current administrative burden.

To date workshops with the Development Services and Emergency Services have been completed. Core configuration has commenced with User Acceptance Testing, Training and Go live preparation still to come.

Swimming Pool Inspections

Regular four-yearly inspections of swimming pool enclosures are critical to ensuring the safety of residents within the Shire.

By centralising the register of all swimming pools, the Shire can ensure that safety inspections are conducted in a timely manner and that any required remediation work is addressed promptly. The implementation of this module supports proactive risk management and reinforces the Shire's commitment to community safety.

To date workshops with the Development Services have been completed. Core configuration has commenced with User Acceptance Testing, Training and Go live Preparation still to come.

Cemeteries

The implementation of the Cemeteries module will significantly streamline the management of cemetery related data by establishing a centralised and comprehensive database of all cemetery records. This system will improve efficiency in data entry, retrieval, and maintenance, enabling staff to manage burial records, plot availability, historical information, and associated documentation more effectively.

Centralising cemetery records will also enhance data accuracy, reduce duplication, and support better decision-making for both operational and planning purposes. It will provide a reliable and easily accessible source of information for internal use and in the future for public access.

To date workshops, configuration, testing and training has been completed, and the module is ready for data import.

The collection and consolidation of existing cemetery data is currently underway and will remain an ongoing process. This involves gathering records from multiple sources, verifying their accuracy, and creating this data in the OneComm Cemetery Module.



Once the collection of data has been finalised and imported into the already configured OneComm module, an online mapping enhancement will be added to enable online searching of burial information and plot locations displayed on a map.

Sundry Debtors

The implementation of the Sundry Debtors module will replace the legacy SynergySoft Sundry Debtors module. This allows finance to raise ad-hoc charges that are not raised within other Property and Rating modules like Rates, Compliance, Infringements.

During initial workshops it was discovered the Accounts Receivable module was implemented into Core Enterprise Suite in OneComm in 2023. An assessment of the implemented module was completed by Business Systems and Finance and concluded there was no benefit in moving across to Property & Rating. Therefore, it is recommended this is removed as a specific module for implementation under phase 3.

Asset Scheduled Maintenance (All Other Asset Classes)

An update on this module is provided at Agenda Item 10.3.1.

Enterprise Content Management (ECM), Waste Management and Rates

The implementation of the new Enterprise Content Management (ECM) system, commencing in January 2026 will replace the existing Records Management System, Content Manager. This transition involves the migration of millions of records from Content Manager to the ECM module within OneComm.

In parallel, the deployment of the Rates and Waste module commencing in October 2025 represents a significant initiative, requiring the migration of all financial data related to rateable properties from the legacy system, SynergySoft, into the OneComm Rates module. Both components are critical to ensuring a seamless transition to a modern, integrated platform for managing records and property-related financial data.

Implementation Schedule

The go-live dates for the Infringements, Pool Inspections, and Waste Management modules within Property & Rating and Enterprise Content Management require adjustment primarily due to unforeseen staffing challenges within the ICT team, specifically four resignations from key roles, one retirement, extended 6 months long service leave and bereavement leave (including Project Manager, Business Systems Analyst and Business Systems Support Officer). While resources were redeployed to existing staff and recruitment was initiated, the loss of these essential personnel significantly impacted implementation as newly allocated team members required time to get up to speed. Despite these challenges however:

- all modules are still on track to go live within the original overall project timelines
- no budget modifications are needed
- the only module not delivered by 30 June 2025 was 'Infringements and Pool Inspections'. The Six (6) other modules planned to be delivered by 30 June 2025 were still achieved.



The proposed new go live dates for the remaining Phase 3 modules are as follows:

Module(s)	Original Date	Revised Date
Infringements and Pool Inspections	April 2025	September 2025
Waste Management	October 2025	July 2026
Upgrade OneComm to the latest version (V2025B)	November 2025	No Change
Asset Scheduled Maintenance (All Other Asset Classes)	January 2025 - December 2025	No Change
Enterprise Content Management	June 2026	December 2026
Rates (subject to the module aligning with Western Australian legislation)	July 2026	No Change

Options

Option 1

That Council NOTES OneComm Project Status Report and revised timeframes as outlined in this report.

Option 2

That Council DOES NOT NOTE the OneComm Project Status Report.

Option 1 is recommended.

Conclusion

For the 2024-2025 financial year, 6 modules under Phase 3 of the OneComm project have been delivered. Importantly, the modules implemented significantly expand the Shire's online offerings for the community via a suite of new e-services including the ability to register and track building and development applications, make online payments, and update contact details. The remaining Phase 3 modules are on track to go live within the original overall project timelines with no budget modifications required.

Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

Thriving
4. Ensure sustainable and optimal use of Shire resources and finances

Financial Implications

There are no financial implications associated with this report.



Risk Implications

There are no significant risks associated with the Officer Options in this report.

Voting Requirements: Simple Majority

OCM-166-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council NOTES the OneComm Project Status Report and revised timeframes as outlined in this report.

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.5 Community Engagement reports:**

10.5.1 - State and Federal Government Election Advocacy - Outcomes Report (SJ4117)	
Responsible Officer:	Director Community Engagement
Senior Officer:	Chief Executive Officer
Disclosure of Officer's 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> .

Authority / Discretion

Advocacy	When the Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.

Report Purpose

The purpose of this report is to provide Council with an overview of activities undertaken relating to State and Federal Government election advocacy, outcomes and recommendations for future advocacy.

Relevant Previous Decisions of Council

<i>Ordinary Council Meeting - 19 August 2024 - OCM206/08/24 - COUNCIL RESOLUTION / Officer Recommendation - extract</i>
<i>4. ADOPTS CEO Employment Committee Resolution CEO007/08/24 and: 1. AGREES to the Chief Executive Officer Key Performance Indicators as stated in 'Attachment 1: Proposed CEO Performance Criteria (KPIs) for 2024-25' as contained in CONFIDENTIAL attachment 1</i>

Background

One of the CEO's KPIs for 2024/25 is:

- 2 *State and Federal Election Advocacy and Engagement*
 - 2.1 *Successfully implement the updated Advocacy Strategy, aligned with Council-endorsed Election Advocacy projects and budget allocations.*
 - 2.2 *Present a comprehensive report to the Council, highlighting outcomes and lessons learned following the Federal and State Government Elections.*

Community / Stakeholder ConsultationPolicy Concept Forum

Meeting Date	26 May 2025
Elected Members in Attendance	Cr Bishop, Cr Duggin, Cr Mack, Cr Mazzini



Meeting Date	2 September 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Byas, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini

Community involvement

Community and sporting groups were involved in our advocacy efforts. This is addressed in the comment section of the report.

Statutory Environment

Nil.

Comment

Advocacy Strategy

GRA Partners was engaged by the Shire in August 2024 to draft its Advocacy Strategy for the upcoming State and Federal elections. The strategy was drafted affording to the Shire's brief, requesting an overview of the State and Federal political landscape, and recommendations for the Shire's advocacy approach leading into the elections. The strategy was presented to Elected Members at the September 2024 Policy Concept Forum.

A key recommendation of the Strategy was for the Shire to focus its efforts on the State seat of Darling Range, given it was currently held by the Labor Party and was considered as the politically active seat to be contested by the major political parties.

Concept Plans and Business Case development

To support our advocacy, we developed concept plans and business cases for the Shire's endorsed projects. The table outlines these developments.

Endorsed advocacy projects	Description
Hypergrowth Roads	Nine priority roads endorsed by Council for upgrades at May 2024 OCM.
SJ Community Recreation Centre	Concept Design Two endorsed for development. Will deliver two new compliant basketball courts, and other amenities. Adopted by Council September 2024.
Netball - Keirnan Park	Stage 1C of the Keirnan Park Recreation Precinct project endorsed as advocacy project. Will deliver state of the art netball facility in SJ. Adopted by Council at SCM 7 October 2024.
BMX - Keirnan Park	Stage 1B of the Keirnan Park Recreation Precinct project endorsed by Council for advocacy. Will relocate the BMX track to the new facility in Mundijong. Scope and costings presented to Council OCM 16 September 2024.
Jarrahdale Trails Centre	A new trails centre concept design endorsed by Council, for construction in Jarrahdale. Adopted by Council June 2024.



Brigade Station upgrades

Byford and Oakford brigade stations endorsed by Council for essential upgrades. Priorities added to election advocacy at OCM 20 May 2024.

State election advocacy

The Advocacy Strategy was supported by a comprehensive, agile, communications strategy and plan. The communications plan covered both elections and underpinned the recommendations of the strategy.

The State Government election was held on 8 March 2025. Prior to the election, the Shire undertook advocacy activities aligned with the strategy, including:

- Letters to key politicians - during the Shire's advocacy, the Shire President wrote to key political leaders and candidates, including the Premier and the leaders of the WA Liberals and Nationals WA, on matters such as roads funding, the Shire's recreation centre expansion and housing, with requests to meet.
- The Shire hosted a Community Cabinet session of State Government, during which the Shire President and CEO had a one-on-one meeting with Premier Roger Cook and presented to the State Government Cabinet on its advocacy priorities.
- The Shire hosted a local bus tour with the leaders of the WA Liberal Party and Nationals WA, on separate occasions. The leaders were accompanied by their party's candidates for Darling Range. The bus tour was an opportunity for the groups to experience first-hand the Shire's recreation centre, and the vacant sites for Keirnan Park and the Jarrahdale Trails Centre. Along the way, the group also got to experience some of the Shire's priority road projects.

The Shire President and Chief Executive Officer also met the candidates for Darling Range and Oakford, and with a range of State Government representatives, political stakeholders, industry leaders, and departmental officials to discuss advocacy priorities.

One of the key changes to the Shire's advocacy was the creation of the new State electoral district of Oakford, which came into effect at the 2025 election. The Shire is progressing engagement to ensure that local infrastructure, planning, and service delivery priorities are clearly communicated and considered in State decision-making.

A comprehensive summary of engagement, meeting and activities to support the Shire's State election advocacy is provided at **attachments 1, 2, 3 and 4**.

Federal election advocacy

The Federal Election took place on 3 May 2025. Prior to the election, the Shire undertook advocacy activities aligned with the strategy, including:

- A trip to Canberra - the Shire President and Chief Executive Officer travelled to Canberra for the National Growth Areas Alliance annual congress, where they met with key politicians.
- Meetings - the Shire President and Chief Executive Officer met with the Labor candidate for the Federal seat of Canning, along with a range of Federal politicians, Senators, Shadow Ministers, and ministerial advisors, to discuss a range of advocacy priorities.
- Letters to key politicians - during the Shire's advocacy campaign, the Shire President wrote to key Federal political leaders and candidates, including the Prime Minister and the Leader of the Opposition. The letters covered Shire matters including funding for roads, funding opportunities for sport and recreation facilities, and housing.



These meetings were key in building relationships with Federal political leaders.

- The Shire hosted politicians at Shire facilities, including Senator Matt O'Sullivan, who toured the recreation centre, and the BMX track.
- A key change for this election was that part of the Shire are now included within the Division of Burt, providing an additional opportunity for the Shire to be represented at the Federal level.

A comprehensive summary of engagement, meeting and activities to support the Shire's Federal election advocacy is provided at **attachments 1, 2, 3 and 4**

Pivoting the Strategy

While rolling out the Advocacy Strategy, the Shire recognised the need to adapt its focus in response to the evolving political landscape. A strategic pivot to respond to escalating housing supply challenges in Perth's outer metropolitan areas was informed by the UDIA WA Growth Areas Infrastructure Requirements Report (October 2024). The report identified the Mundijong Growth Corridor as a key area that could unlock housing if critical enabling infrastructure were sufficiently funded.

In response, the Shire strengthened its advocacy efforts to prioritise critical enabling infrastructure investment. By aligning its advocacy with the findings and recommendations of the UDIA WA report, the Shire positioned itself as a proactive stakeholder, working collaboratively to address critical infrastructure gaps and contribute to broader housing supply solutions for Western Australia. The Shire President and Chief Executive Officer met with the Chief Executive Officer of the UDIA WA in November 2024 to discuss the synergies between the two organisations, and potential for working together.

Following this meeting, the Shire worked closely with the UDIA WA, and the State Government's Housing Supply Unit, collaborating to secure funding towards a sewer pump station for Mundijong - critical enabling infrastructure for housing development. This resulted in infrastructure investments for Byford and Mundijong which will help support unlocking housing supply in its two fastest growing suburbs.

Grant applications

The Shire submitted grant applications through Federal Government funding programs for its advocacy priorities. The funding applications submitted, and status of the applications are provided below:

Funding program	Project submitted	Status
Housing Support Program Stream 2	Woodland Grove District Open Space	Unsuccessful
	Roads	Unsuccessful
Thriving suburbs	Keirnan Park Stage 1B	Unsuccessful
urban Precincts and Partnerships Program	SJ Community Recreation Centre	Awaiting outcome



Election commitments

Below is a table showing the election commitments received during the Advocacy campaign:

	STATE			FEDERAL	
	Nationals	WA Labor	WA Liberals	Coalition	Labor
Hypergrowth Roads	-	\$17 million	\$17 million	-	-
SJ Community Recreation Centre	-	\$10 million	\$15 million	-	-
Netball - Keirnan Park	\$40.4 million	-	-	*	-
BMX - Keirnan Park	-	-	-	-	-
Jarrahdale Trails Centre	-	\$5 million	-	-	-
Brigade Station upgrades	-	-	\$500,000	-	-
TOTAL	\$40.4 million	\$32 million	\$32.5 million	-	-

**The Federal Liberal Party announced that if elected to government, \$2.4 million would be made available for maintenance to Mundijong Netball Courts.*

What worked well

Advocacy Strategy

The overarching Advocacy Strategy and supporting communications plan, provided a clear, structured framework to guide priorities, actions, and engagement. This ensured efforts were strategic, focused, and aligned with Council's objectives and priorities.

Branding and collateral

Professional, well-designed materials, including poster boards, an advocacy brochure, and digital communications supported clear communication and helped reinforce the Shire's credibility and key messages with stakeholders. These received positive feedback from high level stakeholders.

Building relationships

Proactive and ongoing engagement with elected representatives, local businesses, and grass roots stakeholders helped build trust and open channels for collaboration.

Third party advocacy

Leveraging the influence of respected external organisations such as UDIA WA and grass roots stakeholders added weight and independence to the Shire's messaging, amplifying impact and reach, and enabling media opportunities.



Consistent messaging

A disciplined and unified narrative across all communications reinforced the Shire's priorities and maintained clarity in interactions with diverse stakeholders.

Targeted engagement

Efforts were tailored to the interests and portfolios of specific stakeholders, which improved relevance and effectiveness, and helped secure stronger levels of interest and support.

Showcasing leadership

By taking initiative on complex regional challenges and presenting solutions, for example with unlocking housing opportunities, the Shire demonstrated leadership, positioning itself as a credible partner in shaping policy and investment decisions. The Shire President proved an effective and highly credible spokesperson for the Shire.

Resourcing the strategy

For the first time, the Shire had a dedicated Strategic Communications and Advocacy Officer, who was responsible for coordination all advocacy meetings, events and activities, as well as providing internal administrative support for fortnightly meetings with the Shire President and Chief Executive Officer. This ensured that the Shire was coordinated, professional and proactive in all advocacy activities.

Recommendations

Build on the work we've done; continue with consistency in advocacy and messaging.

To maintain momentum, it is essential to build on the strong foundation of advocacy efforts already established. Continued consistency in messaging and approach will reinforce the Shire's key priorities, ensuring that the Shire remains visible and credible in the eyes of government and other key stakeholders. This consistency will strengthen relationships and provide a clear and unified voice, making it easier to track progress and outcomes over time.

Continue to demonstrate the Shire is a trusted partner for Government

Delivering projects funded by government grants is a critical demonstration of an organisation's reliability, accountability, and capability. Successfully managing and delivering these initiatives on time and within budget not only ensures that public funds are used effectively but also strengthens trust with funding bodies and stakeholders. This will be critical for the Shire with the election commitments it has received from the 2025 State Election when it advocates for funding in the 2029 State Election.

Have fewer advocacy projects - and don't add to them.

Focusing on a select number of high-impact advocacy projects will ensure that each project receives the attention it deserves. By narrowing its focus, the Shire will avoid diluting its efforts, streamline its communications, and create deeper engagement with key stakeholders, making it easier to achieve results. It will also help ensure that the Shire remains responsive and flexible, adapting to changes in government priorities or emerging opportunities without spreading itself too thinly.



Have smaller-value projects that are more palatable to government and achievable in securing funding.

Smaller, more manageable projects often present lower financial and logistical risks, making them more attractive to government agencies and potential funding bodies. By advocating for smaller-value initiatives, the Shire will align its priorities with the budgetary constraints and political realities of decision-makers, increasing the likelihood of securing funding and support. These projects can serve as stepping stones to larger, more complex initiatives.

Continue to have clear, evidence-based business cases to support key infrastructure and policy requests.

Clear, well-supported business cases are critical in making compelling arguments for the funding and prioritisation of key projects. By continuing to base requests on solid evidence, the Shire will increase its credibility and ability to influence decision-making. Providing robust, well-researched business cases also aligns with the expectations of government and funding bodies, ensuring that requests are viewed as realistic, achievable, and beneficial to the broader community.

Continue to leverage community voices and stakeholder endorsements more regularly.

Community support and endorsements from influential stakeholders are critical in advocating for key projects and policies. Regular engagement with the community and securing their backing will strengthen the Shire's advocacy efforts by demonstrating widespread local support for its priorities. Incorporating the voices of residents, businesses, and regional partners into the advocacy strategy amplifies the message and underscores the relevance of projects, ensuring they align with the genuine needs and aspirations of the community.

Align advocacy priorities with regional, State and Federal government agendas to maximise influence and funding opportunities.

To optimise advocacy efforts, it is essential to align the Shire's priorities with the broader agendas of regional, State, and Federal governments. By understanding and integrating the policy objectives of these levels of government, the Shire can position its projects to fit within existing funding and support frameworks. This alignment increases the likelihood of securing financial backing, as government agencies are more likely to invest in initiatives that complement their strategic goals, fostering mutually beneficial outcomes for all involved.

The Shire could achieve this effectively by media monitoring, using a suitable platform such as Advoc8 which specialises in advocacy to State and Federal Government.

Consider a regionally-focused project for Federal election advocacy, which will deliver broader outcomes for the metropolitan area and still deliver on strategic outcomes for the Shire community.

In preparation for future Federal elections, the Shire should consider advocating for a regionally-focused project that offers both metropolitan-wide benefits and specific outcomes for the community. By framing projects within the context of regional development, broader audience engagement and bipartisan support can be achieved, while still addressing the unique needs of the Shire. This approach could secure Federal funding for initiatives that benefit both local and regional areas, positioning the Shire as a key contributor to metropolitan growth and development, also linking in with its advocacy work with the UDIA WA and NGAA.



Options**Option 1**

That Council:

1. NOTES that with the re-election of the WA Labor Government, the Shire was successful in receiving the following State Government election commitments:
 - a. \$17 million for Hypergrowth Roads
 - b. \$10 million for the Briggs Park Precinct
 - c. \$5 million for the Jarrahdale Trails Centre.
2. RECEIVES the outcomes and recommendations contained within this report regarding the Shire's 2025 State and Federal Election Advocacy.
3. REQUESTS the Chief Executive Officer to present a report to Council by June 2026 with recommendations for the Shire's election advocacy priorities for the next round of State and Federal Government elections.

Option 2

That Council DOES NOT RECEIVE the outcomes and recommendations contained within this report regarding the Shire's 2025 State and Federal Election Advocacy.

Option 1 is recommended.

Conclusion

In the lead up to the 2025 State and Federal elections, the Shire rolled out a comprehensive Advocacy Strategy and was successful in securing \$32 million in funding from the re-elected Labor State Government.

This report provides recommendation and lessons learned, which the Shire will use for future advocacy activities.

Attachments (available under separate cover)

- **10.5.1 - attachment 1** - Advocacy 2025 quarterly reporting July to September 2024 (E24/10859)
- **10.5.1 - attachment 2** - Advocacy 2025 quarterly reporting October to December 2024 (E25/586)
- **10.5.1 - attachment 3** - Advocacy 2025 quarterly reporting January to March 2025 (E25/4065)
- **10.5.1 - attachment 4** - Advocacy 2025 Final report for April and May 2025 (E25/5788)

Alignment with our Council Plan 2023-2033

Liveable	
1.	Advocate for public transport and focus on connectivity within communities
Connected	
3.	Empower the community to engage with the Shire and collaborate on matters that are important to them

**Financial Implications**

Officers propose developing the Shire's next round of Advocacy priorities internally. If external support is identified as being required, any budget implications will be presented to Council for its consideration.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no significant risks associated with this option.						
2	Council does not continue with reviewing and progressing its advocacy activities, which could impact its ability to secure future government funding.	Current project development and engagement to date with State and Federal Governments.	Strategic Stakeholder Relationships	Likely	Moderate	SIGNIFICANT	



Voting Requirements: Simple Majority

OCM-167-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

- 1. NOTES that with the re-election of the WA Labor Government, the Shire was successful in receiving the following State Government election commitments:**
 - a. \$17 million for Hypergrowth Roads**
 - b. \$10 million for the Briggs Park Precinct**
 - c. \$5 million for the Jarrahdale Trails Centre.**
- 2. RECEIVES the outcomes and recommendations contained within this report regarding the Shire's 2025 State and Federal Election Advocacy.**
- 3. REQUESTS the Chief Executive Officer to present a report to Council by June 2026 with recommendations for the Shire's election advocacy priorities for the next round of State and Federal Government elections.**

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.5.2 - Adoption of Youth Plan 2025 - 2028 (SJ3196)**

Responsible Officer:	Manager Community Activation
Senior Officer:	Director Community Engagement
Disclosure of Officer's 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> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.

Report Purpose

The purpose of this report is to present to Council the Shire's Youth Plan 2025 - 2028, which will guide the Shire's Youth Service programs and activities.

Relevant Previous Decisions of Council

There are no previous Council decisions relating to this matter.

Background

The development of a Youth Plan is identified as an action for completion by June 2025 in the Shire's Corporate Business Plan.

The development involved desktop research on the strategic context, current and future youth issues and trends and a robust community consultation with young people, parents and caregivers, community organisations and Shire Officers.

The table below provides an overview of the activities undertaken to develop the Youth Plan:

July - September 2024	October 2024 - January 2025	February 2025	March 2025	April - May 2025	June 2025
Desktop research and planning	Community and Stakeholder engagement	Review feedback and develop focus areas	Develop draft plan	Receive feedback on draft plan from stakeholders, EMG and Council	Finalise the Youth Plan 2025 - 2028

Community / Stakeholder ConsultationPolicy Concept Forum

Meeting Date	26 May 2025
Elected Members in Attendance	Cr Bishop, Cr Duggin, Cr Mack, Cr Mazzini



Community and stakeholder engagement

The Youth Plan 2025 - 2028 has been developed with input from the following sources:

- 219 responses from young people through the Mission Australia 2024 Youth Survey.
- 134 responses from young people living or studying in the Shire.
- External stakeholders, including:
 - Byford Secondary College
 - Department of Education
 - Catholic Education WA
 - Court Grammar School
 - Communicare
 - Peel Development Commission
 - The Y WA.

Shire Officers participated in multiple community events with an interactive activity, encouraging young people, families and other members of the public with an opinion on young people to have their say. Events attended included SJ Christmas Street Party, SJ Farmers Markets and Australia Day 2024 Sounds of Summer event. Everyone was welcome to freely discuss with Officers areas for concern or positive changes they would like to see continue. Consultation was also brought into the Byford Youth Space, where the same format for community feedback was used.

Mission Australia Youth Survey

Now in its 23rd year, the Mission Australia Youth Survey continues to be the biggest annual survey of its kind. A total of 17,480 young people aged 15-19 years took part in the 2024 Youth Survey. For the Shire, 219 young people participated in the survey, and the following are the top issues of concern to young people:

- Cost of living
- Mental health
- School or study problems
- Coping with stress
- Body image/physical health
- Suicide
- Climate change
- Discrimination
- Bullying/emotional abuse.

Results from the Mission Australia Youth Survey 2024 can be found in **attachment 2**.

Shire engagement

As part of the Shire's engagement with young people for the plan, 134 young people provided feedback and input.



The following are the top challenges facing young people:

- Public transport
- Cost of living
- Education
- Family and social issues
- Health concerns.

The following are their preferences for what activities they would prefer to be involved in:

- Career support
- Physical activities
- Trying new things/interests
- Meeting new people
- Creative activities.

Young people said they prefer to receive communication if in the following order of preference:

- Social media
- School notices
- Flyer/posters
- Website/eNewsletters.

What we learned

A snapshot of young people in the Shire:

- Young people aged 12 to 25 represent 16% per cent of the Shire's population.
- Byford has the highest proportion of young people.
- 3 high schools cater for young people in the Shire.
- Young people have difficulty accessing higher education in person.
- Young people in the Shire experience barriers such as access to transport, lacking motivation and perceived lower academic ability to progress to higher education or employment higher than the state median.
- Young people in the Shire aspire to gain employment over progressing with further education after high school in comparison to the state median.
- Many young people aspire to gain more career building skills, participate in physical activities and seek out a new interest.

Results from community consultation can be found in **attachments 3 and 4**.

Statutory Environment

Nil.



Comment

The Shire of Serpentine Jarrahdale is growing fast — and at the heart of that growth are our young people. We know that today's youth are more than just tomorrow's leaders, business owners, and changemakers. They're already shaping our community with fresh ideas, bold creativity and genuine passion, and we're committed to supporting them to grow, lead and thrive in a future they help create.

The Youth Plan 2025-2028 has been developed to support the mental and physical wellbeing of our young people, to champion their values, and help create safe, supportive spaces where they can shine.

Together with young people, the community and key partners, the Youth Plan 2025-2028 provides a vision for the Plan, three priority areas and supporting actions. A summary of the plan is provided below, and the full plan is provided at **attachment 1**.

Vision Empowering our youth to thrive through innovative programs that spark creativity, learning, and community connection in Serpentine Jarrahdale.		
Inform Help our young people better understand what is going on and how they can be involved in activating their local community.	Empower Make it easier for young people to participate in community programs, events, and services.	Expand Expand the focus of our programs, events, and services to respond to our youth's everchanging interest and needs.
Priority Action Areas: - Promote Shire led programs, events and services to young people - Diversify how we inform young people - Establish access to opportunities and information for young people, SJ staff, stakeholders and the community - Stay up to date with industry information - Establish a 'Safeguarding Young People' Policy for the Shire	Priority Action Areas: - Deliver responsive programs, events, and services innovatively for more young people to attend - Increase youth participation and awareness in community decision making through the development of a Youth Advisory Committee. - Increase awareness of opportunities the Shire provides for young people - Establish more opportunities to connect young people to life after education - Continue to promote and participate in Youth Week WA events	Priority Action Areas: - Regular programming to expand beyond Byford Youth Space - Professional relationship building between SJ Youth Development Team and service providers to encourage participation in the Shire - Develop evaluation instruments to ensure continued review of events and programs - Establishment of an Access & Inclusion plan - Actively pursue external grants to grow the service



The Youth Plan has been developed through robust community engagement, ensuring that the voices of young people, families, and key stakeholders have shaped its direction and priorities. The actions outlined in the plan are both realistic and achievable, designed to align with existing resources and operational capacities. Furthermore, the plan strategically identifies opportunities to leverage external funding and grant programs, enhancing the impact and sustainability of its initiatives without placing additional strain on core budgets.

OptionsOption 1

That Council:

1. ADOPTS the Youth Plan 2025 - 2028 as contained at **attachment 1**.
2. NOTES that the Youth Plan 2025 - 2028 will be corporately designed and any grammatical changes will occur as deemed necessary by the Chief Executive Officer.

Option 2

That Council:

1. ADOPTS the Youth Plan 2025 - 2028 as contained at **attachment 1** with the following amendments:

[Elected Member moving motion to specify amendments]

2. NOTES that the Youth Plan 2025 - 2028 will be corporately designed and any grammatical changes will occur as deemed necessary by the Chief Executive Officer.

Option 3

That Council DOES NOT ADOPT the Youth Plan 2025 - 2028.

Option 1 is recommended.

Conclusion

The Youth Plan 2025 - 2028 and its current focus areas were conceptualised through many voices. Experienced youth and community workers, educators, caregivers, families, and most importantly: young people, all came together to share their vision of a roadmap for everyone growing up in the Shire. Adopting a plan that was created for young people by young people implies that we didn't just 'tick a box' but *heard* them and are committed to supporting them in their growth and development in the Shire. Taking this step will show all young people that they can trust the Shire to work in their best interest, and that we care deeply about supporting them during those crucial development years of adolescence.

Attachments (available under separate cover)

- **10.5.2 - attachment 1** - Youth Plan 2025 - 2028 (E25/5320)
- **10.5.2 - attachment 2** - Mission Australia Youth Survey 2024 (E25/979)
- **10.5.2 - attachment 3** - Youth Plan Consultation Data (E25/6067)
- **10.5.2 - attachment 4** - Your Say of Youth Plan Survey Responses (E25/5764)



Alignment with our Council Plan 2023-2033

Thriving
4. Ensure sustainable and optimal use of Shire resources and finances
Liveable
4. Invest in facilities and amenities to meet current and future needs
Connected
2. Contribute to a well-connected, accessible and health community
3. Empower the community to engage with the Shire and collaborate on matters that are important to them
4. Facilitate an inclusive community that celebrates our history and diversity

Financial Implications

The Youth Plan has been developed to align with existing budget and resources. Opportunities to expand or improve youth service provision will occur through external grant or funding opportunities.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1 and 2	Shire Officers are unable to deliver actions identified in plan, leaving young people or stakeholders disaffected with the Shire.	Community consultation took place to find best achievable focus areas and actions	Social / Community Outcomes	Possible	Minor	LOW	
3	Youth Plan 2025 - 2028 is not adopted, leaving young people and stakeholders who participated in consultation to reconsider engaging further with the Shire's Youth services, programs and activities.	Community consultation took place to find best achievable focus areas and actions	Social / Community Outcomes	Possible	Minor	LOW	



Voting Requirements: Simple Majority

OCM-168-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Duggin, seconded Cr Mazzini

That Council:

- 1. ADOPTS the Youth Plan 2025 - 2028 as contained at attachment 1.**
- 2. NOTES that the Youth Plan 2025 - 2028 will be corporately designed and any grammatical changes will occur as deemed necessary by the Chief Executive Officer.**

CARRIED UNANIMOUSLY 6/0

**10.5.3 - Bushfire Risk Management Plan - Progress Report and 2025/26 Treatment Planning (SJ1920)**

Responsible Officer:	Coordinator Emergency Services
Senior Officer:	Director Community Engagement
Disclosure of Officer's 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> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.

Report Purpose

The purpose of this report is to provide Council with an update on the achievements against the Shire's Bushfire Risk Management Plan (BRMP) for 2024/25 and to outline the proposed bushfire mitigation treatments and resourcing requirements for 2025/26.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 19 August 2024 - OCM232/08/24 - COUNCIL RESOLUTION - extract

That Council:

- 3. REQUESTS the Chief Executive Officer present a report back to Council in June 2025 outlining achievements against the Bushfire Risk Management Plan, inclusive of the proposed 2025/26 treatments and resourcing requirements.*

Background

The Bushfire Risk Management Plan (BRM Plan) provides a framework to manage bushfire risk across the Shire of Serpentine Jarrahdale, with the strategic intent to reduce the number and impact of bushfire incidents in order to protect people, assets and other things of local value.

The BRM Plan's Treatment Strategy outlines two strategic objectives:

1. Increase the likelihood of successful initial attack on fires, and,
2. Create a community focused approach to bushfire.

This report outlines progress against these strategic objectives for the past 12 months, proposed treatments for 2025/26 and resourcing requirements.

Community / Stakeholder ConsultationPolicy Concept Forum

Nil.

**Bushfire Risk Management Plan**

The development of the Bushfire Risk Management Plan included public advertisement and consultation with relevant stakeholders including DFES and DBCA.

Statutory Environment

- *State Hazard Plan - Fire*
- *Bush Fires Act 1954*

Comment**Achievements 2024/25**

The 2024/25 bushfire mitigation program delivered significant on-ground treatments aligned with the BRM Plan Treatment Strategy. Key achievements include:

Activity	Details
Fire trail specification development	Specifications completed for all Shire-managed trails
Fire trail maintenance	Regular inspections and maintenance completed
Mechanical and/ or chemical fuel reduction and weed removal to seven Shire-managed reserves	Reserve R48455 (Percy Nairn Reserve), Byford Reserve R51491 (Abernethy Road), Byford Manjedal Brook Reserve, Whitby Reserve R45945 (Thatcher Road), Byford Reserve R46867 (Gibson Top), Oakford Unmade Road (Orton Road), Oakford Jarrahdale Communications Tower, Jarrahdale
Mechanical fuel reduction to 19km of road verge	19km of road verge including: • Foxtan Drive, Oakford • Nettleton Road, Karrakup • Admiral Road, Karrakup • Philips Road, Karrakup • Jarrahdale Road, Jarrahdale
Prescribed burning across 52ha of Shire-managed reserves and roads	Webb Reserve, Mardella Manjedal Brook Reserve, Whitby Kingsbury Drive, Jarrahdale Jarrahdale Road, Jarrahdale Wattle Road, Serpentine Bishop Road, Cardup Lampiter Drive, Mardella
Mitigation grazing (sheep) to five reserves, reducing invasive grasses and/or fuel loads	Korribinjal Brook Reserve, Jarrahdale Walker Road (Unmade Road), Serpentine Reserve R48641 (Wattle Road), Serpentine



Ordinary Council Meeting Minutes Monday, 16 June 2025

Activity	Details
	Reserve R33413 & Lot 88 Mundijong Road, Mundijong Serpentine Jarrahdale Pound Reserve, Mundijong
Hazard Reduction Notice Compliance	189 notices issued; 26 infringements enforced.
Community engagement	Mitigation Officers hosted two school visits and attended several community BBQs and community safety events.

Proposed Bushfire Risk Treatment Schedule 2025/26

The 2025/26 mitigation program will build on this progress through the following planned works:

Mechanical

Activity	Details
Firebreak installation and maintenance on Shire-managed land	Approximately 44km of firebreaks, pending 2025/26 budget allocation.
Peters Way Drain	4.2 km drain bank mulching
Manjedal Brook Reserve (Whitby Creek)	3.46 ha mulching
Manning Road, Hopeland	1.87 ha verge mulching
Jackson Road, Oldbury	2.92 ha verge mulching
Kargotich Road, Mardella	4.3 km verge mulching (west)
Jarrahdale Road, Hopeland	1 km verge mulching (both sides)
Lowlands Road (west of Rapids)	1.7 km verge mulching
Rowe Road West	1.5 km track reinstatement
Kingsbury Drive Intersection	Verge clearing

Prescribed Burning

Activity	Details
Mardja Loop	1 ha leaf litter burn
Lightbody Road	4.24 ha verge burn (grasses)
Arnald Road	1.31 ha verge burn (grasses)
Wellard Street	0.78 ha grass and grass tree burn
Gibson Top	1 ha leaf litter (access track)
Peters Way	0.14 ha leaf litter (access track)
Old Rifle Range	1.76 ha reserve burn
Darling Downs Bridle Paths	1 km bridle path burn
Foster Way	Pile burn



Activity	Details
Gobby Road Verge	1 km verge burn (both sides)
River Road, Hopeland	0.17 ha verge burn (grasses)
Percy Nairn Reserve	0.47 ha grass tree burn
Whitby Creek Line	1.73 ha grass burn
Web Reserve, Mardella	34 ha grass burn
Jarrah Road, Hopeland	1 ha verge grass burn

Resourcing 2025/26

The following resources are available in the 2025/26 Budget to support the implementation of the proposed treatment schedules:

- 2 x Shire funded mitigation Officers
- \$90,000 in the Shire's draft 2025/26 Budget for firebreaks and fuel reduction on Shire-owned land
- \$180,000 in the Shire's draft 2025/26 Budget for bushfire mitigation treatments and follow-up works
- Mitigation Activity Funding from the State Government - approximately \$160,000 which is proposed to be rolled over from 2025/26, pending the approval of eligible treatments by DFES.

The Shire's capacity for bushfire risk management would benefit from improved access to dedicated GIS and risk assessment resources. Current limitations in this area impact the ongoing identification and mapping of high-risk assets, reduce the ability to consistently prioritise treatments based on risk, and constrain robust monitoring and evaluation of mitigation outcomes. Officers will continue to identify opportunities to improve the Shire's resourcing and capabilities with GIS and risk assessment resources.

Managing Bush Fire Risk

The Shire's Bushfire Risk Management Plan provides a risk-based approach to the management of bushfire risk within the Shire.

The Shire's proposed treatment schedule, maintenance specifications for fire trails, inspection and enforcement programs have been developed in accordance with the Bushfire Risk Management Plan.

The 2025/26 draft budget includes an additional \$90,000 to explicitly fund firebreaks and fuel reduction on Shire-owned land, to support the Shire's compliance for Shire-owned land in line with the Fire Hazard Reduction Notice and community expectations.

The Shire's capacity for bushfire risk management would benefit from improved access to dedicated GIS and risk assessment resources. Current limitations in this area impact the ongoing identification and mapping of high-risk assets, reduce the ability to consistently prioritise treatments based on risk, and constrain robust monitoring and evaluation of mitigation outcomes. Officers will continue to identify opportunities to improve the Shire's resourcing and capabilities with GIS and risk assessment resources.

In the draft 2025/26 budget, the Shire proposes to undertake a governance review of the Emergency Services Department to understand current service levels and resource



requirements. This review will make recommendations for the Shire to consider as part of the 2026/27 budget, to ensure it has the capacity to meet its responsibilities for managing bushfire risk.

Options

Option 1

That Council:

1. NOTES the achievements against the Bushfire Risk Management Plan for 2024/25 and NOTES the proposed 2025/26 Bushfire Mitigation Treatment Schedule in line with available resources.
2. REQUESTS the Chief Executive Officer present a report back to Council in June 2026 outlining achievements against the Bushfire Risk Management Plan, inclusive of the proposed 2026/27 treatments and resourcing requirements.

Option 2

That Council DOES NOT NOTE the achievements against the Bushfire Risk Management Plan for 2024/25 and DOES NOT NOTE the proposed 2025/26 Bushfire Mitigation Treatment Schedule.

Option 1 is recommended.

Conclusion

The 2025/26 bushfire mitigation schedule reflects the strategic intent of the Shire's Bushfire Risk Management Plan, building on the 2024/25 program with a continued focus on reducing fuel loads near priority assets and improving access for initial attack.

The proposed treatments are supported by a combination of Shire funding and State mitigation grants. While strong progress has been made, ongoing limitations in risk assessment capacity constrain risk-based planning and evaluation. Addressing these gaps in the future will enhance the effectiveness and long-term sustainability of the Shire's bushfire risk management efforts.

Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

Thriving
4. Ensure sustainable and optimal use of Shire resources and finances
Liveable
2. Improve maintenance and investment in roads and paths
3. Preserve and enhance our natural places, parks, trails and reserves

Financial Implications

Nil.



Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	The Shire is still exposed to bush fire risk and bush fire events, despite the implementation of its Bush Fire Mitigation Treatment schedule	Bush Fire Risk Management Plan.	Environment / Heritage	Possible	Moderate	MODERATE	Environment, Climate and Hazard Management is identified on the Shire's Strategic Risk Register, with a range of actions identified to help reduce the risk rating.
2	By not receiving the update on the Shire's achievements against the Bushfire Risk Management Plan for 2024/25 and the proposed 2025/26 Bushfire Mitigation Treatment Schedule, it could be considered that Council is not prioritising the Shire's role in keeping the community safe through bush fire mitigation activities.	Development of Bush Fire Risk Management Plan and budget submission as part of 2025/26 Budget process.	Reputation	Possible	Minor	LOW	Reporting on 2025/26 Bushfire Mitigation Treatment Schedule via BFAC.



Voting Requirements: Simple Majority

OCM-169-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

- 1. NOTES the achievements against the Bushfire Risk Management Plan for 2024/25 and NOTES the proposed 2025/26 Bushfire Mitigation Treatment Schedule in line with available resources.**
- 2. REQUESTS the Chief Executive Officer present a report back to Council in June 2026 outlining achievements against the Bushfire Risk Management Plan, inclusive of the proposed 2026/27 treatments and resourcing requirements.**

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.5.4 - Update on Jarrahdale Trails Projects (SJ4436)**

Responsible Officer:	Jarrahdale Trail Coordinator
Senior Officer:	Director Community Engagement
Disclosure of Officer's 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> .

Authority / Discretion

Information	For the Council to note.

Report Purpose

The purpose of this report is to update Council on the new Gooralong Trail Precinct carpark, the new Jarrahdale horse trails and the Jarrahdale Oval detailed design project, which is a strategic operating project in the Shire's Corporate Business Plan.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 17 June 2024 - OCM176/06/24 - COUNCIL RESOLUTION / Officer Recommendation

That Council:

- 1. ACCEPTS the successful Community Trail Planning Grants of \$50,000 from the Department of Local Government, Sport and Cultural Industries for the Detailed Design Development of the Jarrahdale Oval Trails Head.*
- 2. APPROVES a budget variation of \$50,000 for the Detailed Design Development of the Jarrahdale Oval Trails Head:*

<i>Account Number</i>	<i>Type</i>	<i>Account Description</i>	<i>Debit \$</i>	<i>Credit \$</i>
<i>4500-15020-6230-0000</i>	<i>Increase Expenditure</i>	<i>Jarrahdale Oval Trails Head Detailed Design Development - Consultancy</i>	<i>100,000</i>	
<i>4500-15020-4132-0000</i>	<i>Increase Revenue</i>	<i>Jarrahdale Oval Trails Head Detailed Design Development - Grant - Operating - DLGSC</i>		<i>50,000</i>
<i>4000-15016-6610-0000</i>	<i>Decrease Expenditure</i>	<i>Bridal Development Concept Plan - Carryforward expenditure</i>		<i>50,000</i>

Ordinary Council Meeting - 21 June 2021 - OCM157/06/21 - COUNCIL RESOLUTION / Officer Recommendation - extract

- 1. PROVIDES in-principle support to the progression of the proposal for the development of a Jarrahdale Bridle Trail network within the Jarrahdale State Forest;*



Background

In June 2022, Council received the Jarrahdale Oval Recreation Space Trailhead Master Plan which outlined how the site (the Oval) was strategically located to provide needed amenities for a broad range of trail users, while being intrinsically connected to the new horse trails.

In May 2023, the Federal Government confirmed the \$8 million Peel Regional Trails Program, which the Shire was successful in securing \$1,153,620 for the construction of the Jarrahdale Horse Trail by the Department of Biodiversity, Conservation and Attractions (DBCA) in partnership with the Shire, as well as securing \$750,000 for the construction of the Gooralong Trail Precinct new car park.

In the Shire's Corporate Business Plan, a Strategic Operating Project is to prepare a Detailed Design document for Jarrahdale Oval by 30 June 2025.

Community / Stakeholder Consultation

Community and stakeholder consultation for the projects are addressed in the comment section of this report.

Statutory Environment

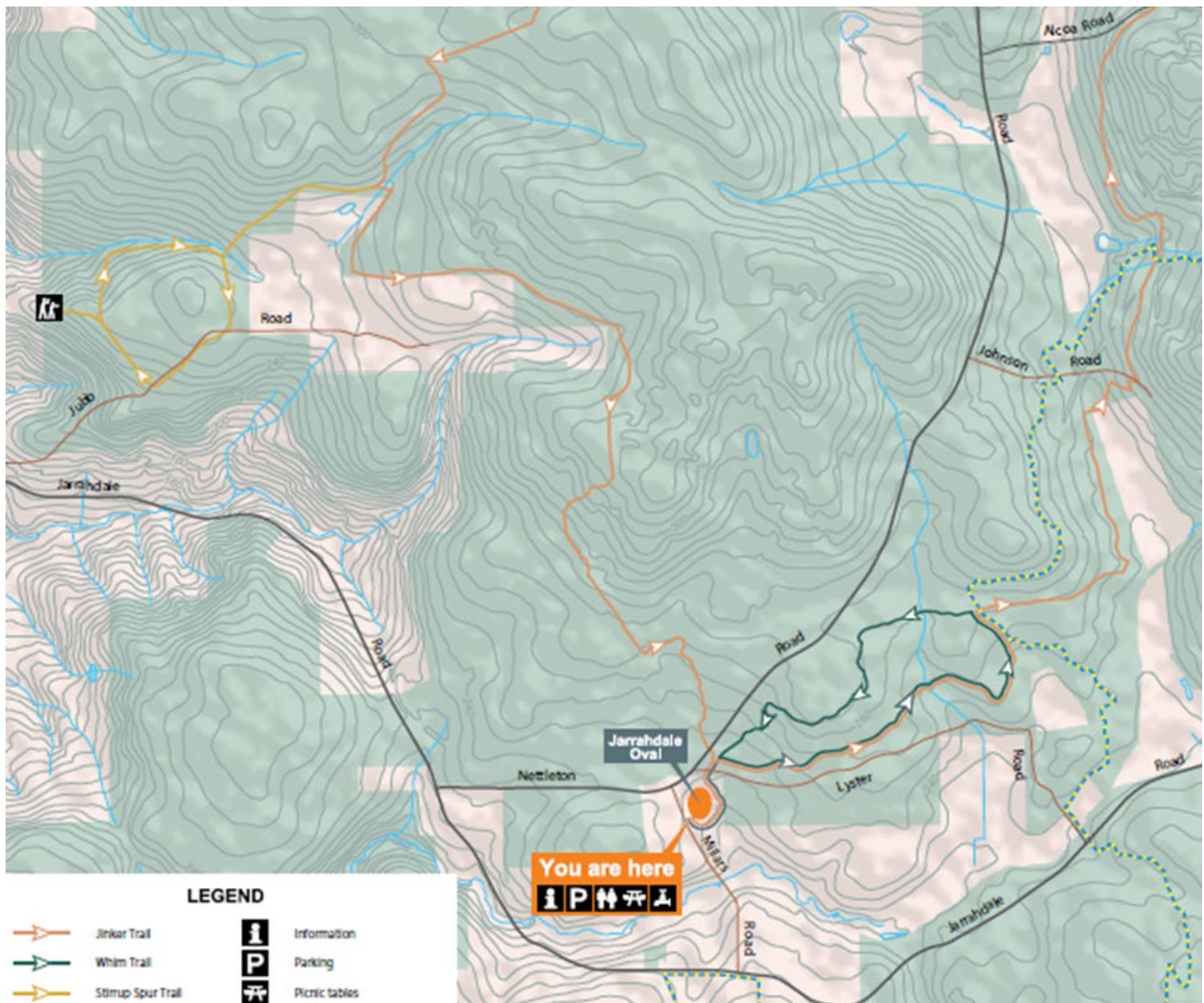
Nil.

Comment

Jarrahdale Horse Trails

The new Jarrahdale horse trails features a 5km Green trail for beginners, known as the Jinkers Trail (Jinkers were early timber-harvesting wagons, drawn by horses, featuring four wheels, an arch, and a steering dolly with a curved pole, and used a ratchet crank and chain system to fully suspend and haul logs of up to 15 tonnes), and a 25km Blue trail for intermediate riders, or those seeking a more adventurous ride, called the Whim Trail (introduced in the early 1900s, the whim was a two-wheeled cart that revolutionised timber hauling in WA by using horse power to suspend and brake logs efficiently, possibly invented after a four-wheeler pole broke). An additional short Spur Trail leads to a lookout with views over the Darling Range Scarp.

The below Trail head sign provides a map of the Jinkers Trail and the Whim Trail.



DBCA has been responsible for leading the delivery of the new horse trails, with ongoing engagement with the Shire and other stakeholders throughout the delivery of the project, including:

- Gnaala Karla Booja Corporation (cultural survey)
- Shire's Equine Advisory Group
- Australian Trail Horse Riders Association
- WAERA WA Endurance Riders Association
- Individual local horse riders
- Residents using the Oval to walk their dogs.

At the time of writing this report, DBCA has completed the construction of the new Jarrahdale horse trails. The images below provide an example of the new horse trails.



New Jarrahdale Horse Trail sections



Final works are being completed at Jarrahdale Oval, including:

- Landscaping (with drainage improvements)
- Four horse yards
- Trailhead (including information sign)
- Wayfinding signage
- Benches
- Water fountains (including for dogs)
- Minor upgrade to existing toilets.

The above works are expected to be completed by 30 June 2025, along with a soft opening of the trails for the public. The works at Jarrahdale Oval will result in the southern portion of Jarrahdale Oval being delivered, with no detailed design work required for this section of Jarrahdale Oval, as originally intended with the Corporate Business Plan action to deliver the Jarrahdale Oval detailed design documentation.

The area highlighted in the red box below, shows the southern section of Jarrahdale Oval, which is being upgraded as part of the Jarrahdale Horse Trails project.





The below image provides a detailed overview of the design for the southern section of Jarrahdale Oval.



As part of the Peel Regional Trails Program funding agreement, an official opening event will occur later in the year to celebrate the completion of the project and acknowledge the funding partner.

Jarrahdale Oval Detailed Design

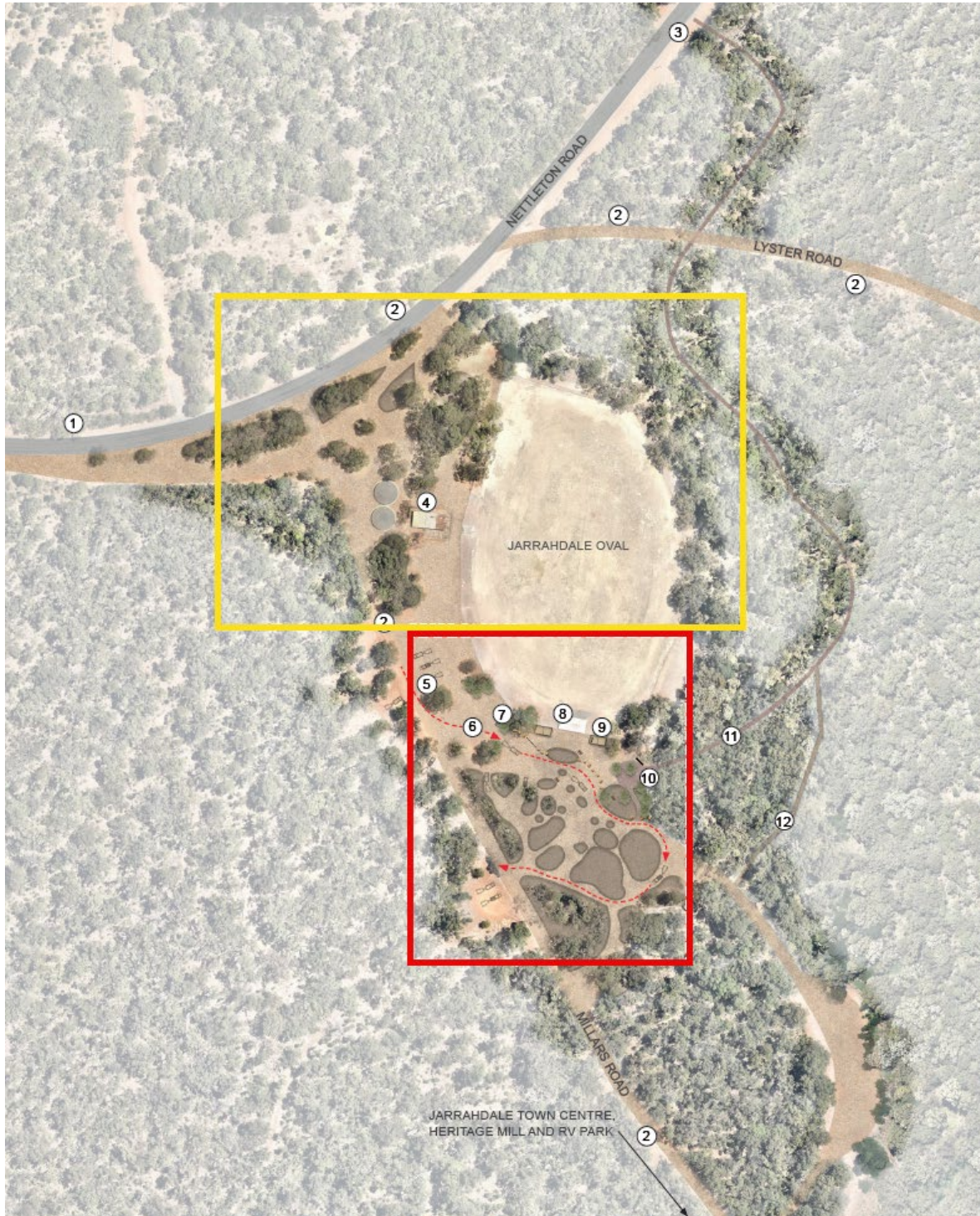
In the 2024/25 Budget, \$100,000 was allocated to undertake detailed design of Jarrahdale Oval (\$50,000 municipal funding and \$50,000 from the State Government). The Shire undertook a Request for Tender process, however, the responses to the RFT exceeded the available budget and therefore the Shire determined not to accept any responses.

Officers reviewed the approach to the project and given that the southern section of Jarrahdale Oval was being upgraded as part of the Jarrahdale Horse Trails project, it was determined to pivot the approach and undertake a landscape concept design for the northern section of Jarrahdale Oval. This approach resulted in a more cost-effective outcome while ensuring the Shire was continuing to progress with planning for improvements to the remaining section of Jarrahdale Oval.



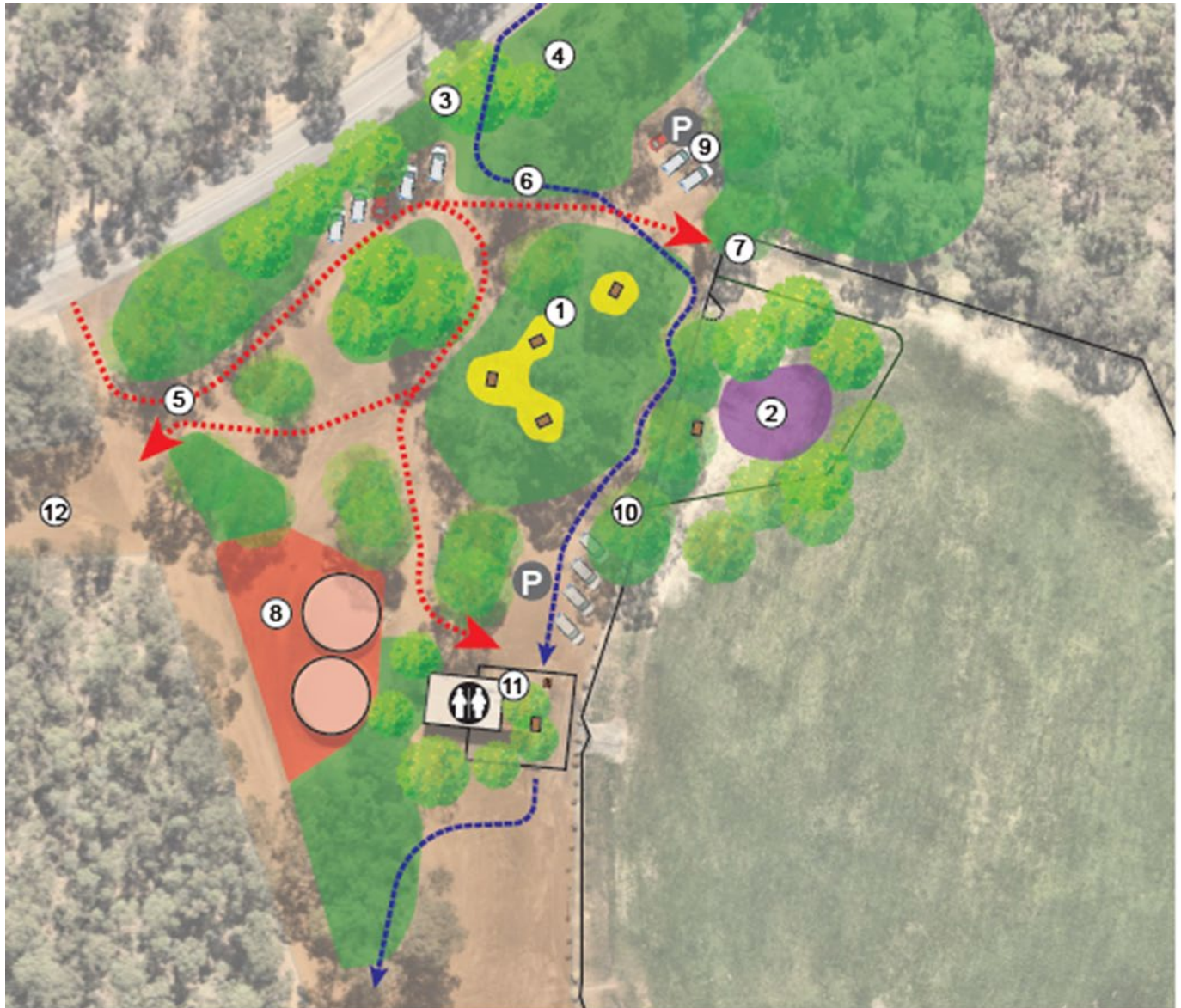
DBCA was engaged by the Shire to undertake the landscape concept design of the northern section of Jarrahdale Oval as part of the Jarrahdale Horse Trails project.

The area highlighted in the yellow box below, shows the northern section of Jarrahdale Oval.





The below image details the draft concept design for the northern section of Jarrahdale Oval.



LEGEND

① PICNIC AND BBQ AREA OVERLOOKING PLAYGROUND NO LONGER CAR THOROUGHFARE	⑦ RETAIN ACCESS TO OVAL DOUBLE GATES
② NATURE PLAY AREA FENCED, NEW GATE AND NEW TREE PLANTING	⑧ KEEP AREA CLEAR AROUND FESA WATER TANKS
③ BUFFER ZONE - NEW VEGETATION AND BOULDERS TO STOP CAR ACCESS	⑨ RETAIN FREE STYLE OF PARKING ACROSS SITE
④ RESHAPE EXIT OF DRAIN TO REDUCE RUNOFF TO GRAVEL	⑩ DRINK FOUNTAIN AND ENTRY TO OVAL FOR DOG WALKING
⑤ MAIN VEHICLE ACCESS AROUND SITE	⑪ REPLACE TOILETS TO IMPROVE CPTED* PRINCIPLES, SHADE STRUCTURE, SEATING, BIKE RACKS
⑥ BIKE ACCESS THROUGH SITE TO BIKE RACKS AT TOILETS	⑫ OVERFLOW PARKING, LONG VEHICLE PARKING



The concept design aims to compliment the work being delivered at the site as part of the horse trail project, through:

- Designated picnic area
- Nature play area
- Formalising vehicle access throughout the precinct
- Retain parking throughout the precinct
- Bike racks
- Drink fountain and new entry for dog walkers
- Retain all trees.

The concept design for the northern section of Jarrahdale Oval will be used by Officers to inform future business cases and to apply for external grants to implement the improvements.

Gooralong Carpark

The Gooralong Trail carpark project is located on a Shire Reserve off Atkinson Street, Jarrahdale. As of May 2025, the Shire has completed 95% of the construction of the new carpark, with the new asphalt and speed hump on Atkinson Street expected to be completed by the end of June 2025.

The project responded to residents' concerns about unauthorised parking from visitors of Kitty's Gorge, listed among WA's Top Trails by Trails WA. The new carpark provides 32 additional new parking bays, increase parking capacity by 54 per cent.

Photos of the new car park are provided below:





In liaison with DWER and DBCA, the Shire developed an offset plan to ensure biodiversity values impacted by the project are addressed and counterbalanced. The offset plan involved the transfer of 4.05 hectares of native vegetation, Lot 2658 on Deposited Plan 91418, Jarrahdale (land adjacent to Jarrahdale Oval), for conservation in perpetuity to support Black Cockatoos and other environmental values. The offset area protected is over 10 times larger than the area to be cleared. To prevent any disturbance to Black Cockatoos in the clearing process, a qualified zoologist will conduct inspections of all potential habitat trees using camera-mounted poles before any clearing activities commence. To support future breeding of Black Cockatoos, the Shire will also be installing 13 artificial nesting boxes (*Cockatubes*) in the nearby conservation reserve with assistance from Landcare SJ.

In addition to the requirements of the off-set plan, the Shire salvaged 36 transplantable grass trees within the project area, some known to be 100-200 years old. A variety of these grass trees will be allocated to three future landscaping projects within the Shire, including Jarrahdale Heritage Park, Brickwood Reserve and a future roundabout.

As part of the Peel Regional Trails Program funding agreement, a photo event is scheduled for June 2025 to celebrate the completion of the project and acknowledge the funding partner.

Options

Option 1

That Council:

1. NOTES the update provided in this report regarding the Jarrahdale Horse Trails and Gooralong Trail carpark projects.
2. NOTES that the southern section of Jarrahdale Oval is being upgraded as part of the Jarrahdale Horse Trail project and that a landscaping concept design has been completed for the northern section of the Jarrahdale Oval.
3. REQUESTS that the Chief Executive Officer develops a Business Case for consideration as part of the 2026/2027 budget to deliver the construction stage of the landscaping concept design for the northern section of the Jarrahdale Oval and NOTES that this replaces the detailed design of Jarrahdale Oval strategic operating project listed in the Corporate Business Plan.



Option 2

That Council:

1. NOTES the update provided in this report regarding the Jarrahdale horse trails and Gooralong carpark.
2. NOTES that the southern section of Jarrahdale Oval is being upgraded as part of the Jarrahdale Horse Trail project and that a landscaping concept design has been completed for the northern section of the Jarrahdale Oval.

Option 1 is recommended.

Conclusion

The Shire is actively working to position Jarrahdale as a trail town and tourism destination by investing in tourism related facilities and building on its existing trail network. The Jarrahdale Trail Town Business Case identified the area's unique horse trail offering and the opportunity to develop high-quality trails as a key step towards achieving Trail Town status.

Delivery of the Jarrahdale Horse Trail, Gooralong Trail car park and improvements to Jarrahdale Oval are critical milestones in the development of a state-level horse trail network and will play a central role for the Shire as it works towards securing Horse Trail Town accreditation for the Shire.

Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

Thriving
3. Strengthen and grow the local tourism industry
4. Ensure sustainable and optimal use of Shire resources and finances
Liveable
3. Preserve and enhance our natural places, parks, trails and reserves
4. Invest in facilities and amenities to meet current and future needs
Connected
1. Invest in community recreation and support local clubs and groups to increase opportunities for participation

Financial Implications

Nil.



Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There is no significant risk associated with this option						
2	A business Case is not developed for the northern section of Jarrahdale Oval and the Shire is unable to secure funding for the project.	The Shire's annual budget setting process	Financial	Likely	Minor	MODERATE	

Voting Requirements: Simple Majority

OCM-170-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Jerrett, seconded Cr Bishop

That Council:

1. NOTES the update provided in this report regarding the Jarrahdale Horse Trails and Gooralong Trail carpark projects.
2. NOTES that the southern section of Jarrahdale Oval is being upgraded as part of the Jarrahdale Horse Trail project and that a landscaping concept design has been completed for the northern section of the Jarrahdale Oval.
3. REQUESTS that the Chief Executive Officer develops a Business Case for consideration as part of the 2026/2027 budget to deliver the construction stage of the landscaping concept design for the northern section of the Jarrahdale Oval and NOTES that this replaces the detailed design of Jarrahdale Oval strategic operating project listed in the Corporate Business Plan.

CARRIED UNANIMOUSLY (en bloc at 7.53pm) 6/0

**10.6 Executive Services reports:**

10.6.1 - Shire Presence in Byford Town Centre - Offer to Lease Shop 1 in Byford Village (SJ4583)	
Responsible Officer:	Chief Executive Officer
Senior Officer/s:	Chief Executive Officer
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> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.

Report Purpose

This report presents Council with an option to a lease a space in Byford to establish a Byford Presence of the Shire, implementing the outcomes of the Byford Presence Investigation presented to and endorsed by Council at the May 2025 OCM.

It is recommended that the Shire lease space at the Byford Village Shopping Centre for a period of 10 years to accommodate a Customer Service Centre and Office accommodation for staff.

Relevant Previous Decisions of Council

*Ordinary Council Meeting – 19 May 2025 - OCM116/05/25 - COUNCIL RESOLUTION / Alternate Officer Recommendation - **extract***

That Council:

- 1. **ENDORSES** the Byford Administration Presence Investigation as attached in attachment 1, to satisfy the project approach as adopted by Council at the October 2024 meeting.*
- 2. **REQUESTS** the Chief Executive Officer to:*
 - a. Advise the Owner of Byford Village Shopping Centre that Council is interested in taking out a 10 year lease with a 5 Year option and is undertaking due diligence.*
 - b. Present a report to June Ordinary Council Meeting with the outcomes of due diligence investigation including usage and costings for Councils consideration prior to entering into the lease.*



Ordinary Council Meeting - 10 February 2025 - OCM 031/02/25 - COUNCIL RESOLUTION - extract

That Council:

1. *NOTES that the Byford Presence will be subject to a further report in April 2025 outlining immediate response options, and again in June 2025 to inform the next stages of a larger presence, pending the business report from external consultants; and*
2. *RESOLVES to defer any further works based on the scope and specifications of the New Civic Space, as outlined in Attachment 3, pending future resolution.*

Ordinary Council Meeting - 21 October 2024 - OCM 288/10/24 - COUNCIL RESOLUTION / Officer Recommendation

That Council ENDORSES this report as the basis of the Project to investigate options for a Shire Administration presence in Byford, and REQUESTS the Chief Executive Officer to proceed with the project.

Ordinary Council Meeting - 17 June 2024 - OCM 177/06/24 - COUNCIL RESOLUTION / Officer Recommendation

That Council:

1. *RECEIVES the discussion paper “The Identification of Opportunities and Recommendations for Innovative Staff Working Arrangements” provided at attachment 1.*
2. *REQUESTS the Chief Executive Officer implement the following recommendations, subject to funding allocations in the 2024/25 Budget: accommodation*
 - *Recommendation 1*
As part of the 2024/25 FY program, establishes an Apprentice and Traineeship program designed to bring more young people into the organisation.
 - *Recommendation 2*
Review the timeline for the upgrade of Office Accommodation and Council Chambers and present a report to Council with a view to bringing forward redevelopment/refurbishment of the Administration Office with the aim of:
 1. *Creating more collaborative spaces*
 2. *Providing hot desks for employees working on flexible working arrangements for two days per week or more.*
 3. *Improving the physical work environment to give a clean, modern and consistent theme across the work areas.*
 4. *Relocating Council Chambers for the next 2 years and repurposing the space to meet short term accommodation needs.*
 - *Recommendation 3*
Takes no further action in the consideration of co-working spaces at this time.



- **Recommendation 4**
Present a report to Council for consideration as soon as possible, assessing options and providing recommendations (both short and longer term) for the establishment of a Shire presence in Byford to accommodate the following:
 - *Customer Service Centre*
 - *Office space for Shire staff (noting that the main Office Space and Council Chambers will remain in Mundijong)*
 - *Potentially a Coworking space/innovation hub*

Background

The Shire previously had a customer service presence in Byford in 2001, however this did not continue and there is limited information in Shire records regarding this service. From what officers can understand, this was just a customer service centre, not a space accommodating staff.

In recent years, the Shire has been developing and implementing in a staged approach a long-term plan for an Office and Civic Precinct (Chambers) space to accommodate growth in the Shire.

In February 2025, Council adopted a timeframe for the next stages of the upgrade of the Administration Building and resolved to defer redevelopment of the Old Roads Board/Mundijong Library.

As part of the Shire's focus on planning for growth and service delivery, an organisational KPI was undertaken in the 2023/2024 financial year to assess options for establishing a Shire presence in Byford. The outcome of this investigation was considered by Council at the May 2025 OCM.

The purpose of this report is to seek Council consideration of a leasing opportunity which has been identified to lease office space within the Byford Town Centre. The leasing opportunity is outlined in the Letter of Offer is provided as **Attachment 1**, and pertaining to the tenancy known as Shop 1 in Byford Village, located at 20 Abernethy Road, Byford.

Statutory Environment

Section 3.59 of the *Local Government Act 1995* provides for commercial enterprises by local governments.

A local government intending to enter into a major land transaction, or a land transaction that is preparatory to entry into a major land transaction, is required to comply with a legislative process that involves preparation of a business case and statewide public notice.

A land transaction is defined as acquiring or disposing of land, which includes via a lease.

However, this particular lease is considered to be exempt in accordance with Regulation 8 of the *Local Government (Functions and General) Regulations 1996* which prescribes that a land transaction is exempt as follows:

- (1) *A land transaction is an exempt land transaction for the purposes of section 3.59 of the Act if the local government enters into it —*
 - (a) *without intending to produce profit to itself; and*
 - (b) *without intending that another person will be sold, or given joint or exclusive use of, all or any of the land involved in the transaction.*



While the land transaction is exempt from the provisions of section 3.59, in accordance with section 6.2(4)(f) of the Local Government Act, the particulars of proposed land transactions do need to be incorporated into the Annual Budget.

Comment

The report presented to Council in February outlined a staging plan to meet the Office Accommodation needs of the organisation into the future.

As has been reported to Council, investigation has also been occurring into establishing a presence of the Shire in Byford to provide a Customer Service Centre for community access and also to accommodate staff.

In the previous financial year, 20 new headcounts were added to the budget. This was a strategic response to the Shire's rapid population growth to meet the corresponding demand for services.

The current number of staff now exceeds the available desk space within the administration building.

Location	Current Headcount	Offices	Workstations	Meeting Rooms
Civic Centre	12	2	10	5
Administration	100	4	79	2
Finance Donga	17	2	17	-
Infrastructure Donga	25	3	20	-
Old Library	21	1	35	-
	175	12	161	7

Although flexible work arrangements, including working from home, remain popular and widely utilised, they have not fully alleviated the pressure on physical office space. In fact, recent trends indicate that many staff are voluntarily reducing their rostered days off in favour of reduced workday hours. This has resulted in higher staff attendance onsite and, in turn, increased competition for limited desk space. Staff are frequently rotating between desks or working in non-dedicated spaces, which disrupts productivity and consistency.

The impact of this is:

- Staff are often required to share or rotate between desks, reducing efficiency and limiting their ability to perform focused work.
- Bringing new staff into the organisation is increasingly constrained by the inability to provide them with a suitable and consistent workspace.
- While hybrid work remains important, more staff onsite without sufficient space hinders effective collaboration and team-based working.
- There are currently insufficient meeting rooms to support the volume of internal collaboration, external stakeholder engagement, and hybrid (in-person/online) meetings. This has resulted



in staff travelling to external meetings impacting their productivity, delays in essential meetings as well as training workshops and other larger group meetings, booking conflicts, and compromised confidentiality for sensitive discussions.

Growth Projections

According to the Shire's population forecasts, the population is expected to increase from approximately 38,631 in 2024 to around 52,691 by 2031. [Population, households and dwellings | Shire of Serpentine Jarrahdale | Population forecast](#)

Local government staffing levels vary based on services offered, geography, and governance structures. Currently the average ratio is 5.2 FTE per 1,000 Residents. However, higher ratios are often found in growth councils that are managing both community services and substantial infrastructure delivery and a common benchmark is between 5 to 8 FTE per 1,000 Residents.

Applying this to the projected 2031 population:

- **At 5 FTE per 1,000 residents:** Approximately 263.5 FTE
- **At 6 FTE per 1,000 residents:** Approximately 316 FTE
- **At 8 FTE per 1,000 residents:** Approximately 421.5 FTE

As of June 2025, the Shire's employed 220.6 FTE (243 staff). To align with the projected population growth and maintain service levels, the Shire would be expecting increase in staffing of approximately 25% over the next five years or 5% per year.

The above demonstrates that without progressing with the redevelopment of the Old Road Board/Library Building into Council Chambers the Shire will run out of Office space between now and when the future stage of an extension/wing towards Cockram Street (over the existing bushfire and SES site) can be constructed.

However, delivery of these future stages required the following to occur:

- Relocation of the Mundijong Bushfire Brigade and SES to a new purpose-built Level 3 Incident Control Centre next to the Shire owned land next to the Police Station in Mundijong.
- The design and construction of a new (potentially two story) wing to the building to Cockram Street. This would be built over the top of the two dongas (which would be removed) and connect into the existing building.

At the present time neither of these two projects are designed, funded or able to be constructed. Even by best estimates, undertaking the above projects will take some 10 years to be completed. Therefore, a medium-term solution will need to be found to meet staff accommodation requirements over the coming 2-10 years.

Officers have considered the concept of placing additional dongas on the existing site, however there is not the space to accommodate this without decommissioning the Oval. Furthermore, any additional dongas will likely take up car parking space which is already at a premium. Therefore, neither of these options are considered worthy of pursuit.

Leasing space in Byford can meet the Shire's Office accommodation needs and also provide improved service to the community.

The Byford Presence Investigation report recommends Council given all factors lease space to meet this need rather than buy and build or build to rent.



The Shire has been presented with an opportunity to lease space now the details of which are outlined as follows.

The subject property, the former medical centre in Byford Village, is currently available for lease. Officers consider this to be a unique opportunity, given the location and shape of the tenancy in meeting immediate accommodation needs of the Shire.

Officers believe the tenancy represents a very unique and strategic location, which consistent with previous decisions of Council, enable a Byford presence to be established with the civic heart of the emerging activity centre. Given the limited availability of comparable properties in the current market with Byford, this lease presents a valuable opportunity to secure premises that align with the Shire's current operational needs and provide easy access by the community.

Officers have received a Letter of Offer from the lessor, to lease the 261m² space known as Shop 1 within Byford Town Centre. Details of the lease include:

<u>Term</u>	10 years plus 1 x 5 year option term
<u>Base rent</u>	\$126,089.10 / year
<u>Base rent review</u>	3.5% on each lease anniversary date Market review option at end of 10 years then 3.5% increases at anniversary
<u>Outgoings</u>	Approx. \$40,950.90 / year RENT PLUS OUTGOINGS = \$167,040
<u>Parking</u>	Staff parking permits for street bays. Visitors utilising available parking in broader town centre. Staff access by train (230m walk from station platform)
<u>Contribution to fit out</u>	\$220,000 ex GST or tenant's actual expenditure ex GST, whichever is the lesser.
<u>Area of tenancy</u>	261sqm
<u>Toilets</u>	Communal toilets accessible directly from the tenancy



The below diagrams show the location of the tenancy in the complex and broader town centre.



Figure 1 - Byford Coles Shopping Precinct



Figure 2 - Tenancy in context of village centre



Figure 3 - Shop 1 Byford Village Vacant Tenancy

Officers are proposing the following in terms of usage of the space:

- Customer Service Centre.
 - A small customer service counter will be installed which will enable customers to have all the access to services available at the Shire's main customer service centre at the Mundijong Office.
 - Officers from high customer contact teams will be available on a roster system from the main office to this location to provide additional support for customer enquiries. This is expected to include Rates, Planning, Building, Rangers and Health enquiries. This will be a roster of staff from existing teams working at the Byford location.
- Staff Office space (20 workstations)
 - Staff from the Community Engagement Directorate will relocate from the Mundijong Office to this location. Having the Community Engagement staff operating from this location will assist the Shire to strengthen relationships and services to the community. This is not additional staff, just a relocation of existing staff to this location.
 - Hot Desks. It is also proposed to have a small number of hot desks available for staff to work at from this location.
- A meeting room which can be used by staff when meeting with members of the community.

The benefits of this arrangement will be:

- Improved service and access to the community particularly those services offered in Byford.
- The existing space in the administration building occupied by the Community Engagement Directorate to be used by other staff from across the organisation. This will relieve pressure and crowding and provide space for collaborative spaces.



- As indicated in the above analysis this option meets the Shires growing staffing numbers until a new wing/extension can be constructed.
- The creation of meeting room space at the existing Mundijong Office. Meeting rooms are currently at a premium in the Mundijong Office. The relocation of a number of staff to the Byford presence will enable new meeting rooms to be created used by Officers for both internal and external meetings with members of the community.
- Space within the current building to be used to “decant” staff as the staged redevelopment of the existing building takes place. Over the coming years as the staging plan identifies the existing space in Mundijong will be redeveloped/upgraded. Currently there are very limited opportunities for accommodating staff during this upgrade. This additional space will provide room to temporary relocate staff to while redevelopment takes place.

On this basis Officers are recommending Council accept the offer to lease and authorise the Chief Executive Officer to enter a lease and establish a Shire Presence at this location. Other locations and leasing options will become available over time; however Officers believe this location is well suited to the Shires needs and strategically located.

If Council agrees with entering the lease, officers estimate establishing the Byford Presence would take 6 months.

At the end of the first 10 year term, Council could then assess the demand/need and either use the space for a customer service and staff accommodation or another purpose (ie community space) or decide not to exercise the option for extension and return the space to the owner.

Council could wait to lease space for 2-3 more years until space is critically required, however Officers believe this location warrants securing now and will see immediate benefits to residents and Shire employees.

Option 1

That Council:

1. APPROVES the proposal for the Shire of Serpentine Jarrahdale to enter into a retail lease agreement with The Trust Company Limited for premises referred to as Shop 1 at Byford Village, comprising approximately 261sqm of floorspace, for the purpose of the Shire's public administration and customer service centre.
2. AUTHORISES the Chief Executive Officer to negotiate, finalise, and execute the lease agreement on behalf of the local government, subject to the following minimum key terms being met:
 - Lease Term: 10 years
 - Option to Renew: 1 x 5 years
 - Base Rent: - \$126,089.10 per annum plus GST plus outgoings
 - Permitted Use: Shire of Serpentine Jarrahdale Public Administration and Customer Service Centre
 - Annual Outgoings: currently estimated as \$40,950.90
 - Contribution from Landlord to the Shire's fitout costs being no less than \$220,000 ex GST, and payable within 30 days of the lease being executed
 - Annual base rent review of 3.5% or CPI, whichever is the lesser



- Market review at the time commencement of the option term, should that be elected by the Shire to occur
 - There be no bank guarantee required
 - Standard trading for the Shire being Monday to Friday only, between the hours of 830am to 500pm
3. AUTHORISES the Chief Executive Officer to take all necessary steps to implement the lease, including the execution of documentation and compliance with any associated statutory or regulatory requirements.
 4. REQUESTS the Chief Executive Officer establish the Byford Presence of the Shire at this location incorporating a Customer Service Centre and work stations for Staff.
 5. REQUESTS the Chief Executive Officer to include capital and operating funds for this to occur in the 2025/26 budget.

Option 2

That Council:

1. DOES NOT ACCEPT the Letter of Offer and DOES NOT proceed with the Lease at Shop 1, Byford Village.
2. REQUESTS the Chief Executive Officer present to Council other leasing opportunities to establish a Byford Presence as they become available for consideration.

Option 1 is recommended.

Conclusion

The Shire has been on a journey planning and implementing strategies to meet its Office and Civic Space requirements as the Shire grows. This has resulted in good outcomes to date including the new Library in Byford and the upgraded Amenities facilities at the Mundijong Office. As per the Council resolution, upgrades are being undertaken to the dongas on site accommodating Finance and Infrastructure Services.

The final element to meet the medium-term Office requirements until a new wing/extension can be constructed is to lease Office space in Byford providing room for a customer service centre and Office space.

This report presents Council with an opportunity to implement this step and establish the Byford Presence. Other opportunities will come along however Officers believe this location, condition and rental terms are attractive and worthy of consideration at this time.

Attachments (available under separate cover)

- **10.6.1 - attachment 1** - Letter of Offer - Byford Village - Shop 1 (IN25/5913)



Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
4. Ensure sustainable and optimal use of Shire resources and finances

Financial Implications

Officers have prepared costings for a fit out of the tenancy as shown below:

Byford Office Accomodation Fit Out		
These prices are estimates only - based on industry benchmark and costings from shire tendered contractor rates - No formalised Quotes have been received at this time.		
Items		Cost
Electrical - switches, gpo's, lighting, hearing loop, wiring		\$ 35,000.00
Plumbing - hot water system, general plumbing works, water services		\$ 16,000.00
Carpentry		\$ 20,000.00
Cabinet Maker - customer service fitout		\$ 60,000.00
Painting		\$ 15,000.00
Wall Framing		\$ 20,000.00
Gyprocker - plasterboard, insulation, skimming, finishing		\$ 12,000.00
Ceiling Fixer - new suspended ceiling		\$ 55,000.00
Carpets		\$ 23,490.00
Glazing - tinting of existing winows		\$ 6,000.00
Kitchen - cupboards, bench tops, sink, dishwasher, stove, fridge		\$ 45,000.00
Security - access fob - duress systems for customer service		\$ 15,000.00
Fire Services - sprinkler system		\$ 12,000.00
Design - concept design and drawings		\$ 25,000.00
IT Equipment - Data points, WAP, Etc		\$ 12,000.00
IT Equipment - Monitors, docking stations, etc		\$ 40,000.00
Project Management costs		\$ 10,000.00
Furniture - office set up, desks, chairs, draw's etc - staff members		\$ 80,000.00
Furniture - additional - kitchen table, chairs, pods, sofa customer service, plants, etc - estimate only		\$ 60,000.00
Signage - Building and Windows		\$ 17,000.00
Estimate		\$578,490.00
15% Contingency		\$ 86,773.50
Total		\$665,263.50

The landlord has offered to contribute up to \$220,000 towards fit out if the Shire takes on a 10-year lease.

This would mean the Shire's costs to fit out the tenancy would be \$445,000.

Funds have been included in the draft 2025/26 FY budget for the following:

- \$445,000 towards fit out costs being drawn down from the Administration Building Reserve. Once this drawdown occurs, there will be \$728,000 remaining in the Administration Building Reserve.
- \$167,000 for rental and outgoing expenses.
- \$71,000 annual costs for cleaning and maintenance

The ongoing lease costs for the coming 10 years are reflected in the LTPF.

**Risk Implications**

Risk has been assessed on the Officer Options and Implications:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	That Council enters into the lease and fit out costs exceed estimates.	Staff expertise in quantifying the cost of fit out and seeking contribution to this.	Financial	Possible	Moderate	MODERATE	
2	Not proceeding with the lease which causes space issues and problems in accommodating a growing workforce.		Organisational Performance	Likely	Major	SIGNIFICANT	Accept Option 1.



Voting Requirements: Simple Majority

OCM-171-2025

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Bishop, seconded Cr Duggin

That Council:

- 1. APPROVES the proposal for the Shire of Serpentine Jarrahdale to enter into a retail lease agreement with The Trust Company Limited for premises referred to as Shop 1 at Byford Village, comprising approximately 261sqm of floorspace, for the purpose of the Shire's public administration and customer service centre.**
- 2. AUTHORISES the Chief Executive Officer to negotiate, finalise, and execute the lease agreement on behalf of the local government, subject to the following minimum key terms being met:**
 - **Lease Term: 10 years**
 - **Option to Renew: 1 x 5 years**
 - **Base Rent: - \$126,089.10 per annum plus GST plus outgoings**
 - **Permitted Use: Shire of Serpentine Jarrahdale Public Administration and Customer Service Centre**
 - **Annual Outgoings: currently estimated as \$40,950.90**
 - **Contribution from Landlord to the Shire's fitout costs being no less than \$220,000 ex GST, and payable within 30 days of the lease being executed**
 - **Annual base rent review of 3.5% or CPI, whichever is the lesser**
 - **Market review at the time commencement of the option term, should that be elected by the Shire to occur**
 - **There be no bank guarantee required**
 - **Standard trading for the Shire being Monday to Friday only, between the hours of 830am to 500pm**
- 3. AUTHORISES the Chief Executive Officer to take all necessary steps to implement the lease, including the execution of documentation and compliance with any associated statutory or regulatory requirements.**
- 4. REQUESTS the Chief Executive Officer establish the Byford Presence of the Shire at this location incorporating a Customer Service Centre and work stations for Staff.**
- 5. REQUESTS the Chief Executive Officer to include capital and operating funds for this to occur in the 2025/26 budget.**

CARRIED UNANIMOUSLY 6/0



10.7 Confidential reports:

Nil.



11. Urgent business:

11.1 - Leave of Absence Request – President Coales (SJ4376)	
Councillor	President Coales
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> .

This item was dealt with under Item 1 Attendance and Apologies.



12. Elected Member questions of which notice has been given:

Nil.

13. Closure:

There being no further business, the Presiding Member declared the meeting closed at 8.09pm.

Officers assisting the meeting stopped the recording of the meeting.

I certify that these minutes were confirmed at the Ordinary Council Meeting held on

21 July 2025

TRICIA DUGGIN 

.....Presiding Member – Deputy President Duggin

04/08/2025

.....Date