



Shire of  
Serpentine  
Jarrahdale

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Shire of  
Serpentine  
Jarrahdale

# Ordinary Council Meeting Confirmed Minutes

## 7pm

## Monday, 18 November 2024

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### Contact Us

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#### In Person

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



[www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)



## Ordinary Council Meeting Minutes Monday, 18 November 2024

### 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	Cr Byas	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
18/11/24	OCM	✓	✓	✓	✓	✓	✓	✓
11/11/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
04/11/24	PCF	✓	A	A	✓	✓	✓	✓
28/10/24	PCF	LoA	✓	A	✓	✓	✓	✓
21/10/24	OCM	✓	✓	✓	✓	✓	✓	✓
14/10/24	Q&A (OCM)	✓	A	✓	✓	✓	✓	✓
07/10/24	PCF	✓	✓	✓	✓	A	✓	✓
07/10/24	SCM	✓	✓	✓	✓	A	✓	✓
16/09/24	OCM	✓	✓	✓	✓	✓	✓	✓
09/09/24	Q&A (OCM)	✓	✓	✓	✓	A	✓	✓
02/09/24	PCF	✓	✓	✓	✓	✓	✓	✓
26/08/24	PCF	✓	✓	✓	✓	✓	✓	✓
19/08/24	OCM	✓	✓	A	✓	✓	✓	✓
12/08/24	Q&A (OCM)	✓	A	A	✓	✓	✓	✓
05/08/24	PCF	✓	✓	A	A	✓	✓	✓
29/07/24	WORKSHOP	✓	A	A	✓	✓	✓	✓
25/07/24	SCM	✓	✓	✓	✓	✓	✓	✓



# Ordinary Council Meeting Minutes

## Monday, 18 November 2024

Date	Type	President Coales	Cr Bishop	Cr Byas	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
22/07/24	PCF	A	✓	A	✓	✓	✓	✓
18/07/24	Q&A (SCM)	EP	✓	✓	✓	✓	✓	✓
15/07/24	OCM	A	✓	✓	✓	✓	✓	✓
08/07/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
03/07/24	WORKSHOP	✓	✓	A	✓	✓	✓	A
26/06/24	WORKSHOP	✓	A	A	✓	LoA	✓	✓
24/06/24	PCF	✓	✓	A	✓	LoA	✓	✓
17/06/24	OCM	✓	✓	A	✓	LoA	✓	✓
17/06/24	Q&A (OCM)	✓	✓	A	✓	LoA	✓	✓
12/06/24	WORKSHOP	✓	A	A	✓	LoA	✓	✓
12/06/24	WORKSHOP	✓	A	A	✓	LoA	✓	✓
10/06/24	Q&A (OCM)	✓	✓	A	✓	A	✓	✓
05/06/24	WORKSHOP	✓	✓	A	✓	✓	✓	✓
29/05/24	WORKSHOP	A	✓	A	✓	✓	✓	✓
27/05/24	PCF	✓	✓	A	✓	✓	✓	✓
20/05/24	OCM	✓	✓	✓	✓	✓	✓	✓
20/05/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
15/05/24	WORKSHOP	✓	A	✓	✓	✓	✓	A
13/05/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
06/05/24	PCF	✓	✓	A	✓	✓	✓	✓
01/05/24	WORKSHOP	✓	✓	✓	✓	✓	✓	✓
29/04/24	WOKRSHOP	✓	✓	A	✓	✓	✓	✓
22/04/24	PCF	✓	✓	✓	✓	✓	✓	✓
17/04/24	WORKSHOP	✓	✓	✓	A	A	A	✓



## Ordinary Council Meeting Minutes Monday, 18 November 2024

Date	Type	President Coales	Cr Bishop	Cr Byas	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
15/04/24	OCM	✓	✓	✓	✓	✓	✓	✓
15/04/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
08/04/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
25/03/24	PCF	✓	A	A	✓	A	✓	✓
18/03/24	OCM	✓	✓	A	✓	✓	✓	
11/03/24	WORKSHOP	✓	✓	✓	✓	✓	✓	
11/03/24	Q&A (OCM)	✓	✓	A	✓	✓	✓	
06/03/24	WORKSHOP	✓	EPNG	✓	✓	✓	✓	
06/03/24	PCF (Special)	✓	EPNG	✓	✓	✓	✓	
28/02/24	WORKSHOP	✓	A	✓	✓	A	A	
26/02/24	PCF	✓	A	A	✓	✓	✓	
19/02/24	OCM	✓	A	✓	✓	✓	✓	
12/02/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	
05/02/24	PCF	✓	✓	A	✓	✓	✓	
29/01/24	PCF	✓	✓	✓	✓	✓	✓	

**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.

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, 18 November 2024

Minutes of the Ordinary Council Meeting of the Shire of Serpentine Jarrahdale held on Monday, 18 November 2024 in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong.

President Coales declared the meeting open at 7.01pm and welcomed Councillors, Staff, and members of the gallery.

President Coales acknowledged the Noongar people of the Boodja – the land – that we gather on today. For thousands of years their connection to Country has provided knowledge, guidance, spirituality, and life. We pay our respects to this ongoing connection, as well as to their Elders past, present and emerging.

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

If you are asking a public question or making a statement or deputation to the meeting, we request that you take a seat at the table.

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

### Minutes

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

**President:** R Coales.....Presiding Member

**Councillors:** N Bishop

M Byas

T Duggin

S Mack

R Jerrett

C Mazzini

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

Mr R Najafzadeh.....Director Infrastructure Services

Mr A Trosic .....Director Development Services

Mr F Sullivan ..... Director Corporate Services

Mr B Oliver..... Director Community Engagement

Ms C Mortimer.....Manager Corporate Performance

Ms J Bavaro.....PA to Director Corporate Services

Ms D Merritt.....Coordinator Governance (Minute Taker)

**Leave of Absence:** Nil

**Apologies:** Nil

**Observers:** 18



## 2. Public question time:

### 2.1 Response to previous public questions taken on notice:

Questions asked by **Mr Bill Denholm** at the Ordinary Council Meeting, Monday 21 October 2024. Correspondence was sent to Mr Denholm on 29 October 2024 (OC24/21318).

#### Question 1

Approximately how many hours work did the Shire employees do, in total, so that the arrangements put in place could occur, bunting, signage etc, for the sporting event at Mundijong Oval on 14 September 2024.

*Response (Executive Manager of Operations)*

*Senior management, including the Executive Manager of Operations, Manager of Facilities, and Manager of Operations, dedicated a total of 9 hours in preparation for the weekend of September 14, 2024.*

*Additionally, staff contributed the following hours:*

- 18 hours on Thursday, 12 September
- 30 hours on Friday, 13 September
- 4 hours on Monday, 16 September

*Total hours dedicated for the preparation: 9 (management) + 18 (Thursday) + 30 (Friday) + 4 (Monday) = 61 hours.*

Questions asked by **Mrs Vanessa Reynolds** at the Ordinary Council Meeting, Monday 21 October 2024. Correspondence was sent to Mrs Reynolds on 1 November 2024 (OC24/21308).

#### Question 1

- a) What were the fully inclusive associated costs of SJ Waste disposal from 1 October 2023 to 30 September 2024 including, green waste, hard waste, recycling, general rubbish, any other verge or booked collections, contractor fees, disposal fees, Kwinana Power Plant costs, shire fees, staff costs etc. I would like an itemised breakdown provided please.
- b) Were there any recovered costs (tip shop sales / recycled material payments – scrap metal etc) associated with this period? If so please itemise those also.

*Response (Executive Manager of Operations)*

*It is understood from the questions that a comparison is being sought from the 12 months prior to and after the closure of the transfer station.*

*The following is a cost breakdown of the waste administration and waste transfer station budgets for the Shire for these periods. Some line items relate to the items in part a) and some relate to those in part b). Where possible some of these have been clarified.*

**Waste Admin Budget (01/10/23 – 30/09/24)**

<b>Line-Item Description</b>	<b>(Income)/Expense</b>
Bin Replacement Fee	(101,451)
Waste Disposal Charges	(2,560)
Sale of Recycled Materials	(41,343)
Containers for Change	(14,247)
Employment Costs	255,167
Materials & Contracts	109,974
Refuse Collection (Waste and Recycling)	2,886,189
Bulk Waste Disposal	316,843
Bin Replacements and Repair	81,481
Illegal Dumping	28,800
Insurance	18
Other Expenditure	749
Overhead Costing	11,311
<b>Total Waste Administration</b>	<b>3,530,931</b>

*The following are the transfer station budget, which include costs for contaminated sites works, tip passes and the green waste and bulk waste verge collections.*

**Waste Transfer Station Budget (01/10/23 – 30/09/24)**

<b>Line-Item Description</b>	<b>(Income)/Expense</b>
Tip Shop Sales	(1,557)
Employment Costs	54,744
Materials & Contracts (Tip passes, verge)	795,013
Bulk Waste Disposal	144,213
Utilities	-
Insurance	328
Overhead Costing	6,263
<b>Total Waste Transfer Station</b>	<b>999,004</b>

*The total for October 2023 to September 2024 is \$4,529,935*

**Question 2**

- What were the fully inclusive associated costs of SJ Waste disposal during the last 52 weeks that the Watkins Road Transfer station was operating, including green waste, hard waste, recycling, general rubbish, any other verge or booked collections, contractor fees, disposal fees, Kwinana Power Plant costs, shire fees, staff costs etc. I would like an itemised breakdown provided please.
- Were there any recovered costs (tip shop sales / recycled material payments – scrap metal etc) associated with this period? If so please itemise those also.

**Response (Executive Manager of Operations)**

*As above, the following is a cost breakdown of the waste administration and waste transfer station budgets for the Shire for these periods. Some line items relate to the items in part a) and some relate to those in part b). Where possible some of these have been clarified.*

**Waste Admin Budget (01/10/22 – 30/09/23)**



<b>Line-Item Description</b>	<b>(Income)/Expense</b>
Bin Replacement Fee	(73,458)
Containers for Change	(11,438)
Rebates	(13,372)
Employment Costs	357,846
Materials & Contracts	80,366
Refuse Collection (Waste and Recycling)	2,980,737
Bin Replacements and Repair	241,947
Other Expenditure	172
Overhead Costing	1,614
<b>Sub Total Waste Administration</b>	<b>3,564,414</b>

The following are the transfer station budget, which include costs for contaminated sites works, tip passes and the green waste and bulk waste verge collections.

Waste Transfer Station Budget (01/10/22 – 30/09/23)

<b>Line-Item Description</b>	<b>(Income)/Expense</b>
Waste Disposal Charges	(25,833)
Sale of Recycled Materials	(104,049)
Tip Shop Sales	(67,288)
Containers for Change	(801)
Employment Costs	313,795
Materials & Contracts	361,475
Bulk Waste Disposal	660,123
Utilities	50
Insurance	452
Overhead Costing	59,157
<b>Sub Total Waste Transfer Station</b>	<b>1,197,081</b>

The total for October 2022 to September 2023 is **\$4,761,495**.

From the above, the difference between the two years is **\$231,560**.

### Question 3

- a) Have there been any expenses incurred by any of the awards that have been applied for or received by the Shire in the past 12 months? This includes preparation of submissions, staff wages, Cr fees, tickets to events to receive awards etc?
- b) If so, could I please have a full breakdown of the costs associated with each application or award.

*Response (Director Community Engagement)*

- 3(a) Applications for awards submitted by the Shire in the past 12 months have been undertaken by Shire Officers as part of their general duties. Depending on the complexity of the application, the time taken and the Officer level involved in preparing the application varies.
- 3(b) The cost for staff time to develop award applications is accommodated within the staff wages, as endorsed by Council in its 2024/25 Annual Budget.

Event ticket costs where Shire Officers or Elected Members have attended award ceremonies in the past 12 months, is provided below:



- *UDIA Awards for Excellence Gala Dinner – 2 x tickets (each ticket \$384)*
- *DFES Volunteer Employee Recognition Award ceremony – 2 x tickets (complimentary)*

Questions asked by **Mrs Michelle Rich** at the Ordinary Council Meeting, Monday 21 October 2024. Correspondence was sent to Mrs Rich on 1 November 2024 (OC24/20993).

Question 4

I note that the Councillor gift register has not been updated to reflect Cr Duggin and Cr Mack attending a local Labor Party Election fundraiser. Was the attendance payment a gift, paid for by the ratepayers of SoSJ or self-funded by the individual councillors?

*Response (Director Corporate Services)*

*The Shire did not pay for any Elected Member to attend a local labour party election fundraiser and the gift register on the Shire's website is up to date.*

Question 5

Can the Shire please provide a list of all Water Corporation owned or controlled bridge infrastructure on Shire controlled local roads including location, age, current weight restrictions, any known proposed weight restriction changes and width?

*Response (Director Infrastructure Services)*

*Please see below the bridge asset data obtained from Water Corporation, noting 5 bridges with current load restrictions.*

*Officers have requested further asset data from Water Corporation in regards to asset age, bridge deck width and potential future weight restriction changes on their bridges, however Water Corporation have not provided that information yet, advising the Shire that they require approval from their management to release the data. Once the information is received from Water Corporation, a further update will be provided.*

<b>Street No.</b>	<b>Route Name</b>	<b>Route No</b>	<b>SLK</b>	<b>Crossing Name</b>	<b>Gross Load Limits</b>
4425A	ABERNETHY RD	1080133	7.68	BIRRIGA DRAIN	
4426	ABERNETHY RD	1080133	4.5	OAKLANDS M.D.	
4460	GOSSAGE RD	1080010	1.49	OAKLANDS MAIN DRAIN	
4461	GOSSAGE RD	1080010	3.77	BERRIGA DRAIN	
4391A	GULL RD	1080050	4.25	SERPENTINE SUB E	
4376A	HOPELAND RD	1080017	3.850255	DIRK BROOK SUB 'A'	15t Gross Load Limit
4377A	HOPELAND RD	1080017	5.978213	DIRK BROOK SUB B	



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Street No.	Route Name	Route No	SLK	Crossing Name	Gross Load Limits
4443	HOPKINSON RD	1080013	5.55	OAKLANDS SUB 'N' DRAIN	
4364	KARGOTICH RD	1080009	8.86	OAKLANDS M.D.	
4453	KARGOTICH RD	1080009	3.12	BIRRIGA DRAIN	
4454	KARGOTICH RD	1080009	4.92	BIRRIGA DRAIN	
4455	KARGOTICH RD	1080009	6.29	BIRRIGA DRAIN	
4456	KARGOTICH RD	1080009	7.31	BIRRIGA DRAIN	
4383A	KING RD	1080026	2.02	BIRRIGA DRAIN	
4382A	KING RD	1080026	0.69	OAKLANDS MAIN DRAIN	
1402	KINGSBURY DR	1080177	16.5	SERPENTINE DAM SPILLWAY BRIDGE	18t Gross Load Limit
4380	LEIPOLD RD	1080023	4.1	OAKLANDS M.D.	
4389	LIGHTBODY RD	1080038	4.35	SERPENTINE SUB 'D'	
4393A	LOWLANDS RD	1080072	0.24	MEDULLA MAIN DRAIN	
4529	LOWLANDS RD	1080072	5.16	SERPENTINE SUB 'D'	
4318	MUNDIJONG RD	1080004	8.99	BIRRIGA DRAIN	
4430A	ORTON RD	1080137	4.59	BERRIGA DRAIN	
4433A	ORTON RD	1080137	5.31	BIRRIGA DRAIN	16T Gross load limit
4434	ORTON RD	1080137	7.37	OAKLANDS M.D.	
4374A	RAPIDS RD	1080014	1.49	SERPENTINE SUB 'F'	
4375A	RAPIDS RD	1080014	1.93	SERPENTINE SUB 'E'	
4390A	ROWE RD	1080049	1.22	SERPENTINE SUB 'E'	
5179	SERPENTINE PIPEHEAD DAM ACCESS	108Z013	0.32	SERPENTINE RIVER	
4535	SUMMERFIELD RD	1080018	0.27	MARDELLA DRAIN.	
4397	UNKNOWN RD	108Z009	0.01	OAKLANDS M.D. (PRIVATE ROAD)	
4552	UNKNOWN RD	108Z001	0.02	BIRRIGA DRAIN	12t Gross Load Limit
4387A	UTLEY RD	1080030	6.52	DIRK BROOK SUB A	15t Gross Load Limit



<b>Street No.</b>	<b>Route Name</b>	<b>Route No</b>	<b>SLK</b>	<b>Crossing Name</b>	<b>Gross Load Limits</b>
4534A	WATTLE RD	1080052	1.646087	SERPENTINE SND 'E'	
4385	WESCOTT RD	1080028	1.2	DIRK SUB 'B'	
4381A	YANGEDI SOUTH RD	1080209	0.1	DIRK BROOK M.D.	

## **2.2 Public questions:**

**Public question time commenced at 7.02pm.**

### **Bill Denholm, Byford, 6122**

#### **Question 1**

Regarding Steering Groups / Committees internal membership, what Officers or positions make up the membership of the Keirnan Park Steering Committee? How often do they meet and are the meetings minutes?

*Response (Director Community Engagement)*

*The two groups are set up in accordance with the Project Management framework and each has a different role.*

*The purpose of the Kiernan Park Steering Committee is to provide overall direction and management for the project within the constraints set by the Project Board (EMG).*

*The Committee consists of the following primary members: Project Sponsor (Director Community Engagement), Senior Supplier (Director Infrastructure Services), Senior Supplier (Director Corporate Services), Project Management Office Lead (Manager Governance and Strategy), Senior User (Manager Community Activation), Senior User (Manager Operations), 2 x members from the Department of Local Government, Sport and Cultural Industries, and the Project Manager.*

*The purpose of the Keirnan Park Stakeholder Reference Group (KPSRG) is to provide the Shire with advice in regard to the needs and priorities of the sporting groups and the community in matters relating to the development of the Keirnan Park Recreation Precinct.*

*Minutes are taken for both committees, and frequency of meetings has so far has been dependent on the stage of the project.*

#### **Question 2**

a) How many times has the Keirnan Steering Group met in the last three years.

b) How many times has the Keirnan Park Stakeholder Group met.

*Response (Director Infrastructure Services)*

*The Steering Group has met approximately 30 times, and the Stakeholder Reference Group has met 12 times, in the last 3 years.*



Question 3

How many hours in total did the Keirnan Park Steering Group contribute to the total of 5,560 hours of Shire Officers time previously stated?

*Response (Director Infrastructure Services)*

*With the exception of the Project Manager, the Steering Group's hours are not included in the 5,560 hours of Shire Officers time.*

**Michelle Rich, Serpentine, 6125**

Question 1

Could the Director of Corporate Services please provide details of any current or historical unpaid rate amount that I owe the Shire of Serpentine Jarrahdale?

*Response (Director Corporate Services)*

*In accordance with 5.94 and 5.95 of the Local Government Act 1995 this is classified as confidential information and cannot be released in a public forum.*

Question 2

*Local Government Act 1995 – Section 5.23(2) states, "If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following — (a) a matter affecting an employee or employees; and (b) the personal affairs of any person;"*

What avenues do Mayors/Presidents or councillors legally have, to release information relating to the personal affairs of any person in any way if the information is not able to be dealt with in a publicly open meeting or committee meeting of council?

*Response (Director Corporate Services)*

*None.*

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

**Mrs Bond, 6112**

Question 1

a) Why is the ratepayer purchasing drug testing kits, what are these being used for?

b) Why haven't you completed the foot path from Graceford, is this not important?

*Response (Presiding Member)*

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

Question 2

Why are the ratepayers paying for prizes to get residents to complete surveys, children being given \$50 for their opinions, who made this decision and how can you justify this?



*Response (Director Community Engagement)*

*When Shire Officers are developing communication engagement plan costs we consider all options available to increase the number of people who will respond and for the youth engagement survey that is currently offering an incentive of a \$50 voucher for young people to participate. This was identified as a cost effective way to get young people involved in Shire activities.*

Question 3

Why haven't the lights on the corner of Abernethy and Hopkinson Road been erected. What does it mean you have decreased money for this, where is the original \$50,000 budgeted for this?

*Response (Presiding Member)*

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

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

**Vanessa Reynolds, Oakford, 6121**

Question 1

If I have questions between Council Meeting, am I able to ask them directly to the Shire and if so, how do I go about that, is there a proper process, rather than having to wait a month in between.

*Response (Chief Executive Officer)*

*There is a Customer Request Form on the website or you can email [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)*

Question 2

In response to the questions from the last Ordinary Council Meeting. It says a cost breakdown of the waste administration and waste transfer station budgets. Does that mean this is the budget that was allowed for these items or is this the actual expenditure as to cost?

*Response (Presiding Member)*

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

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

**Rick Gill, on behalf of Recreational Trailbike Riders Association, Alexander Heights, 6064**

Question 1

Has the Department of Local Government, Sport and Cultural Industries presented to the Shire regarding off road vehicle areas?

*Response (Director Community Engagement)*

*The Shire has written to the State Government Offroad vehicle Advisory Committee inviting them to present at Elected members at a Policy Concept Forum. The Shire and the State Government Committee have been liaising on a suitable date for them to present but unfortunately due to their availability that has not been able to occur this year and is likely to occur in 2025.*

**OCM308/11/24****COUNCIL RESOLUTION****Moved Cr Byas, seconded Cr Mack****Council APPROVES an extension to public question time by 15 minutes at 7.16pm****CARRIED UNANIMOUSLY 7/0**Question 2

Why weren't registered trail bikes considered in the Serpentine Jarrahdale Trails plan.

*Response (Director Community Engagement)*

*The Shire is guided by the Jarrahdale Trail Town Business case which does not reference road registered trail bike activities including within the Jarrahdale trails priority area. These documents have been instrumental in helping the Shire prioritise projects and guide investment in trail development. In addition to this, it is important to note that most of the land used for trails around Jarrahdale is managed by the Department of Biodiversity Conservation and Attractions (DBCA) and following the 8 step trail development process, the trail proposal must have the support of the relevant land manager or owner and as mentioned that is DBCA.*

**Dave Atwell, Mundijong, 6123**Question 1

The hardstand area at Permacast is up for lease. Do we have any control over what may be put into the area.

*Response (Director Development Services)*

*There is a planning approval for hardstand and storage at that location, which has conditions associated with it. Any operator who comes along seeking to use the land according to the hardstand and storage planning approval and its associated conditions, would be able to do so. The Approval is not specific to storing just product that Metronet has ordered from Permacast. The planning approval is referencing hardstand and storage activities, in a planning sense. If someone wants to come and do something entirely different than that planning approval, they will need to seek a new development approval from the Shire which we will assess in accordance with the Planning framework. For example, a new use like a transport depot could not occur until a new planning approval was issued, and this would be subject to a merits based planning assessment.*



Question 2

Do we have a detailed design of the scope of works that will be done at the Watkins Road Transfer Station.

*Response (Director Infrastructure Services)*

*The Shire has developed two concept plans for the site. One is a larger footprint one is a smaller footprint. The cost is based on rehabilitating the site, free from contaminants, removing the stockpile of drainage waste and construction and demolition waste that is on site. Further details of the upgrades to the facility will come from the detailed design which will be the next step in the works should Council decide to progress with the project.*

**Michelle Rich, Serpentine, 6125**

Question 3

Last week I attended a community meeting in Hopeland in regard to the WaterCorp culverts. Can the Shire please communicate with the various government departments that are involved in this and provide some information to the community on exactly why the bridge has had its load wight reduced, to whether it is the deck that has deteriorated, whether it is actually the culverts under the ground that have deteriorated or whether it is because the road has been upgraded and that there is concerns over the shoulders of the road where the road meets the bridge?

*Response (Presiding Member)*

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

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

**As there was no further public questions, Public Question time concluded at 7.25pm.**

**3. Public statement time:**

**Public statement time commenced at 7.25pm.**

**Raoul Temme, Jarrahdale Railbikes, Jarrahdale, 6124**

Good evening and thank you for the opportunity to speak to council tonight.

My name is Raoul Temme – President of Jarrahdale Community Collective, (JCC). I am here in my role as Deputy Chair of Jarrahdale Railbikes Steering Committee (a sub-committee of the JCC) to provide some detail to council to support our request for in-principle support from the SJ Shire for our project.

Jarrahdale Railbikes Steering Committee is focused on repurposing a section of abandoned railway close to the Jarrahdale Township to allow guided return tours on pedal powered bikes along a section of rail track from Buckland Road to West of Jubb Road, a feasibility study is already under way with results due out before the end of the year.



The benefits of this project to Jarrahdale and the wider community of SJ are many and varied, but collectively will achieve common goals.

**Jarrahdale Railbikes**

- Will be the only activity of its type on main-land Australia a similar concept has already been undertaken in Tasmania
- Will raise the profile of Serpentine Jarrahdale, have a positive impact on tourism in the area and increase demand for local businesses,
- Will have a volunteer focus, fostering community engagement thus ensuring travellers have a unique and personable experience with their guides that not only promotes the activity and the region but provides a history lesson as well,
- Will operate as a Not for Profit Entity with some revenues set aside for donation to local community groups, thus increasing local funding options thereby reducing the financial burden on rate payers.

We are seeking in principle support from the shire to further our discussions with principle stakeholders and government departments and promote the project as it moves through its various stages from an idea to a reality.

Please note this is not a request for funding, there is no expectation of an approach to the shire for funding as we are confident funding can be secured elsewhere should the feasibility study produce a positive result.

I thank you for your time and consideration as we look forward to bringing this project to the community.

**Colleen Rankin, Byford and Districts Country Club, Byford, 6122**

Thank you Councillors for the opportunity to address you at tonight's meeting.

You have all obviously read the reason why we have requested assistance from the Shire to help finance the replacement of the sub standard base and green that was originally installed.

As a Not for Profit Club and a Shire owned asset, we support the local community, both financially and as a social hub for more than 8,000 members and their family and friends. With the cost of the green blowing out by \$132,000, (unknown until the reconstruction was underway) we hope that negotiations between the Byford and Districts Country Club (BDCC) and the SJ Shire Council can reach agreement to support us in our support of local community groups.

As Chair of the Board of the BDCC I would like to suggest a simplified version of Option 1.

That Council:

1. NOTES the letter from the Byford and District Country Club requesting financial support towards their bowling green replacement project, provided at Attachment 1.
2. REQUESTS the Chief Executive Officer continue to engage with the Byford and Districts Country Club to find a mutually acceptable solution for assistance to be provided by the Shire to the Byford and Districts Country Club for the replacement of the green.



**Karen McEwan on behalf of Sue Symonds, Cardup, 6122**

We have lived in the older section of Karbro Drive for 30 years now at number 42 (Lot 67).

We are very concerned at the effects the groundwater could be and has had on the health of people in this area and also the fact that wherever a tap leaks from the bore water nothing grows. It's like the bore has roundup in it. Our pool is filled from the bore so we swim in it.

We had our bore tested quite some years ago when it was common knowledge that the super tip liner was leaching water into the ground. Of course the test came back as within guidelines as it was tested by their people. In hindsight we should have had it tested ourselves. I have lost numeral animals which all drank the bore water. Healthy appearing animals that just die for no known reason.

We now would like to provide a list of people we know in the last 30 years that have either passed away or developed cancer and lived in this area. One being my husband now. Not to mention the people we don't know about.

Old End of Karbro Drive (up to where new subdivision went in)

- 26 Karbro Drive 2 separate owners – First one: wife cancer. Second owner: husband cancer
- 28 Karbro Drive – wife cancer (deceased)
- 42 Karbro Drive – My husband, cancer last two months
- 74 Karbro Drive – wife cancer (deceased)
- 83 Karbro Drive – wife cancer (deceased), husband (?) cancer (deceased)
- 97 Karbro Drive – wife cancer (deceased?)

Little Place

- 10 Little Place – wife cancer (deceased)
- 35 Little Place – wife cancer (deceased)
- 56 Little Place – wife cancer (deceased)

Pollard Cross

- 7 Pollard Cross – wife cancer, daughter cancer (deceased)

These are just the ones we know about (13) in the past 30 years of which Permapole has been using arsenic and Chromium and whatever leached out of the superpit and now of course Permacast. We feel this must be stopped and ground water tested by an independent company that has nothing to do with this business.

In fact, this must be stopped full stop. How many more people have to die before something is done. I had planned on many more years ahead with my husband but now we just don't know. I have provided a map of the position of the properties I have mentioned. All straight down from Permapole and Permacast.



**John McEwan, Cardup, 6122**

Good evening, Mr President, Councillors and Shire Officials.

Councillor Byas, thank you for submitting this Notice of Motion. I request the rest of the Councillors to do the right thing and support this Motion.

Our community has been abandoned. Over the past several decades we have been disregarded and kept uninformed, in favour of the industries that can potentially cause us grave and irrevocable damage, by those that should be enforcing the regulations that protect us.

We understand how difficult it is to take a stand in this situation. I, myself have been falsely accused and denigrated in efforts to undermine my integrity because I presented the analyses of the water samples I took. Reading this motion, gave me just that bit of strength, so again thank you Councillor Byas.

Over the past 12 months or so, we have brought your attention to the numerous breaches at Lot 60 Robertson Road. We have made the same concerns known to DWER. Unfortunately, any actions taken by DWER have been in favour of the companies rather than the community.

DWER's removal of PERMAcast's prescribed status enabled MOJDAP to approve the Facility and remove most of the conditions of approval stipulated by the Shire, thereby removing even a modicum of protection for the community.

Despite placing a noise monitor at my residence for around 6 months, DWER chose to accept PERMAcast's monitoring and calculations using the Bush forever and a small Community Hall that is open around 3 hours a week. DWER stated, that the noise was compliant based on one reading, and if it was not tonal. Since that statement from DWER, the noise has been accepted as compliant by everyone. DWER has never provided any further findings or comments on the noise monitoring.

When we queried the use of flyash at Lot 60 Robertson Road, DWER stated that WA Premix was compliant with its licencing obligations. This is despite the fact that the contract for the use of flyash is with PERMAcast, not WA Premix and flyash is not mentioned in either WA Premix's licence or the regulations that pertain to it. DWER do not seem inclined to look into it any further.

Flyash Auatralia is a company that distributes flyash, the very same Collie flyash that is being brought onto the PERMAcast site. Flyash Australia does not make cement or cement products, yet its facilities are prescribed, due to the very nature of flyash that we are concerned about. It's licence is specific in dealing with the dangers of dealing with flyash. Yet PERMAcast, who have already used Collie flyash via its alliance with Suvo, is not a prescribed premise.

PERMApole is a prescribed premise which is approximately 18 hectares in size. The laydown area consists of 36 hectares of mostly compacted and tarmacked land. PERMAcast consists of approximately 13 hectares of partially prescribed and partially non-prescribed land.



During winter, this whole area creates an uncontrollable volume of stormwater which flows through prescribed and non-prescribed areas. The only Stormwater Plan for this entire area seems to be for PERMAcast, which vastly underestimates the size of the dam required. Hence, during Winter, water floods, uncontrolled out of Lot 60.

We recently emailed the Shire regarding changes to the flora we have noticed over the past couple of years, near Lot 60 Robertson Road. We received a reply from the Shire on the 15<sup>th</sup> of November stating that the vegetation was subject to a change in the hydrological regime, and that the Shire would be conducting roadside drainage maintenance. We would like to thank the Shire for undertaking this investigation. However, this added cost to the Shire is due to the uncontrolled flooding from Lot 60 and should be fixed at the source, by the companies creating the problem.

No water should be allowed to leave Lot 60, as per the regulations relating to prescribed premises, considering that the areas are partially prescribed and no one, including the Shire seems to be able to confirm what is actually being brought onto the sites, how it is treated and how or where it is stored.

My neighbour, Sue, contacted me on Friday to advise that her husband had recently been diagnosed with cancer, she requested that we read a statement on her behalf, in which she listed the people within approximately 500 metres of her property that have been diagnosed with cancer. I was shocked by what she came up with. I am adding one more to that list, I did not want to disturb them, so I do not have permission to give their name or address, but I can confirm they are also within this same area.

Based on the history of DWER's actions in regard to PERMApole and the other companies at these premises, we do not believe that DWER will conduct an unbiased investigation.

If you are in the slightest bit concerned about any part of my statement, please do the right thing and vote to approve this Motion. These companies will not do the right thing unless the correct controls are put in place and the regulators have the will to enforce the laws and regulations that protect us. We all have a duty of care to protect the community and the environment.

Thank you

**Karen McEwan, Cardup, 6122**

Good evening, Mr President, Councillors and Shire Officials.

Councillor Byas, thank you for submitting this Notice of Motion. I request that the rest of the Councillors do the right thing and support this Motion.

Last month I spoke to you about PERMApole's licence, and how the process to remove the toxins from the wastewater cannot possibly work. DWER has recently issued PERMApole with a new licence, which is as bad as the old one and contributes to an even greater lack of faith in DWER.

PERMApole uses a chemical, CCA, which contains Copper, Chromium and Arsenic, to treat timber. The timber is treated under pressure with a CCA solution. Arsenic is a pesticide, copper is a fungicide and chromium acts as a fixing agent that creates chemical complexes that bind the chemicals to the wood's cellulose and lignin. So basically, this is a chemical process.



The new licence states that no wastewater is disposed of, and all wastewater is re-cycled. This is impossible. No plant can be run on a continual closed loop. There has to be a bleed or purge in any system to prevent build-up of chemicals, waste products and water. Basically, you cannot keep adding to a system, without ever taking anything out. The system cannot work chemically or physically. This document is rubbish and once again shows no control or understanding of what is going on at these premises.

Furthermore, there is no mention in the licence on how the wastewater level in the dam is controlled. What do they do when the wastewater dam level approaches its 'freeboard' level? Remembering that this is a closed loop. What happens during the rainy season? Once again DWER has granted PERMApole a licence for a system which is uncontrollable.

DWER has removed any requirement for PERMApole to do any monitoring, this is just irresponsible. PERMApole is using highly toxic chemicals with no regulations in place for controls or monitoring.

DWER did not put any regulation in place for the control or management of stormwater. The licence simply states "Potentially contaminated stormwater can be managed under the general provisions of the EP Act and associated regulations." Self-regulation is no regulation. Additionally, the Shire's comments on the stormwater and wastewater management system in Table 1 of the Licence Decision document were not taken seriously by DWER.

The treated timber storage area is gravel hardstand, it is not a concreted or contained area. Run-off is 'directed towards' the wastewater pond, again, not via any controlled or contained system and there is opportunity for the contaminants to enter the groundwater or flow from the premises.

Section 4.2 of the Licence Decision Document, 'Annual Environmental Reports' has four points:

- *"there were no failures or malfunctions of any pollution control equipment"*, that is because there are no pollution control equipment.
- *"no controlled waste was removed"* – this would be too expensive for PERMApole to do.
- *"there was no discharge of potentially contaminated water and therefore, no monitoring was required"* – I refer you to Police Report LWP23072800526201. The police were called by one of our neighbours in the early hours of 28 July 2023, PERMApole had been running a noisy pump, pumping out the wastewater dam for about 12 hours. The police requested a PERMApole employee that resides just outside the premises to turn off the pump.

The fact that there are no records of monitoring should ring alarm bells and is of grave concern.

- *"no complaints were received"* – I refer you to the police report mentioned in the dot point above. In addition, we expressed our concerns to DWER about PERMApole pumping water out of the dam on several occasions, and provided photographs of water leaving the PERMApole site.



In summary, this new licence, has granted PERMApole a freehand to dispose of contaminated water as they have been over the past decades. There are no controls or monitoring in place. The licenced process is impossible.

We do not believe DWER will take this motion any more seriously than it took the Shire's comments on the new licence. It has not done the right thing to date and we believe it will continue to protect the company rather than the residents.

If anything we say tonight raises the slightest concern, observe your duty of care and do the right thing and vote in favour of this motion.

Thank you for your time.

**Bill Denholm, Byford, 6122**

Regarding my question regarding the hours spent by Officers for the event on September 14 at Mundijong Oval. Answer was 61 hours.

Now, I am not criticising the actual work, it was great, thank you to the Officers/workers.

But where I am annoyed is that \$17,500 (61 x \$288/hour) was spent stopping the netball children's families from using a facility carpark, that they had hired and paid for, on their grand final day.

Just so that Peel Football League could generate an income that could have totalled \$13,000 without incurring any costs, which obviously went back to the City of Mandurah.

In my opinion this is not value for ratepayers rates, they are subsidising outsiders.

I will add that Shire Officers are looking at solutions, so that this never occurs again. I hope it doesn't.

**Tom Dyer, Cardup, 6122**

In 1979 Bunnings started creating pine logs with CCA. In 1984-5 Bunnings asked Cardup fire brigade to do a burn off for them.

In the area to be burnt was two pallets, each had four, 44 gallon drums. They were rusty and leaking. It was according to the label on the drums an arsenic compound. The next year the fire brigade noticed treated logs in Lee's pit where the Shire burnt its tree lopping annually.

The Cardup brigade asked the Shire to separate the treated logs, and the Shire refused. So, the brigade contacted Perth Health Department. On investigation, they ordered the Shire to separate the treated logs. There was enough treated logs to fill an eight tonne truck.

At a meeting over this matter, there was a sensor motion against the Shire, 147 out of 150 attending.

In 2003, Permapole took over treating the logs. Since then they have been challenged for pumping water from their lined catchment dam along a purpose built drain to the Shire's drainage system. The water smelt foul, it was not fit to be put in the local drain. DWER ordered Permapole to put in a primary lined dam and pump water from the secondary dam after treatment, to be used mainly on site, e.g. wetting logs and road ways. Only last year they were challenged for breaching conditions.



Firms like this seem to think they are above the regulators. Does the Shire not have a duty of care to keep a regular record of their activities and how and where the waste is disposed?

I also believe water from Permacast may be running through Permapole drainage because of the large compacted area where they store the concrete beams. If so, what is carried with the run off? All the more reason to have run off monitored by someone such as a professional hydrologist, or the Environment Department needs to be responsible to see it monitored and logged regularly to safe guard locals and the environment.

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

**Sarah Ford on behalf of Sarah Ford Foundation, Byford, 6122**

Made a statement regarding Notice of Motion 9.1. - Financial Support for Sarah Ford Foundation

**At 7.54pm Ms Darrelle Merritt left the meeting and Claire Mortimer assumed the seat of minute taker.**

**At 7.59pm Ms Darrelle Merritt returned to the meeting and assumed the seat of minute taker.**

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

**Michelle Rich, Serpentine, 6125**

To serve as a Local Government Mayor, President or Councillor is a tremendous privilege and honour. You are tasked with providing strategic direction, not for you own personal views and ideas but for the community you represent. You are tasked with many governance and compliance issues that the wider community are unaware of or don't understand as they do not have all the information available to members of council. When elected you make a declaration of office which in part states that you undertake to "carry out your duties faithfully, honestly, with integrity and to the best of your ability".

All fields of service operate by a code of conduct which are similar to the code of conduct that elected members agree to abide by.

The WA Police Force operates by a code of conduct which includes their values, their principles and their responsibilities.

They read in part;

Our Values

Integrity

- We are honest with ourselves, our colleagues and our community.
- We ensure our conduct is professional and appropriate at all times.

Teamwork

- We expect appropriate behaviour and actions in line with relevant legislation, agency expectations and standards, challenging behaviours and actions that may put the WA Police Force reputation at risk or cause, or potentially cause harm to others or disquiet in the workplace.



### Our Principles

- We treat all people, colleagues and community members alike, with dignity and respect, safeguarding their rights, particularly if they are vulnerable, a victim of crime, in our custody or wishing to make a complaint.
- We will not engage in harassment, victimisation, bullying or discrimination against any person. We are all responsible for ensuring this does not occur.
- We will not act in a way that uses our influence, role or position to personal advantage or to the advantage of others we are associated with.
- We will only use our position and authority in accordance with the law and in the execution of our official duties. Not for personal or commercial gain, or to do harm to others.

### Our Responsibilities

- We are mindful that personal commentary made at any time may be attributed to the WA Police Force. We understand there are consequences if we fail to appropriately distance ourselves and/or bring the reputation of the WA Police Force into disrepute. We will ensure our personal life does not compromise our public role and our actions/behaviours do not risk the impartiality expected of us by the community.
- We are trusted as the custodians and protectors of our official information and records. We only access, share, or disclose agency-held information in the execution of our duty, as authorised by policy or legislation. We seek advice about the appropriate release of information if we are unsure.

On the 14 August 2024, President Rob Coales shared to his President Shire of Serpentine Jarrahdale Facebook page, a SJ Waste Services Post that the Shire of Serpentine Jarrahdale had posted earlier that day. A number of community members made comments on this shared post with one community member asking “also is it true you don’t pay rates?” In response Shire President Rob Coales stated “I certainly do. Past Presidents may not have.”

I submitted questions at the October 2024 Ordinary Council Meeting of which the response shows that Officers are not aware of any such policy exempting Shire Presidents from paying rates, Officers are not aware of any such resolution that exempts Shire Presidents from paying rates and that Council has not been briefed by Shire Officers since October 2023 with regards to any past Shire President having any current or historical outstanding rates.

I submitted questions to tonight’s meeting as heard by council earlier with the responses from Officers. As you will surmise from the responses to public questions, there is no way for a past President to prove the statement made by President Coales wrong as the Shire’s hands are tied by legislation.

There is no factual substance to the response provided by President Coales to a community member in an open public forum. As the person who is to speak on behalf of the Shire of Serpentine Jarrahdale this kind of misinformation is harmful to the council and the organisation as a whole. Councillors, the President speaks on your behalf.



That been said, this council is responsible for the slandering of the character and reputation of Mr Ladhams (deceased) Shire President 1961-64, Mr Clem Kentish (deceased) Shire President 1964-89, Mr Eric Senior (deceased) Shire President 1989-92, Mr David Haddow (deceased) Shire President 1992-96, Mrs Colleen Rankin Shire President 1996-99, Mrs Jan Star Shire President 1999-2003, Ms Denice Needham Shire President 2003-09, Dr Shelia Twine Shire President 2009-11, Mr Bruce Moore Shire President 2011-13, Mr Keith Ellis Shire President 2013-15, Mr John Erren Shire President 2015-17 and myself, Michelle Rich Shire President 2017-23.

**Claire Mortimer left the meeting at 8.02pm**

**Claire Mortimer returned to the meeting at 8.02pm.**

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

**Mrs Bond, 6112**

Isn't it time this Council stopped spending money on wasteful matters. There are ratepayers in this Shire struggling to keep a roof over their heads, pay their bills and feed their families. I am appalled that the waste on consultations fees, handouts to anyone who wants free yoga, walking through the forest, monthly free coffees so four or five women can sit and chat and on it goes.

You have pushed the tip survey until it has rendered many of us turning off because of boredom. How about taking an interest in the wildlife in the Shire, in particular the starving black cockatoos. Because of Councillor ignorance and personal agendas operating a bush forever site will not have cockatoo tubes erected in it although these birds are spending more time in it feeding their young and looking for food. Shame on your selfish behaviour, start working for the ratepayers of the Shire.

**Jane Taylor, Oakford, 6121**

Made a statement regarding COVID vaccinations.

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

**As there was no further public statements, Public Statement time concluded at 8.16pm.**

**4. Petitions and deputations:**

Nil.

**5. President's Report:**

Good evening Elected Members, residents, and ratepayers. Welcome to the November 2024 Ordinary Council Meeting.

As we move into summer, we have plenty to look forward to here in the Shire.

The Shire's vibrant events season kicked off with Lights, Sirens and Superheroes. This was a fun, interactive family event with mascots, fire demonstrations and food trucks, all reinforcing the important message about keeping safe in the summer months.



Christmas is just a matter of weeks away. The Shire's hugely popular Christmas Street Festival is on Friday 6 December, here in Mundijong and we're hoping to beat last year's record crowd of 5,500! I'm looking forward to seeing our community come together in numbers again to celebrate the meaning of Christmas, and connect with loved ones.

The popular SJ Farmers Market celebrated its 4th anniversary this month. What started as a local initiative has now grown into a fantastic community institution and another great way to catch up with family and friends.

I encourage everyone to continue supporting the market—it's a wonderful opportunity to connect with our local producers and celebrate what makes our Shire so special.

Thank you to the SJ Food and Farm Alliance and everyone who has worked so hard to make the market such a success.

Volunteers are the bedrock of the SJ community, and are often the reason why we are able to run vibrant Shire activities.

Last Thursday I had the pleasure of hosting a group of dedicated volleys at the Byford and Districts Country Club for the Jingle and Mingle Sporting and Community Groups Sundowner.

It was a fantastic opportunity to say thank you for their efforts throughout the year.

Finally, I would like to reflect on Remembrance Day, a time to honour the men and women who have served and made the ultimate sacrifice for our country.

Every day we should reflect on the freedoms we enjoy because of their service.

On the morning on 11 November I joined the Serpentine Jarrahdale RSL and community members at the Byford Memorial, as we paused to remember them.

Remembrance Day is rightly a moving occasion, and I'm proud of how our community shows its respect and gratitude.

Thank you.

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

Councillor Courtney Mazzini declared an Impartiality Interest in Item 9.2 - Notice of Motion - Water testing of the Permapole site in Cardup. The nature of the interest is impartiality. The extent of the interest is through marriage, a relative is a Director of the company in question.

Councillor Tricia Duggin declared an Impartiality Interest in Item 10.4.1 – Jarrahdale Trail Proposals. The nature of the interest is I am the Chair of the Jarrahdale Railbikes Steering Committee. The extent of the interest is as a sitting member of the group to which the agenda item refers.

Councillor Courtney Mazzini declared an Impartiality Interest in Item 10.4.2 – Byford and Districts Country Club Request for Financial Support. The nature of the interest is Impartiality. The extent of the interest is that I sit on the Activate Byford Committee with the Byford and Districts Country Club Vice Chair.



Councillor Shaye Mack declared an Impartiality Interest in Item 10.4.2 – Byford and Districts Country Club Request for Financial Support. The nature of the interest is I am a member of the Byford and Districts Country Club. The extent of the interest is that I am a member of the Byford and Districts Country Club and sometimes participate in their social bowls.

President Coales declared an Impartiality Interest in Item 10.4.2 – Byford and Districts Country Club Request for Financial Support. The nature of the interest is impartiality. The extent of the interest is I am a social member of the Byford and Districts Country Club.

Councillor Tricia Duggin declared an Impartiality Interest in Item 10.4.2 – Byford and Districts Country Club Request for Financial Support. The nature of the interest is I am a member of the Byford and District Country Club. The extent of the interest is I am a member of the Byford and Districts Country Club.

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

**7.1 Ordinary Council Meeting - 21 October 2024**

**OCM309/11/24**

**COUNCIL RESOLUTION**

**Moved Cr Byas, seconded Cr Jerrett**

**That the minutes of the Ordinary Council Meeting held on 21 October 2024 be CONFIRMED (E24/15303).**

**CARRIED UNANIMOUSLY 7/0**

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

Nil.

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

<b>9.1 - Notice of Motion - Financial Support for Sarah Ford Foundation (SJ4382)</b>	
<b>Elected Member</b>	President Rob Coales
<b>Disclosure of Officers Interest:</b>	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 President Rob Coales via email on Monday, 4 November 2024.

The Notice of Motion is "That Council:

1. PROVIDES financial support of \$2,500 to the Sarah Ford Foundation for The Women's Walk in Byford and surrounds to assist with the following expenses:
  - a. \$1,500 for staff salary (20 x walks at \$75 per walk)
  - b. \$1,000 to purchase coffee for participants across the 20 x walks
2. REQUESTS the Chief Executive Officer to develop a funding agreement with the Sarah Ford Foundation for \$2,500."

**Relevant Previous Decisions of Council**

Nil.

**Officer Comment**

The Sarah Ford Foundation was established as a charity whose purpose is to alleviate the negative impact of mental health symptoms and to assist in the prevention of mental health deterioration by providing exercise services to women who have experienced domestic violence, poverty and homelessness.

On Thursday, 8 October 2024, the Sarah Ford Foundation delivered its first Women's Walk in Byford, being an eight-week program that aims to bring women together in a healthy and meaningful way. The Sarah Ford Foundation successfully received a Shire Friendly Neighbourhood grant in September 2024 to the value of \$250, as a contribution towards the program. The Friendly Neighbourhoods Grant is for individuals and local community groups to apply for financial assistance towards the costs associated with hosting an event or activity, that will foster neighbourhood connections.

The Shire further supported the eight-week program by including it in the suite of events promoted throughout October for national mental health month and safety month, with promotions continuing in November.



The Sarah Ford Foundation has applied to the Shire's Community Grants Program in the latest round (October round) towards the cost of 2025 annual insurance renewals with current insurances expiring 11 January 2025. The value of this application is \$2,327.80, as follows:

- Protector/Association Liability \$960.50
- Personal Accident Insurance \$157.30
- General and Products Liability \$1,210.00

The Community Grants Program is managed in accordance with Council Policy 5.1.7 – Community Funding, and administered in accordance with the Community Grants Guidelines. The Guidelines provide the following guidance with regards to what will not be supported through the Community Grants Program:

*The Shire will not fund:*

- *The purchase of alcohol or licenses associated with the provision, consumption or administration of alcohol*
- *Uniforms*
- *Services already funded by State or Federal governments.*
- *Ongoing operational costs e.g. utilities (electricity, gas and water), staff wages or rent.*
- *Retrospective funding requests.*

Officers note that the Notice of Motion seeks financial support towards items that are inconsistent with the Community Grant guidelines; specifically staff wages to the value of \$1,500. Officers are not supportive of a financial contribution to this item, given it sets a precedence to other local community groups requiring financial support for operational expense and would be inconsistent with feedback provided to other community groups under Council Policy 5.1.7 – Community Funding.

Furthermore, as the Sarah Ford Foundation has an active general grant funding application submitted with the Shire for \$2,327.80, Officer's recommend that the remaining item (purchase of coffee for The Women's Walk program to the value of \$1,000) be included in their current application for consideration and assessment by the Shire's internal general grant assessment panel. This will provide an equitable and transparent assessment of their application amongst other community groups and organisations seeking financial assistance from the Shire and is within the permissible value of up to \$5,000 per General Grant application.

If Council did support the Notice of Motion, the \$2,500 would come from the General Grants Budget resulting in less funds available for distribution to other groups who have applied through the program.

Noting the Sarah Ford Foundation is now officially established with the Australian Charities and Not-for-profit Commission (ACNC), other funding and philanthropic opportunities also exist to deliver this valued health and well being initiative, as well as small business start ups including Lotterywest and Healthways under their Community Investment Framework pillars of active healthy people and inclusive thriving community. These grants can be used for income generating activities where community or charitable benefit is demonstrated, and may consider funding for staff wages.

**Attachments (available under separate cover)**

Nil.



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**Voting Requirements:** Simple Majority

Alternate Officer Recommendation

That Council:

1. REQUESTS the Chief Executive Officer to include their request for \$1,000 ex GST for purchase of coffee for participants of The Women's Walk in Byford and surrounds as part of their current funding application through the Shire's General Grant Program October round.
2. REQUESTS the Chief Executive Officer advise the Sarah Ford Foundation that Council Policy 5.1.7 – Community Funding does not fund staff wages.

**OCM310/11/24**

**COUNCIL RESOLUTION / Elected Member Recommendation**

**Moved President Coales, seconded Cr Mack**

**That Council:**

1. **PROVIDES** financial support of \$2,500 to the Sarah Ford Foundation for The Women's Walk in Byford and surrounds to assist with the following expenses:
  - a. \$1,500 for staff salary (20 x walks at \$75 per walk)
  - b. \$1,000 to purchase coffee for participants across the 20 x walks
2. **REQUESTS** the Chief Executive Officer to develop a funding agreement with the Sarah Ford Foundation for \$2,500.

**MOTION CARRIED 4/3**

*In accordance with section 5.21(4) of the Local Government Act 1995, the individual vote of each member of the Council was as follows:*

*President Coales, Councillors Byas, Jerrett, and Mack voted FOR the motion.  
Councillors Bishop, Duggin, and Mazzini voted AGAINST the motion.*

**Councillor Mazzini declared an Impartiality Interest in Item 9.2**

<b>9.2 - Notice of Motion - Water testing of the Permapole site in Cardup (SJ4382)</b>	
<b>Elected Member</b>	Councillor Byas
<b>Disclosure of Officers Interest:</b>	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 Byas via email on 11 November 2024.

The Notice of Motion is *“That Council REQUESTS the Chief Executive Officer to:*

- 1. Engage a suitably qualified and independent contractor to conduct water contamination assessments at the Permapole site in Cardup.*
- 2. Ensure water sampling is conducted at any catchment dam/s, discharge area/s, and any other locations determined as appropriate by the independent contractor.*
- 3. Instruct the contractor to perform sampling from the catchment dam/s at various levels and times, including sampling of dam sediments.*
- 4. Test for arsenic, chromium, and any other contaminants deemed appropriate by the independent contractor.*
- 5. Present the results to a future Council meeting as soon as practical, including all technical reports as attachments to the report. These attachments are to be open for public inspection, and the report must detail the methodology used along with all technical considerations.*
- 6. Forward all reporting to the Department of Water and Environment Regulation (DWER).*
- 7. Write to Permapole, advising them of Council's decision and inviting compliance with Council's resolution. Should they decline, write to the Director General of DWER requesting the legal instrument to conduct the testing as required by Council's resolution within the scope of the company's DWER licensing.”*

**Relevant Previous Decisions of Council**

Nil.

**Officer Comment**

Permapole is located within the Cardup Business Park, and is an operation which is licensed by the State Government Department of Water, Environment and Regulation's industry licencing function. This is a licence issued by DWER for a Category 29 Prescribed Premise (timber preserving).

The DWER industry licence report describes the industrial process whereby logs are treated with a copper chrome arsenate (CCA) solution. The licence report includes a description of how the CCA solution is handled, and also how its risk profile is managed. Of specific relevance is the statement that no discharge of any contaminated stormwater is permitted to the environment.



In this regard, the DWER industry licence places operational requirements for an on-site lined pond and associated pipeline to manage wastewater. This is provided as specific infrastructure for the containment of contaminated and potentially contaminated stormwater, from the treated timber storage area prior to evaporation, reuse or disposal to a facility licensed to accept the wastewater.

As this is an industry licence administered by the DWER, Officers consider it more appropriate that any request for a comprehensive water contamination assessment be made of the DWER. DWER would have a more direct legal footing in which to undertake such assessment, based on the risk they perceive and the recent information they have been sent by a nearby resident, including test results. They are also the responsible industry regulator, and not the Shire, in this respect.

As per the Alternative Officer Recommendation, it is recommended that DWER be requested to mobilise their resources to undertake the water contamination assessment. This is also considered to reflect Council Policy 4.4.1 which has a policy purpose to establish a framework for avoiding duplication of the provision of Health Services within the meaning of the *Environmental Protection Act 1986* given the obligations of Council pursuant to Section 3.18(3) of the *Local Government Act 1995*.

In this regard, there is no statutory power requiring local governments to provide premises monitoring, inspect, or investigate complaints under the provisions of the *Environmental Protection Act 1986*, and particularly recognising the roles of the State Government Industry Regulator in respect of prescribed premises.

According to the policy, it states that:

*“Council having considered the provisions of Section 3.18(3) of the Local Government Act 1995 and the nature of Environmental Health Service relating to matters regulated by the Environmental Protection Act 1986, and is satisfied that the Shire of Serpentine Jarrahdale will not be responsible for investigating matters relating to Licensed Premises under the Environmental Protection Act 1986, as this service duplicates a service provided by another body or person.*

The Policy then states that:

*“The Shire’s Authorised Officers and Inspectors will only undertake the service where it does not inappropriately duplicate services provided by any other body or person, and will continue to:*

- Assess and respond to noise pollution and administer the requirements of the Environmental Protection (Noise) Regulations 1997 with the exception of licensed premises in accordance with the delegation under the Environmental Protection Act 1986.*
- Assess and respond to unauthorised discharges and administer the requirements of the Environmental Protection (Unauthorised Discharge) Regulations 2004 with the exception of licensed premises in accordance with the delegation under the Environmental Protection Act 1986.*
- Investigate low level pollution which can be dealt with by the Council under its Local Laws but where a matter becomes too complex, requires expertise, or resources beyond which the Council could reasonably expect to provide it will be referred to the Department of Water and Environmental Regulation for investigation.”*

This would establish a policy position that the Shire would not normally be undertaking actions specific to a licenced premise, such as Permapole.



Notwithstanding this, from a public health perspective, Officers have offered nine residential properties directly opposite the facility, free testing of their household potable drinking water source (which should be a rainwater tank connected to roof catchment) and any bore water source used for irrigation or stock watering. At this stage, only one resident has taken up this offer.

**Attachments (available under separate cover)**

Nil.

**Financial Implications**

The cost to undertake a water sampling analysis would be expected to exceed \$10,000.

Procurement policy would require written quotes to be obtained and until that occurred, it is not possible to exactly define the financial costs of the Notice of Motion recommendation. Also, the agreement of the company to permit water sampling to occur, is unknown and uncertain.

The alternative Officer recommendation would not result in any costs to the Shire, but such would be contingent on DWER agreeing to undertake all the work at its costs. Such arrangement is also reflective of Council Policy 4.4.1, as discussed.

**Voting Requirements:** Simple Majority

**Elected Member Recommendation**

That Council REQUESTS the Chief Executive Officer to:

1. Engage a suitably qualified and independent contractor to conduct water contamination assessments at the Permapole site in Cardup.
2. Ensure water sampling is conducted at any catchment dam/s, discharge area/s, and any other locations determined as appropriate by the independent contractor.
3. Instruct the contractor to perform sampling from the catchment dam/s at various levels and times, including sampling of dam sediments.
4. Test for arsenic, chromium, and any other contaminants deemed appropriate by the independent contractor.
5. Present the results to a future Council meeting as soon as practical, including all technical reports as attachments to the report. These attachments are to be open for public inspection, and the report must detail the methodology used along with all technical considerations.
6. Forward all reporting to the Department of Water and Environment Regulation (DWER).
7. Write to Permapole, advising them of Council's decision and inviting compliance with Council's resolution. Should they decline, write to the Director General of DWER requesting the legal instrument to conduct the testing as required by Council's resolution within the scope of the company's DWER licensing.



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Alternate Officer Recommendation

That Council:

1. REQUESTS the Chief Executive Officer to write to the Director General of the Department of Water, Environment and Regulation (DWER) and responsible Minister for the Environment, requesting that DWER undertake a formal investigation of the Permapole timber preserving industry in response to the nearby resident complaint that was sent to DWER on 3 October 2024, and which included water sampling results.
2. REQUESTS (if DWER agree to undertake the formal investigation) that DWER Officers present the findings to a future Policy Concept Forum meeting of Council, together with any actions that will be taken by DWER, as the case may be.
3. REQUESTS that DWER Officers establish a separate webpage for concerned members of the community to be kept up to date on all matters pertaining to any formal investigation they agree to do.
4. REQUESTS (if DWER agree to undertake the formal investigation) that DWER Officers write to all landowners within 1,000m of the Permapole facility advising of the actions being taken.

**OCM311/11/24**

**COUNCIL RESOLUTION**

**Moved Cr Byas, seconded Cr Mazzini**

**That Council:**

1. **REQUESTS the Chief Executive Officer write to the Department of Water, Environment and Regulation (DWER) inviting DWER Officers to present the findings of their formal investigation of the Permapole site to a future Policy Concept Forum meeting of Council, together with any actions that will be taken by DWER, as the case may be.**
2. **REQUESTS that DWER Officers establish a separate webpage for concerned members of the community to be kept up to date on all matters pertaining to any formal investigation they agree to do, and how members of the community can contact DWER Officers.**
3. **REQUESTS that DWER Officers write to all landowners within 1,000m of the Permapole facility advising of the actions being taken.**
4. **REQUESTS the Chief Executive Officer bring a report to Council detailing the above. The report should include, but not be limited to, all technical reports from the DWER investigation detailing their findings, methodology, planned actions (if any), etc.**

**CARRIED UNANIMOUSLY 7/0**

Reason for difference:

To ensure that Council has visibility of the DWER investigation.

**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.

On request from Cr Duggin, Item 10.2.1 was removed from the en bloc motion.

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

Report number	Report Title
10.1.1	Proposed Road Naming Application - Lots 786, 787 and 788 Walker Road, Serpentine (PA24/571)
10.1.2	Proposed Road Naming Application - Lots 59 to 61 Briggs Road and Lot 62 Thomas Road, Byford (PA24/553)
10.1.3	Endorsement of Marri Woodland Management Plan (SJ816)
10.1.4	Local Planning Scheme No. 3 - Amendment No. 9 - Short-Term Rental Accommodation (SJ4402)
10.1.5	Draft Economic Development and Tourism Strategy 2024-2034 - Consent to Advertise (SJ2201-2)
10.2.2	Award Request for Tender - RFT 18/2024 - Nicholson Road - Widening and Improvement - (SJ4526)
10.3.1	Confirmation of Payment of Creditors – October 2024 (SJ801)
10.3.2	Monthly Financial Report - September 2024 (SJ4229)
10.3.4	Review of Asset Management Policy 2.1.1 and Asset Management Strategy 2020 / 2024 (SJ490)



<b>Report number</b>	<b>Report Title</b>
10.4.3	Council Policy Review - 5.1.3 - Lease and Licence Management (SJ975)
10.4.4	Award Request for Tender - RFT 11/2024 - Bushfire Mitigation Services (SJ4490)
10.5.1	Minutes of the Rivers Regional Council - Ordinary Council Meeting - 17 October 2024 (SJ581-3)
10.5.2	Council Policy Review - Urban and Rural Verge Policy (SJ526-02)

**OCM312/11/24****COUNCIL RESOLUTION**

**Moved Cr Duggin, seconded Cr Jerrett**

**That the Officer Recommendations contained in Officer Reports 10.1.1, 10.1.2, 10.1.3, 10.1.4, 10.1.5, 10.2.2, 10.3.1, 10.3.2, 10.3.4, 10.4.3, 10.4.4, 10.5.1, 10.5.2 be ADOPTED en bloc at 8.40pm.**

**CARRIED UNANIMOUSLY 7/0**

**10.1 Development Services reports:**

<b>10.1.1 - Proposed Road Naming Application - Lots 786, 787 and 788 Walker Road, Serpentine (PA24/571)</b>	
<b>Responsible Officer:</b>	Manager Statutory Planning and Compliance
<b>Senior Officer:</b>	Director Development Services
<b>Disclosure of Officer's Interest:</b>	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.
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Proponent:	Arbitrage Projects
Owner:	Peter Samuel Rifici
Date of Receipt:	26 August 2024
Lot Area:	60.53ha
Local Planning Scheme No.3 Zoning:	'Rural Residential'
Metropolitan Region Scheme Zoning:	'Rural'

**Report Purpose**

The purpose of this report is for Council to consider three new road names associated with the subdivision of Lots 786, 787 and 788 Walker Road, Serpentine.

This road naming proposal (**attachment 1**) 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 road names relate to appropriate themes consistent with the history of the Serpentine area. It is recommended that Council endorse the proposed road names based on compliance with the Policies and Standards for Geographical Naming in Western Australia (Landgate Policy) and Local Planning Policy 1.7 - Road Naming (LPP 1.7).

**Relevant Previous Decisions of Council**

There are no previous Council decisions relating to this application.



## Background

The subject site is bound by Karnup Road to the north, Walker Road to the west, the Serpentine and District Golf Club Reserve to the east and an existing 'Rural Residential' estate to the south. The road names are proposed within the 'Rural Residential' zone as shown following:



Figure 1: Aerial image of the site

Subdivision approval was granted by the Western Australian Planning Commission (WAPC) on 3 May 2022. As seen in the approved subdivision layout (figure following), there were four new road extents created as part of the subdivision. Roads 2 and 3 can be considered a single loop road, and therefore the applicant has suggested a single name for both road extents.

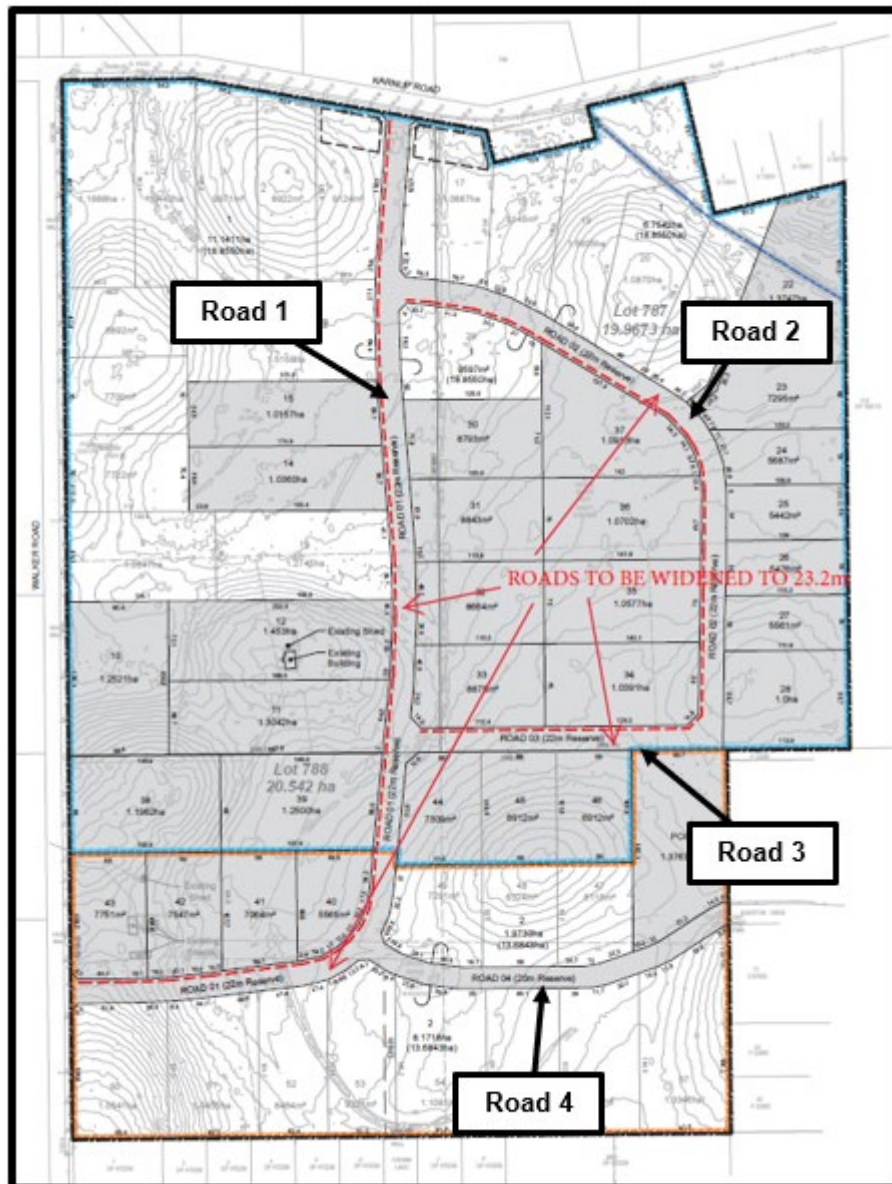


Figure 2: Extract of approved subdivision plan

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 application (**attachment 1**) proposes the following new road names:

- Carralong Drive (new)
- Oldham Loop (new)
- Egerton Drive (extension)

No second preference names have been submitted by the applicant. The roads and proposed names are shown in the plan following:

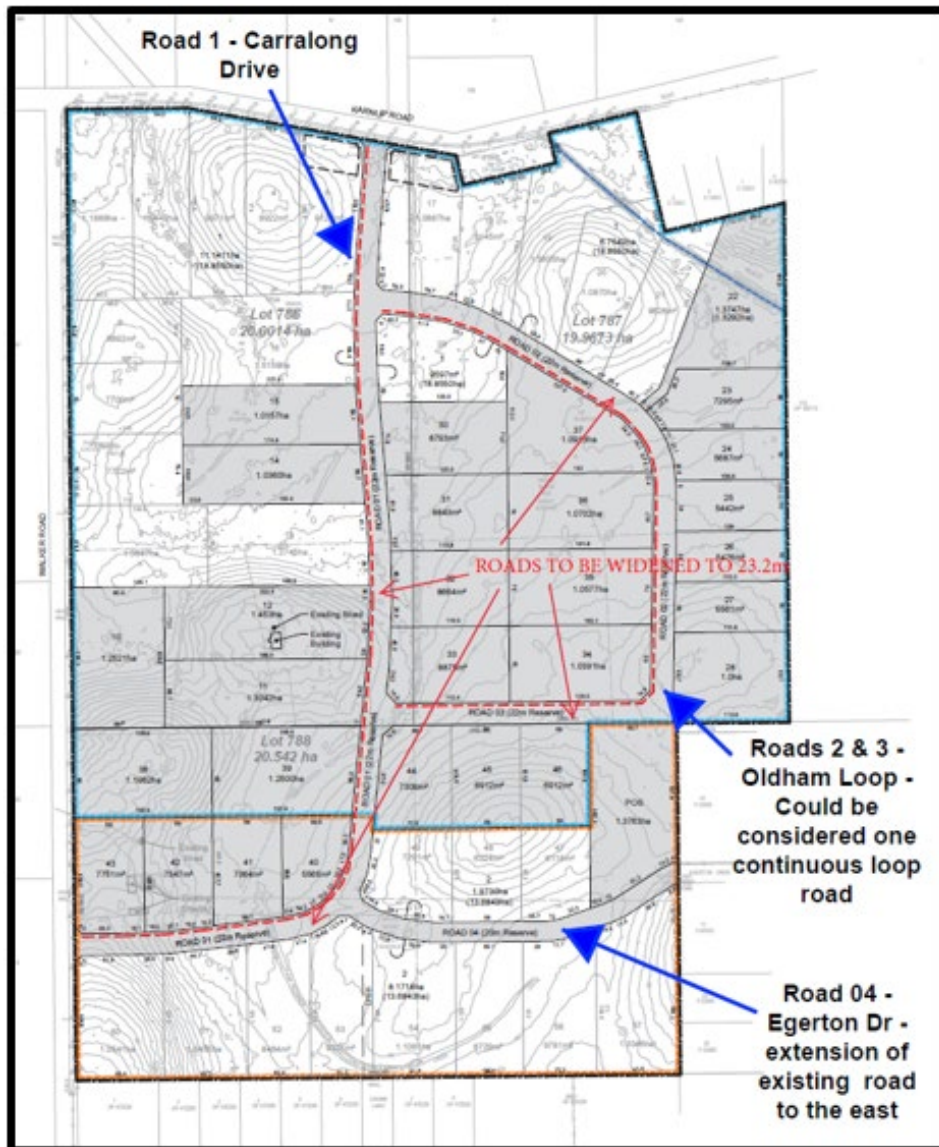
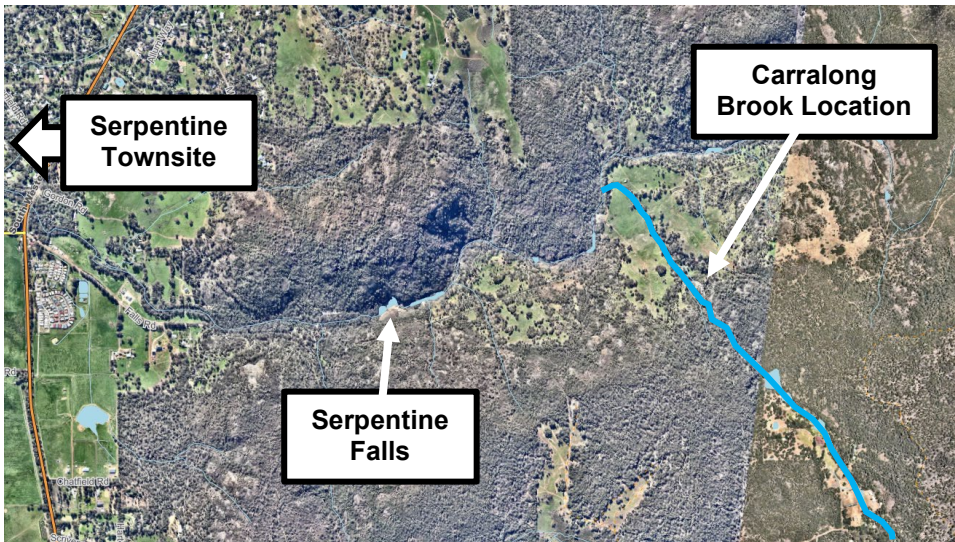


Figure 3: Proposed road name layout

Local Planning Policy 1.7 - Road Naming Policy (LPP1.7) states that where more than four road names are proposed, a theme should be submitted to Council for approval. Only three names are proposed in this application and as such, no new theme is required to be submitted. The applicant has elected to propose names that are in keeping with Serpentine's natural environment (Carralong) and history (Oldham), consistent with LPP1.7. Furthermore, Egerton is an extension to an existing approved road name, which is supported.

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



Road Name Table	
Proposed Preferred Names	Background
Carralong Drive (new)	<p>The Carralong Brook is a watercourse that feeds into the Serpentine River.</p>  <p>The map is an aerial photograph of a rural landscape. A blue line representing the Carralong Brook flows from the top right towards the bottom center. A black box with a white arrow points to a cluster of buildings on the left, labeled 'Serpentine Townsite'. Another black box with a white arrow points to a small waterfall in the center, labeled 'Serpentine Falls'. A third black box with a white arrow points to the blue line of the brook, labeled 'Carralong Brook Location'.</p>
Oldham Loop (new)	<p>John Oldham (1907-1999) was a landscape architect in Western Australia. John Oldham was employed to work on the Serpentine Dam Project during the 1950's and 1960's. His work on the project influenced the large-scale earth works associated with the dam's construction. Furthermore, he worked on detailed design documentation involving stonework and vegetation planting, which are reflected in the design outcome of the Serpentine Dam remaining today.</p>
Egerton Drive (extension)	<p>This is an extension of an existing road name.</p>

**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**

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

<b>Policy Assessment</b>	
<b>Policy Requirement</b>	<b>Officer Comment</b>
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 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 names are not considered to be offensive, inappropriate, 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 and 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 nine letters in length and are no more than one word.
Proposals for road names shall include an appropriate road type suffix	<p>The proposed suffixes are considered appropriate and consistent with suffix definitions under the Landgate policy.</p> <p>Drive (Dr) – Wide thoroughfare allowing a steady flow of traffic without many cross-streets.</p> <p>Loop (Loop) – Roadway that diverges from and re-joins the main thoroughfare.</p> <p>The proposed suffixes are considered suitable as they generally are reflective of the proposed carriageway.</p>



Policy Assessment	
Policy Requirement	Officer Comment
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 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:

- Carralong Drive
- Oldham Loop
- Egerton Drive

#### 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 three proposed road names 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 proposed names.

### Attachments (available under separate cover)

- **10.1.1 - attachment 1** - Road Layout Plan (E24/14723)

### 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 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 rural 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

**OCM313/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council 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. Carralong Drive**
- b. Oldham Loop**
- c. Egerton Drive**

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**

**10.1.2 - Proposed Road Naming Application - Lots 59 to 61 Briggs Road and Lot 62 Thomas Road, Byford (PA24/553)**

<b>Responsible Officer:</b>	Manager Statutory Planning and Compliance
<b>Senior Officer:</b>	Director Development Services
<b>Disclosure of Officer's Interest:</b>	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.
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Proponent:	Edenlife Communities Pty Ltd
Owner:	Edenlife Communities Pty Ltd
Date of Receipt:	28 August 2024
Lot Area:	8.78ha
Local Planning Scheme No.3 Zoning:	'Urban Development'
Metropolitan Region Scheme Zoning:	'Urban' and 'Other Regional Roads'

**Report Purpose**

The purpose of this report is for Council to consider 17 new road names associated with the development approval for a grouped dwelling development (lifestyle village) at Lots 59 to 61 Briggs Road and Lot 62 Thomas Road, Byford.

This road naming proposal (**attachment 1**) 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 road names relate to appropriate themes consistent with the history of the Shire. It is recommended that Council endorse the proposed road names based on compliance with the Policies and Standards for Geographical Naming in Western Australia (Landgate Policy) and Local Planning Policy 1.7 - Road Naming (LPP 1.7).

**Relevant Previous Decisions of Council**

*Ordinary Council Meeting - 17 April 2023 – OCM070/04/23 - COUNCIL RESOLUTION / Officer Recommendation*

*That Council:*

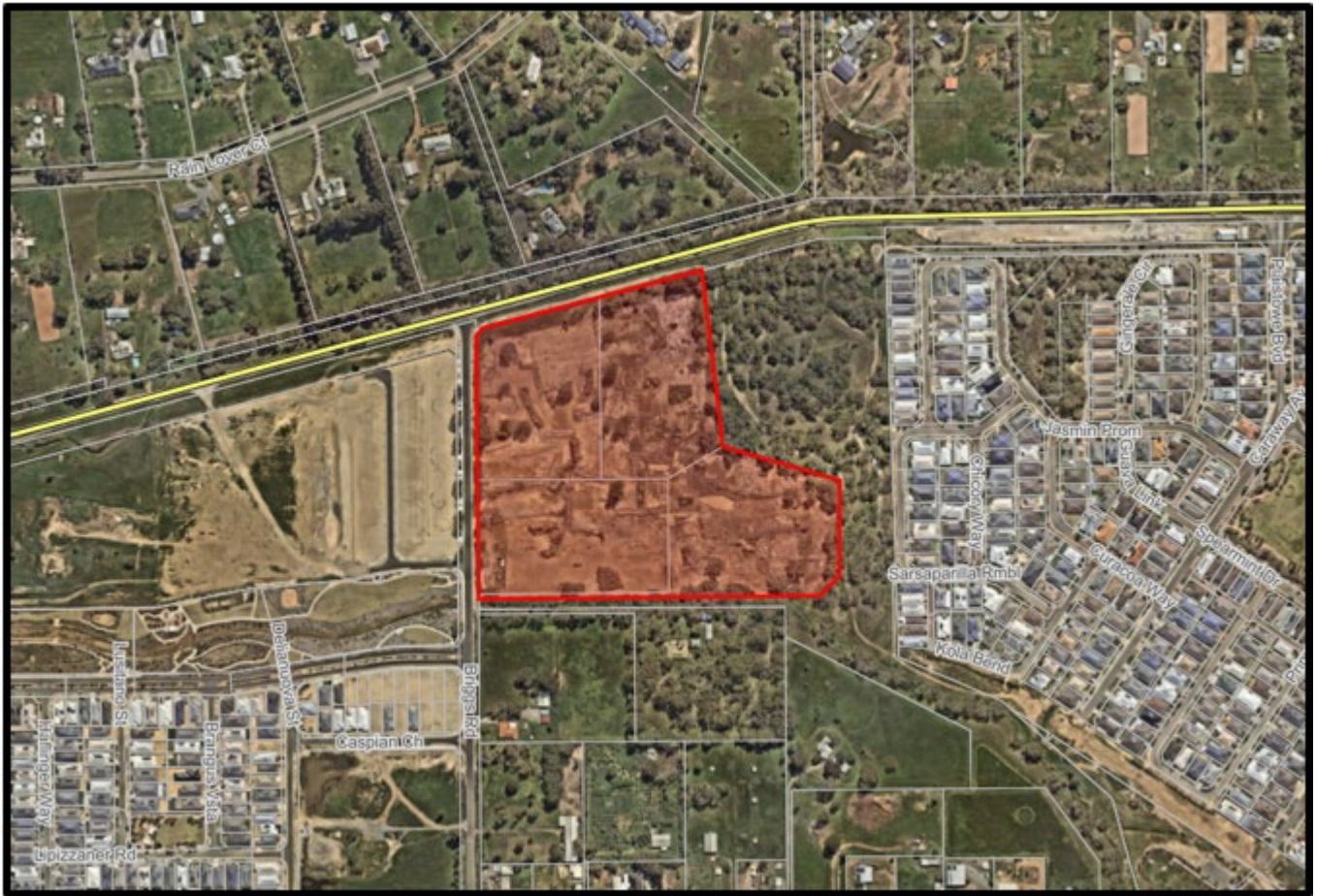
1. **ENDORSES** the list of road names as per attachment 1 based on the Shire's Local Heritage Survey.



2. *NOTES these will be made available for applicants to consider as part of proposing road names for future subdivisions, in accordance with clause 26A(3) of the Land Administration Act 1997.*

## Background

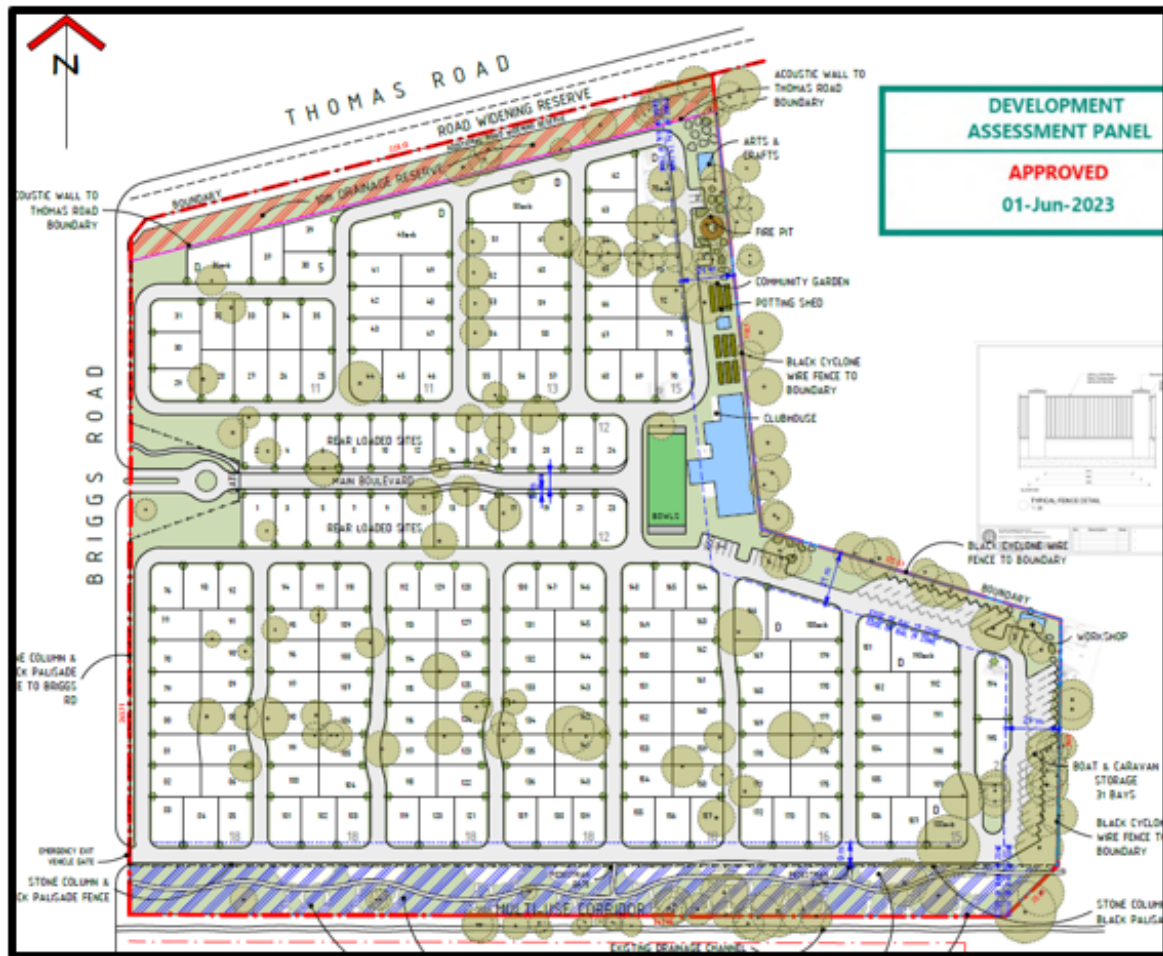
The subject site is bound by Thomas Road to the north, Briggs Road to the west and Shire reserves to the east and south. The road names are proposed within the 'Urban Development' zone as shown following:



**Figure 1: Aerial image of the site**

Council previously considered a Responsible Authority Report for the grouped dwelling development at its Ordinary Council Meeting of 15 May 2023. Development approval was subsequently granted by the Metro Outer Development Assessment Panel (MODAP) on 12 June 2023. As seen in the approved layout (shown following), there were 17 new road extents created as part of the development.

Following the MODAP approval, the applicant lodged a subdivision application with the Western Australian Planning Commission (WAPC) to amalgamate the four lots. The subdivision application was approved by the WAPC on 25 January 2024. The applicant is currently working to clear conditions of both approvals.



**Figure 2: Extract of the approved development application plan**

Created roads (whether public or private) 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.

In respect of this site, the roads will function as private roads, but will be open to public access and for the delivery of services. This provides for naming in accordance with Landgate Policy.

### Proposal

The application (**attachment 1**) proposes the following new road names:

- Baker Drive
- Coxon Street
- Wossley Street
- Cottrell Street
- Bennett Boulevard
- Helme Entrance
- Oakleigh Street



- Glengeorge Street
- Poole Street
- Circledome Street
- Nairn Street
- Oborn Street
- Eddie Street
- Burnbrae Street
- Hale Street
- Randall Street
- Winterbourne Street

No second preference names have been submitted by the applicant. The roads and proposed names are shown in the plan following:

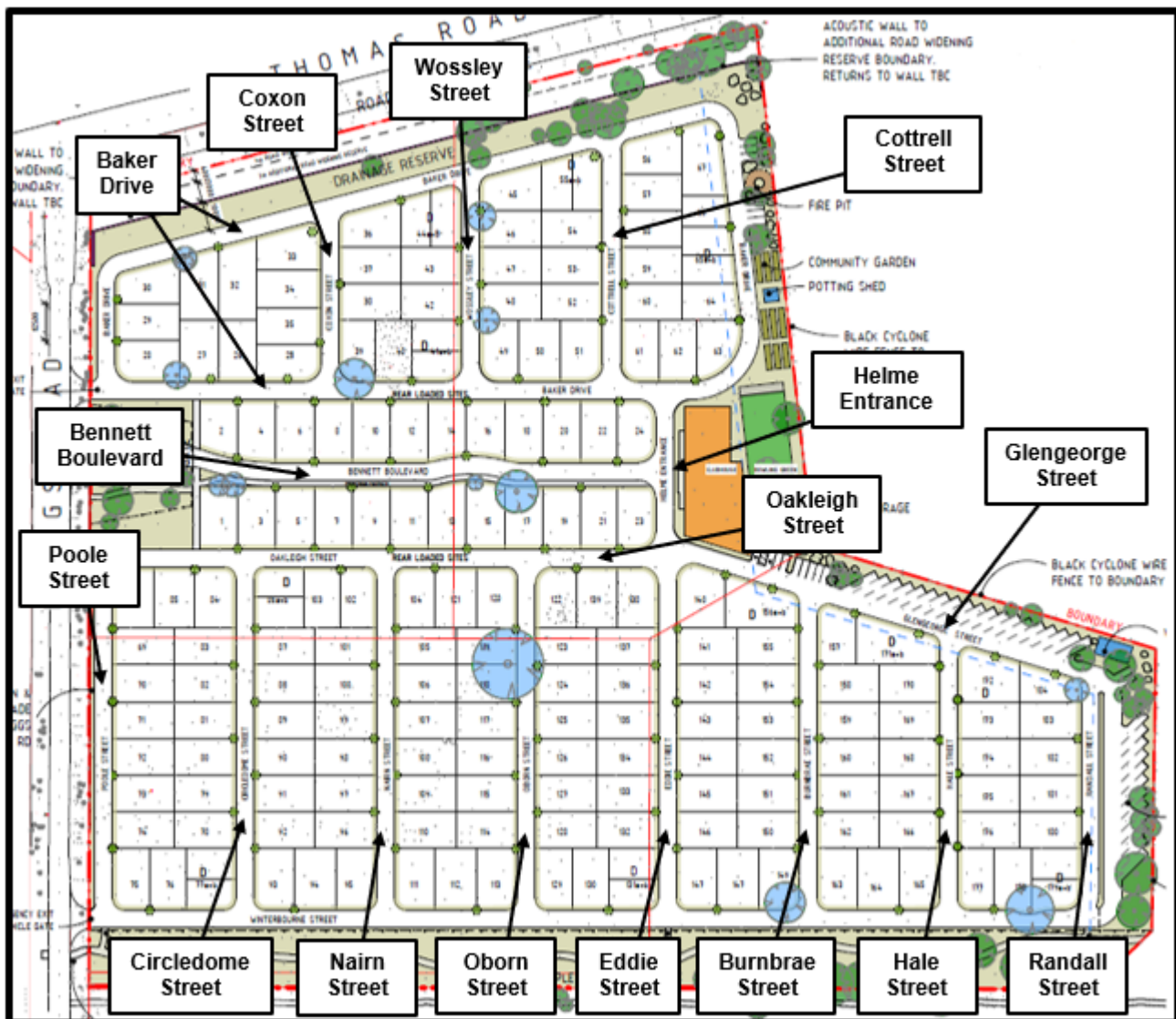




Figure 3: Proposed road name layout



## Ordinary Council Meeting Minutes Monday, 18 November 2024

Local Planning Policy 1.7 - Road Naming Policy (LPP1.7) states that where more than four road names are proposed, a theme should be submitted to Council for approval. As 17 names are proposed as part of this application, the applicant has accordingly proposed a naming theme. The theme of the road names relate to the history of the Shire, specifically the Byford-Mundijong-Serpentine localities.



Officers consider this is an appropriate theme, in accordance with the objectives of LPP1.7. All names proposed were in a list of road names previously endorsed by Council at the Ordinary Council Meeting of 17 April 2023, and referenced in the Shire's Local Heritage Survey. The proposed names along with their description as provided by the applicant are detailed in the table following:

Road Name Table	
Proposed Preferred Names	Background
Baker Drive	A reference to the historic significance of the bakehouses in Byford. Mr Richard Pugh established a bakery business in Byford in 1930.
Coxon Street	A reference to James Coxon, a bricklayer responsible for the Lowlands farm buildings and who was employed in the Serpentine area during the 1860s.
Wossley Street	Named after Sister Wossley who provided child health care services to the Byford area from the Byford Hall during the 1940s. There is a sculpture reference to Sister Wossley at the corner of Blytheswood Avenue and South Western Highway. <div></div>
Cottrell Street	Mr F.H. Cottrell was a store foreman who helped to establish the Byford Royal Naval Armament Depot in 1942-1943. The depot was located south of Nettleton Road and west of South Western Highway.



Road Name Table	
Proposed Preferred Names	Background
Bennett Boulevard	Mr A.W. Bennett was the Officer-in-Charge of the mines section at the Byford Royal Naval Armament Depot. The depot was located south of Nettleton Road and west of South Western Highway.
Helme Entrance	Mr J.R. Helme was a mechanical chargeman who helped to establish the Byford Royal Naval Armament Depot. The depot was located south of Nettleton Road and west of South Western Highway.
Oakleigh Street	Oakleigh was an alternative name for the Bateman homestead locality, which is located at the corner of Kargotich Road and Thomas Road. The homestead has historic and social significance as one of the earlier homesteads built in the Byford district by the well-known Bateman family. Originally part of a much larger estate of 5,300 acres purchased by one of the early settlers to the district, Samuel Bateman, in the early 1890s. Bateman was a keen racehorse enthusiast and constructed a racecourse on the property and held picnic races there.
Glengearge Street	The Byford locality was previously called Beenup. In 1920 the locality was renamed to Byford, following a ballot vote of local residents. One of the alternative names proposed was 'Glengearge'.
Poole Street	Mr John Poole was the original purchaser of the Serpentine Agricultural Area in 1902. Part of this land was located just south of Byford at 681 Hopkinson Road, Cardup.
Circledome Street	Reference to the Byford State brickworks, the design of the brick kilns.
Nairn Street	A reference to the heritage listed rural bungalow on the south bank of the Cardup Brook, near Kiln Road. It was built by George Lazenby during the 1830s.



Road Name Table	
Proposed Preferred Names	Background
	
Oborn Street	John Oborn built the original buildings on what is now known as Wellstrand farm prior to 1919. The farm today is located at the corner of Taylor Road and Bishop Road in Mundijong.
Eddie Street	Reference to Eddie the bull, who was the prized bull of the Lovegrove family. Eddie's water trough still remains, located along the path at the Pavilion Park in Byford. 
Burnbrae Street	Originally an orchard established in the 1920s, the Burnbrae Orphanage was established after the land was bequeathed to the



Road Name Table	
Proposed Preferred Names	Background
	Presbyterian Church in 1935. The site on Nettleton Road, Karrakup was used for the purpose of an orphanage for 40 years.
Hale Street	A reference to Hale Cottage (Lefroy's) located at 27 Gordon Road, Serpentine. It was constructed in 1864.
Randall Street	Mr E.S. Randall was a store foreman who helped to establish the Byford Royal Naval Armament Depot in 1942-1943. The depot was located south of Nettleton Road and west of South Western Highway.
Winterbourne Street	The Byford locality was previously called Beenup. In 1920 the locality was renamed to Byford, following a ballot vote of local residents. One of the alternative names proposed was 'Winterbourne'.

**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**

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 surrounding Local Government areas within 10km have been identified. The following



Policy Assessment	
Policy Requirement	Officer Comment
	<p>names were identified as having similar sounding names, using Landgate's database:</p> <ul style="list-style-type: none"><li>• 'Burnbrae' - 'Burns' Road, Armadale</li><li>• 'Baker' - 'Bucker' Street, Whitby</li></ul> <p>Officers consider that the above names are dissimilar from the identified potential conflict names, so that they would not cause confusion for members of the public nor emergency services and therefore are capable of support. Furthermore, given their level of heritage significance, they are considered names suitable to be recommended to Landgate for final approval.</p>
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 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 names are not considered to be offensive, inappropriate, 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 and 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 12 letters in length and are no more than one word.
Proposals for road names shall include an appropriate road type suffix	<p>The proposed suffixes are considered appropriate and consistent with suffix definitions under the Landgate policy.</p> <p>Boulevard (Bvd) – Wide roadway, well paved, usually ornamented with trees and grass plots.</p>



Policy Assessment	
Policy Requirement	Officer Comment
	<p>Drive (Dr) – Wide thoroughfare allowing a steady flow of traffic without many cross-streets.</p> <p>Entrance (Ent) – Roadway connecting other roads.</p> <p>Street (St) – Public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.</p> <p>The proposed suffixes are considered suitable as they generally are reflective of the proposed carriageway.</p>
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 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. Baker Drive
- b. Coxon Street
- c. Wossley Street
- d. Cottrell Street
- e. Bennett Boulevard
- f. Helme Entrance
- g. Oakleigh Street
- h. Glengeorge Street
- i. Poole Street
- j. Circledome Street
- k. Nairn Street
- l. Oborn Street



- m. Eddie Street
- n. Burnbrae Street
- o. Hale Street
- p. Randall Street
- q. Winterbourne Street

**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 17 proposed road names to be used within the approved development 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 proposed names.

**Attachments (available under separate cover)**

- **10.1.2 - attachment 1** - Road Layout Plan (E24/15105)

**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 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
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**Voting Requirements:** Simple Majority

OCM314/11/24

### **COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council 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. **Baker Drive**
- b. **Coxon Street**
- c. **Wossley Street**
- d. **Cottrell Street**
- e. **Bennett Boulevard**
- f. **Helme Entrance**
- g. **Oakleigh Street**
- h. **Glengedon Street**
- i. **Poole Street**
- j. **Circledome Street**
- k. **Nairn Street**
- l. **Oborn Street**
- m. **Eddie Street**
- n. **Burnbrae Street**
- o. **Hale Street**
- p. **Randall Street**
- q. **Winterbourne Street**

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**



<b>10.1.3 - Endorsement of Marri Woodland Management Plan (SJ816)</b>	
<b>Responsible Officer:</b>	Manager Strategic Planning
<b>Senior Officer:</b>	Director Development Services
<b>Disclosure of Officer's Interest:</b>	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.
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**Report Purpose**

The purpose of this report is to request Council to endorse the Marri Woodland Management Plan (**attachment 1**) following a public comment period of 28 days. Two responses were received. The comments and feedback received are presented in **attachment 2** along with a summary of recommended changes to the draft Management Plan.

**Relevant Previous Decisions of Council**

*Ordinary Council Meeting - 19 August 2024 - OCM217/08/24 - COUNCIL RESOLUTION - Officer Recommendation:*

*That Council:*

- 1. RESOLVES to release the draft Marri Woodland Management Plan for public comment for a period of 28 days.*
- 2. REQUESTS that, following the public comment period, the revised Marri Woodland Management Plan be presented back to Council (inclusive of recommended changes emanating from community consultation) for endorsement.*

**Background**

The Shire has a number of individual Management Plans for natural area reserves, published on its website. Many of these Management Plans are more than ten years old, and the actions within the Plans require updating. In the meantime, the best practice style for a Management Plan has also changed.

The Marri Woodland Management Plan is the second in a series of plans presenting a new style for managing the Shire's natural reserves. The reserves are grouped according to vegetation complex into four Management Plans, for banksia woodland, marri woodland, scarp/plateau forest, and clay-based wetlands. The Banksia Woodland Management Plan was the first produced and the Marri Woodland Management Plan the second.



The Marri Woodland Management Plan contains information relevant to managing any area of marri woodland, plus Action Plans for the twelve Shire reserves which contain marri woodland. These reserves are:

- Brickwood Reserve (Briggs Park), Byford
- Serpentine Cemetery Reserve, Serpentine
- Serpentine Sports Reserve (Paul Robinson Reserve), Serpentine
- Mundijong Oval Reserve, Mundijong
- Myara Brook Reserve, Keysbrook
- Oscar Bruns Reserve, Darling Downs
- Rainforest Reserve, Byford
- Wattle Road Nature Reserve, Serpentine
- Clem Kentish Reserve, Serpentine
- Yangedi Airfield Reserve, Hopeland
- King Road Pony Club Reserve, Oldbury
- Craghill Way Reserve, Oakford

### **Community / Stakeholder Consultation**

A community consultation program was carried out. Two written submissions were received. The comments and feedback received are presented in **attachment 2** along with a summary of recommended changes to the draft Marri Woodland Management Plan in **attachment 3**.

The key points of feedback identified are:

- Clearing of land should be avoided in a Shire with such a low canopy coverage.
- Nutrient seepage issues from the Graceford wastewater treatment system have degraded the nearby woodland in Brickwood Reserve.
- Weed control should consider removal of the dead weeds to avoid their nutrients being released into the environment.
- The Public Transport Authority's proposed offset over part of Brickwood Reserve presents an opportunity to demonstrate cooperation and partnership.
- A nature services inventory should include the services provided by species as well as an inventory of species present.
- Fire mitigation activities should include Aboriginal fire mitigation techniques.
- Native grasses provide sustainable fire management by preventing erosion while presenting a low fire hazard.
- The Halliwell Method (or similar) should be used to financially quantify ecosystem services.
- The Shire should consult with other land managers to collaboratively develop leading management techniques.
- The Shire should advocate for the importance of ecosystem services.



- Local community groups will need greater levels of support to help implement the plan, including Landcare SJ.
- Sustainable management should be built on learnings from failures as well as successes.
- The Shire should take all available opportunities to expand natural reserves.
- Black cockatoos regularly utilise the Rainforest Reserve.
- More biodiversity connectivity and buffer zones should take place.

Officers consider that the majority of the issues raised in the submissions will be relevant in designing the implementation of the Action Plans for the various reserve, and can be incorporated into on-ground management as part of this. In response to the feedback received, Officers recommend the following modifications:

- recognise the importance of the Rainforest Reserve to black cockatoos;
- expand the section on nutrient seepage in Brickwood Reserve.

The Biodiversity section of the Rainforest Reserve Action Plan has been modified to emphasise the importance of the reserve to cockatoos, and the Threats section of the Brickwood Reserve Action Plan has been expanded to emphasise the impact of nutrients from Graceford as well as Briggs Park.

Other modifications recommended by Officers are in response to feedback previously received on the Banksia Woodland Management Plan, in order to maintain consistency between the Management Plans:

- include the requirement for liaison with other landholders;
- include fuel control on adjacent road verges;
- include keeping up to date with the latest research.

These modifications have taken the form of additional actions, both within the preliminary section of the Management Plan and in the Reserve Action Plans.

### **Statutory Environment**

Nil.

### **Comment**

Five Shire natural area reserves which contain marri woodland have had individual Management Plans prepared and adopted by Council: Brickwood Reserve (second edition 2016), Serpentine Cemetery Reserve (2016), Serpentine Sports Reserve (second edition 2021), Yangedi Airfield Reserve (2011) and King Road Pony Club Reserve (2011). The reserve Management Plans are written in an outdated style, going into great detail on the reserve's characteristics, threats, history and uses, and containing many detailed actions that mostly address balancing competing priorities for the use of the reserve.

The current best practice format for reserve Management Plans is to group together all of the reserves in one area under a single Management Plan. This format is used by the Department of Biodiversity, Conservation and Attractions, and is proposed to be used for the Shire's natural area reserves.



The Shire's natural area reserves are proposed to be grouped according to vegetation complex into four Management Plans, for banksia woodland, marri woodland, scarp/plateau forest, and clay-based wetlands. The draft Marri Woodland Management Plan is the second to be produced, with the Banksia Woodland Management Plan recently endorsed and the others proposed for later this year.

Some of these reserves (Brickwood Reserve, Serpentine Sports Reserve, Myara Brook Reserve, Yangedi Airfield Reserve, King Road Pony Club Reserve and Craghill Way Reserve) contain more than one vegetation type. The Marri Woodland Management Plan addresses the areas of marri woodland, while the other vegetation types in these reserves (banksia woodland and/or clay-based wetlands) will be covered under other Management Plans.

The Marri Woodland Management Plan contains information relevant to managing any area of marri woodland, plus Action Plans for the twelve Shire reserves which contain marri woodland. The concept is that the first part of the Management Plan can be used by anyone wishing to manage an area of marri woodland, while the twelve Action Plans are brief enough to be easily used by Shire staff responsible for managing the reserves, and user groups. The Management Plan is intended as an environmental Management Plan for the natural areas of each reserve, as other uses of the reserves are managed by leases, licences and/or memoranda of understanding with the user groups.

The section of the Marri Woodland Management Plan that can be used for any area of marri woodland covers the characteristics of marri woodland and the threats and pressures that apply. This is followed by a brief description of the Shire reserves that contain marri woodland and an Action Plan that is applicable to any area of marri woodland.

Appendices contain lists of flora and fauna found in the marri woodland reserves, and a general fire management strategy for marri woodland.

The individual reserve Action Plans contain a number of maps detailing the reserve's location, management zones, soils, biodiversity and water resources, lists specific threats and pressures, and details the reserve's user groups and infrastructure. This is followed by an Action Plan specific to the reserve and a fire management strategy.

Community input is essential for the protection and conservation of the Shire's natural area reserves. While marri woodland is protected under Federal and State legislation, many reserves have areas under lease or licence to user groups with an interest in the management of the reserve. Input from the user groups and community ensures that stakeholders are engaged in the management of an important natural asset.

In terms of the ongoing monitoring and review of each Management Plan and the associated action plans, the Shire has a State of the Environment Report that was first adopted in 2019. This includes key indicators to track progress against measures that inform local levels of biodiversity, groundwater management, tree canopy, ecology, nutrients, etc. The State of the Environment report is due for review in 2025, and will be used as a mechanism to track progress against the Management Plans and associated action plans.

## **Options**

### Option 1

That Council **ADOPTS** the Marri Woodland Management Plan (**attachment 1**) subject to the schedule of modifications provided at **attachment 3**.



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**Option 2**

That Council DOES NOT ADOPT the Marri Woodland Management Plan.

Option 1 is recommended.

**Conclusion**

The Marri Woodland Management Plan contains information relevant to managing any area of marri woodland, plus Action Plans for the twelve Shire reserves which contain marri woodland. While marri woodland is protected under Federal and State legislation, many reserves have areas under lease or licence to user groups with an interest in the management of the reserve. Input from the user groups and community ensures that stakeholders are engaged in the management of an important natural asset.

**Attachments (available under separate cover)**

**10.1.3 - attachment 1** - Marri Woodland Management Plan (E24/10024)

**10.1.3 - attachment 2** - Summary of Submissions (E24/10452)

**10.1.3 - attachment 3** - Schedule of Modifications (E24/15205)

**Alignment with our Council Plan 2023-2033**

<b>Liveable</b>	
<b>3.</b>	Preserve and enhance our natural places, parks, trails and reserves
<b>4.</b>	Invest in facilities and amenities to meet current and future needs
<b>Connected</b>	
<b>3.</b>	Empower the community to engage with the Shire and collaborate on matters that are important to them

**Financial Implications**

While some of the actions in the Management Plan are covered in existing programs, others have a cost attached that will be the subject of business cases in future budgets.

**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	Council does not agree to endorse the Marri Woodland Management Plan, delaying best practice management of the twelve natural area reserves.	Council has existing Management Plans for five of the twelve reserves which will continue to represent Council’s position.	Organisational Performance	Unlikely	Minor	LOW	Implement the existing Management Plans.

**Voting Requirements:** Simple Majority

**OCM315/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council ADOPTS the Marri Woodland Management Plan (attachment 1) subject to the schedule of modifications provided at attachment 3.**

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**

**10.1.4 - Local Planning Scheme No. 3 - Amendment No. 9 - Short-Term Rental Accommodation (SJ4402)**

<b>Responsible Officer:</b>	Manager Strategic Planning
<b>Senior Officer:</b>	Director Development Services
<b>Disclosure of Officer's Interest:</b>	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.
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Proponent:

Shire of Serpentine Jarrahdale

**Report Purpose**

The purpose of this report is to consider the proposed Scheme Amendment No. 9 to the Shire's Local Planning Scheme No. 3 (LPS3) regarding Short-term rental accommodation following the State Government's recent planning reforms. This amendment is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the State planning framework. The responsible Minister has requested all local governments undertake these changes to their respective local planning schemes, in advance of the new short-term rental accommodation reforms coming into effect in 2025.

Officers recommend that Council adopt the Proposed Scheme Amendment as a 'standard' amendment and resolve to proceed to seek approval to advertise the Proposed Scheme Amendment.

**Relevant Previous Decisions of Council**

*Ordinary Council Meeting - 19 August 2024 - OCM212/08/24 - COUNCIL RESOLUTION / Officer Recommendation*

*That Council ADOPTS amended Local Planning Policy 4.5 - Short Term and Temporary Accommodation, as contained in attachment 2, in accordance with Clause 4(3)(b)(i) of the Deemed Provisions and publishes notice of the policy in accordance with Clause 87 of the Deemed Provisions.*

*Ordinary Council Meeting - 20 May 2024 - OCM119/05/24 - COUNCIL RESOLUTION/ Officer Recommendation-*

*That Council ADOPTS, for the purposes of advertising, the revised Draft Local Planning Policy 4.5 (Short Term and Temporary Accommodation) in accordance with Clause 4(1) of the Deemed Provisions*



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## **Background**

This report proposes a Scheme Amendment to Local Planning Scheme No. 3. This follows the State Government's recent planning reform to Short-term rental accommodation. The amendment is required to ensure alignment with the new 'deemed' and 'model' land use classes and general definitions introduced into the State planning framework.

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission (WAPC) released its Position Statement: Planning for Tourism and Short-Term Rental Accommodation (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia. This included development of a State-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Shire to amend its scheme, aim to provide greater consistency across the State in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

## **Community / Stakeholder Consultation**

Should Council resolve to adopt the proposed Scheme Amendment No. 9, the Amendment will be referred to the WAPC to seek approval for advertisement under Regulation 46A of the Regulations. Should WAPC consent to advertisement, a 'standard' scheme amendment is required to be advertised for a minimum of 42 days under Part 5, Division 4 of the Regulations. Therefore, community consultation will be undertaken if Council resolves to adopt Scheme Amendment No. 9 and WAPC consents to advertising.

## **Statutory Environment**

### Legislation

- *Planning and Development Act 2005*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Planning and Development (Local Planning Schemes) Amendment (Short-Term Rental Accommodation) Regulations 2024*

### Local Planning Framework

- Shire of Serpentine Jarrahdale Local Planning Scheme No. 3



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**Planning Assessment**

The Short-Term Rental Accommodation amendment proposes a number of key changes to Local Planning Scheme No. 3 which relates to the introduction, modification and deletion of various land use and general definitions. These modifications to LPS3 are to ensure consistency with the State Planning framework around STRA. The below provisions of the Scheme are recommended to be amended:

**Table 3 - Zoning Permissibility Table**

The Zoning Table 3 under LPS3 currently references the land uses of 'bed and breakfast', 'holiday accommodation', 'holiday house', 'motel', 'serviced apartment', and 'tourist development'. These terms are to be deleted from the table and replaced with new terms and definitions. The new definitions to be introduced include 'hosted-short term accommodation', 'un-hosted short-term rental accommodation' and, 'tourist and visitor accommodation'.

***Hosted short-term rental accommodation***

The hosted short-term rental accommodation designation is set to replace the current 'bed and breakfast' land use and is proposed as a Permitted 'P' use in all zones where any type of 'dwelling is capable of approval' and a Not Permitted 'X' use in all other zones, to align with the State-wide exemption in the Deemed Provisions.

***Un-hosted short-term rental accommodation***

The un-hosted short-term rental accommodation designation is set to replace the current 'holiday house' land use and is proposed as a Discretionary 'D' or Advertisement Required 'A' use in zones where any type of dwelling is capable of approval and a Not Permitted 'X' use in all other zones, to align with the State-wide exemption in the Deemed Provisions. Scheme Amendment No. 9 proposes to amend LPS3 to designate 'un-hosted short-term rental accommodation' as a 'D' use in the District Centre, Neighbourhood Centre, Rural Townsite and Mixed-Use zones and as an 'A' use in the Residential, Urban Development, Rural Residential, Rural Smallholdings, Rural and Environmental Conservation zones and as an 'X' use in all other zones.

***Tourist and Visitor Accommodation***

The 'tourist and visitor accommodation' land use has been introduced to supersede the various land use types as mentioned below and provide a clear description between these uses and 'short-term rental accommodation'. The land uses to be deleted and replaced through this change include:

- Motel - specifically referenced in the new land use class definition;
- Serviced apartment - specifically referenced in the new land use class definition;
- Tourist development - directly replaced by the new use class; and
- Holiday Accommodation - directly replaced by the new class.

Scheme Amendment No. 9 proposes to amend LPS3 to designate 'tourist and visitor accommodation' as an 'A' use in the Urban Development, Rural Smallholdings, Rural, District Centre, Neighbourhood Centre, Rural Townsite and Mixed-Use zones and as an 'X' use in all other zones.



Proposed Scheme Amendment No. 9 seeks to introduce land use permissibilities for these new land uses into the zoning table in response to the State-wide exemptions and new rules set regarding STRA. The modifications to the land use permissibility within the zoning table proposed by Scheme Amendment No. 9 have been made to best reflect the existing land use permissibility for the previous corresponding land uses under the current Scheme. Additionally, where several land uses have been amalgamated into a new single land use (tourist and visitor accommodation), the Amendment proposes to best reflect the previous land use permissibility to align with the Shire's planning framework and expectation. The process to identify the permissibilities for the new land uses to both align with the State framework and to best reflect the current land use permissibility in the Scheme is shown within a table of workings which can be viewed within **attachment 2**.

#### Part 6 - Terms referred to in Scheme

##### *Division 1 - General definitions used in Scheme Clause 37. Terms used*

Part 6, Division 1 of LPS3 will require modifications to 'general definitions' used in the Scheme. These changes will be introduced following amendments to definitions for STRA as outlined previously through this report and are necessary to remove conflict and confusion with these land use definition changes. This has resulted in modifications to terms such as 'cabin and chalet'.

Scheme Amendment No. 9 proposes to amend the general definitions for 'cabin' and 'chalet' within Part 6; Division 1 of the Scheme to reflect the State Government's amendments and definitions introduced to the *Planning and Development (Local Planning Schemes) Regulations 2015*.

##### *Division 2 - Land use terms used in Scheme Clause 38. Land use terms used*

Part 6, Division 2 of LPS3 will require modifications to 'Land use terms' used in the Scheme. These changes will include the deletion of a number of terms as has been identified in the Table 3 - Zoning Permissibility section of this report and, will include amendments to definitions to land use terms to ensure consistency with new definitions introduced to *Planning and Development (Local Planning Schemes) Regulations 2015*.

Scheme Amendment No. 9 proposes to delete the following land use terms to reflect the new STRA definitions. The land use terms include:

- bed and breakfast;
- holiday accommodation;
- holiday house;
- motel;
- serviced apartment;
- tourist development.

Additionally, Scheme Amendment No. 9 proposes to insert a new definition for tourist and visitor accommodation to align with the *Planning and Development (Local Planning Schemes) Regulations 2015*. Part 6, Division 2 of LPS3 will require land use term changes for 'road house' to reflect the State Government's amendments and definitions introduced to the *Planning and Development (Local Planning Schemes) Regulations 2015*.



Schedule 2 - Special Use Zones

*Special Use No. 1*

Schedule 2, Special Use Zones within LPS3 provides information regarding land use permissibility for Special Use zones which are not identified in the Zoning Table No. 3. Special Use (SU) No. 1, which relates to the 'Jarrahdale Heritage Precinct', contains the land use permissibility for that zone.

Scheme Amendment No. 9 proposes to amend the existing land use permissibility for SU1 to align with the new State Regulations for STRA in accordance with the amended *Planning & Development (Local Planning Schemes) Regulations 2015*. The land uses to be deleted have been highlighted in the figure below.

As part of the State wide changes and exemptions for hosted STRA, and the inclusion of 'hosted STRA' as a land use to be a Permitted 'P' use in all zones where any type of 'dwelling is capable of approval', the proposed amendment therefore includes a Permitted 'P' use section within SU No. 1 in the 'Special Use' column for hosted STRA within the Jarrahdale Heritage Precinct.

The land uses of 'un-hosted short-term rental accommodation' and 'tourist and visitor accommodation' are proposed to be included as a 'A' uses within the table where applicable and in alphabetical order. This aligns with the previous land use permissibility for the now superseded land uses highlighted in the table below.

**Schedule 2 – Special Use Zones**

No.	Description of land	Special use	Conditions
SU 1	Lot 200 Foster Way, Jarrahdale; Lots 1338, 801, 2495, 804, 4, 5, 815 and 814, Jarrahdale Road, Jarrahdale; Lots 816, 817, 818, 819, 820 and 821 Staff Street, Jarrahdale, and Lots 807, 808, 809, 810, 811, 812 and 2090 Millars Road, Jarrahdale	<p>Jarrahdale Heritage Precinct</p> <p>1. The following shall be considered as 'D' uses:</p> <ul style="list-style-type: none"><li>• ancillary dwelling</li><li>• art gallery</li><li>• civic use</li><li>• community purpose</li><li>• convenience store</li><li>• educational establishment</li><li>• family day care</li><li>• home business</li><li>• home occupation</li><li>• home office</li><li>• shop</li><li>• single house</li></ul> <p>2. The following shall be considered as 'A' uses:</p> <ul style="list-style-type: none"><li>• aged care facility</li><li>• bed and breakfast</li><li>• brewery</li><li>• caravan park</li><li>• childcare premises</li><li>• cinema/theatre</li><li>• exhibition centre</li><li>• holiday accommodation</li><li>• holiday house</li><li>• market</li><li>• motel</li><li>• place of worship</li><li>• reception centre</li><li>• recreation – private</li><li>• restaurant/café</li><li>• road house</li><li>• small bar</li><li>• tavern</li><li>• telecommunications infrastructure</li><li>• tourist development</li></ul>	

**Schedule 4 - Additional Site and Development requirements*****4.1 Zone Development Requirements***

Schedule 4, Additional Site and Development requirements, set out development requirements for each zone identified within LSP3. As part of the changes to STRA, the land use term 'holiday accommodation' will be deleted and as such, Scheme Amendment No. 9 proposes to replace this land use with 'tourist and visitor accommodation' in the 'Rural Smallholdings' and 'Rural' sections of Schedule 4 4.1 as per the amendments and definitions introduced to the *Planning and Development (Local Planning Schemes) Regulations 2015*. The sections to be amended are as follows.



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Rural Smallholdings	<ul style="list-style-type: none"><li>• No more than one (1) single house per lot shall be approved by the local government in the Rural Smallholdings zone.</li><li>• Lot boundary fencing shall be a minimum 75% visually permeable, to a maximum height of 1.8 metres from natural ground level and constructed of masonry, concrete, timber, wire, post and rail and/or post and wire (including chain mesh). The fencing shall be unobtrusive and sensitive to the objective of maintaining rural character and visual amenity.</li><li>• Where a lot is not connected to reticulated water, dwellings shall be provided with an adequate supply of potable water from either an underground bore, a rainwater storage system or an alternative system as approved by the local government, with a minimum capacity of 120,000 litres and an appropriate roof catchment where relevant in addition to an adequate supply of water for fire fighting purposes as required by State Planning Policy 3.7 - Planning in Bushfire Prone Areas.</li><li>• Holiday Accommodation development shall not exceed more than two (2) chalets or cabins.</li><li>• Removal of existing vegetation, which is not exempted from requiring development approval under Schedule 4.7 of this Scheme, will require a landscaping and revegetation plan to be prepared and implemented in accordance with Schedule 4.6 of this Scheme to the satisfaction of the local government.</li><li>• The keeping of animals shall not exceed the stocking rate guidelines recommended by the Department of Primary Industries and Regional Development for the applicable pasture types.</li><li>• Due regard shall be given to building envelopes.</li></ul>
Rural	<ul style="list-style-type: none"><li>• Lot boundary fencing shall be a minimum 80% visually permeable, to a maximum height of 1.8 metres from natural ground level and constructed of masonry, concrete, timber, wire, post and rail and/or post and wire (including chain mesh). The fencing shall be unobtrusive and sensitive to the objective of maintaining rural character and visual amenity.</li><li>• Where Agriculture – Intensive land uses are proposed, vegetated screening to a minimum of 10 metres wide shall be required.</li><li>• Where a lot is not connected to reticulated water, dwellings shall be provided with an adequate supply of potable water from either an underground bore, a rainwater storage system or an alternative system as approved by the local government, with a minimum capacity of 120,000 litres and an appropriate roof catchment where relevant in addition to an adequate supply of water for fire fighting purposes as required by State Planning Policy 3.7 - Planning in Bushfire Prone Areas.</li><li>• Holiday Accommodation development shall not exceed six (6) chalets or cabins. Caravan park development shall not exceed twelve (12) caravan or camping bays.</li><li>• Removal of existing vegetation, which is not exempted from requiring development approval under Schedule 4.7 of this Scheme, will require a landscaping and revegetation plan to be prepared and implemented in accordance with Schedule 4.6 of this Scheme to the satisfaction of the local government.</li><li>• The keeping of animals shall not exceed the stocking rate guidelines recommended by the Department of Primary Industries and Regional Development for the applicable pasture types.</li><li>• Due regard shall be given to building envelopes.</li></ul>

### 4.3 Car Parking Requirements

Schedule 4, Section 4.3 Car Parking Requirements refers to land use terms 'bed and breakfast', 'holiday accommodation' and 'motel'. To ensure consistency with the changes to the STRA planning framework, these land use terms for car parking standards are required to be deleted from the Scheme. Scheme Amendment No. 9 proposes to replace 'bed and breakfast' land use with 'hosted STRA' and retain the current car parking standards. See below section proposed to be changed:



Land Use	Number of Required Car Parking Bays
amusement parlour	1 bay per 20m <sup>2</sup> of NLA.
animal establishment	1 bay per 10 animals accommodated under maximum occupancy and 1 bay per employee*.
art gallery	1 bay per 40m <sup>2</sup> of NLA.
bed and breakfast	1 bay per guestroom and 1 bay per 2 employees.
betting agency	1 bay per 20m <sup>2</sup> of NLA.
bulky goods showroom	1 bay per 40m <sup>2</sup> of NLA.

There are different car bay parking requirements for both 'holiday accommodation' and 'motel' under the Scheme. These land use terms are to be amalgamated into the one broader land use term 'tourist and visitor accommodation' under the STRA regulation changes and as such, Scheme Amendment No. 9 proposes to delete these land use terms from section 4.3 with no replacement. Future standards relating to car parking requirements for 'tourist and visitor accommodation' would then be assessed on a case-by-case basis and in accordance with section 4.3 cl (2) of the Scheme as stated below:

*(2) Where parking standards are not specified or the relevant land use is not contained within the Table below, the local government shall determine the number of required bays with regard to the following:*

*(a) nature of the proposed development;*

*(b) number of employees, other persons and/or visitors likely to be associated with the proposed development; and*

*(c) the parking requirements of similar land uses contained within the Table below.*

#### **4.4 Bicycle Parking and Facilities**

Schedule 4, Section 4.4 Bicycle Parking and Facilities refers to land use terms 'bed and breakfast', 'holiday accommodation' and 'motel'. To ensure consistency with the changes to the STRA planning framework, these land use terms for bicycle parking standards are required to be deleted from the Scheme. Scheme Amendment No. 9 proposes to replace 'bed and breakfast' land use with 'hosted STRA' and retain the current bicycle parking standards. See below section proposed to be changed:

Land Use	Minimum Number of Required Bicycle Parking Bays
amusement parlour	1 bay per 250m <sup>2</sup> .
art gallery	1 bay per 50m <sup>2</sup> .
bed and breakfast	1 bay per 2 guestrooms.
betting agency	1 bay per 250m <sup>2</sup> .
bulky goods showroom	1 bay per 750m <sup>2</sup> .
cinema / theatre	1 bay per 50m <sup>2</sup> of auditorium area

There are different bicycle parking requirements for both 'holiday accommodation' and 'motel' under the Scheme. These land use terms are to be amalgamated into the one broader land use term 'tourist and visitor accommodation' under the STRA regulation changes and as such, Scheme Amendment No. 9 proposes to delete these land use terms from section 4.4 with no replacement.



Future standards relating to bicycle parking requirements for 'tourist and visitor accommodation' would then be assessed on a case-by-case basis and in accordance with section 4.4 cl (2) of the Scheme as stated below:

- (2) *Where parking standards are not specified or the relevant land use is not contained within the Table below, the local government shall determine the number of required bays with regard to the following:*
- (a) *nature of the proposed development;*
  - (b) *number of employees, other persons and/or visitors likely to be associated with the proposed development; and*
  - (c) *the bicycle parking requirements of similar land uses contained within the Table below.*

## 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. 9 to Local Planning Scheme No. 3 - New Regulations to Short-Term Rental Accommodation as contained in **attachment 1** and DETERMINE the proposed Scheme Amendment to be a 'Standard' amendment in accordance with Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:
  - a. the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
  - b. an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
  - c. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
  - d. the amendment is not considered a complex or basic amendment.
2. Pursuant to Part 5 Division 3 Regulation 46A(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to proceed to SEEK APPROVAL TO ADVERTISE the proposed Scheme Amendment No. 9 to Local Planning Scheme No. 3 - New Regulations to Short-Term Rental Accommodation as contained in **attachment 1** as follows:
  - 2.1 *In Part 6 Division 1 Clause 37, 'Terms Used':*
    - A. *Delete the definition for short-term accommodation and replace with:*

*Accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than 3 months in any 12-month period.*
    - B. *Amend the general definition for cabin to:*

*means a building that -*

      - (a) *is an individual unit other than a chalet; and*
      - (b) *forms part of -*



- 
- (i) *tourist and visitor accommodation; or*
      - (ii) *a caravan park;*
    - and*
    - (c) *if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*
  - C. *Amend the general definition for chalet to:*
    - means a building that -*
      - (a) *is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
      - (b) *forms part of -*
        - (i) *tourist and visitor accommodation; or*
        - (ii) *a caravan park;*
      - (c) *and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*
- 2.2 *In Part 6, Division 2 Clause 38, 'Land Use Terms Used':*
- A. *Delete the definitions for:*
    - o bed and breakfast;*
    - o holiday accommodation;*
    - o holiday house;*
    - o motel;*
    - o serviced apartment; and*
    - o tourist development.*
  - B. *Amend the existing land use term for road house by deleting paragraph (d) and inserting:*
    - (d) *accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*
  - C. *Insert the definition for tourist and visitor accommodation as per Schedule 1- Model Provisions.*
- 2.3 *In Part 3, Table 3 'Zoning Table' insert in alphabetical order the following land uses and permissibility:*
- A. *hosted-short term rental accommodation; designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones.*
  - B. *un-hosted short term rental accommodation; designate as 'D' uses in District Centre, Neighbourhood Centre, Rural Townsite and Mixed-Use zones; as 'A' uses in Residential, Urban Development, Rural Residential, Rural Smallholdings, Rural and Environmental Conservation zones and 'X' in all other zones.*



- C. *tourist and visitor accommodation and designate as 'A' uses in Urban Development, Rural Small holdings, Rural, District Centre, Neighbourhood Centre, Rural Townsite and Mixed-Use zones and 'X' in all other zones.*
- 2.4 *In Part 3, Table 3 'Zoning Table', delete all references to:*
- o bed and breakfast;*
  - o holiday accommodation;*
  - o holiday house;*
  - o motel;*
  - o serviced apartment; and*
  - o tourist development.*
- 2.5 *In Schedule 2 'Special Use Zones' No. SU 1.*
- A. *Delete the land uses for:*
- o bed and breakfast;*
  - o holiday accommodation;*
  - o holiday house;*
  - o motel;*
  - o serviced apartment; and*
  - o tourist development.*
- B. *Insert 'hosted-short term rental accommodation' as 'P' use, 'un-hosted short-term rental accommodation' as an 'A' use, and 'tourist and visitor accommodation' as an 'A' use.*
- 2.6 *In Schedule 4 'Additional Site and Development Requirements' No 4.1 - Zone Development Requirements.*
- A. *Delete reference to 'holiday accommodation' in Rural Smallholdings section and replace with 'tourist and visitor accommodation'.*
- B. *Delete reference to 'holiday accommodation' in Rural section and replace with 'tourist and visitor accommodation'.*
- 2.7 *In Schedule 4 'Additional Site and Development Requirements' No 4.3 - Car Parking Requirements.*
- A. *Replace 'bed and breakfast' land use in the car parking standards table with 'hosted short-term accommodation'.*
- B. *Delete car parking standards for the following land uses from the table:*
- o holiday accommodation*
  - o motel*
- 2.8 *In Schedule 4 'Additional Site and Development Requirements' No 4.4 - Bicycle Parking and Facilities.*
- A. *Replace 'bed and breakfast' land use in the bicycle parking standards table with 'hosted short-term accommodation'.*
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B. Delete bicycle parking standards for the following land uses from the table:

- o holiday accommodation
- o motel.

3. Pursuant to and Regulation 46A(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES a copy of the proposed Scheme Amendment No. 9 to Local Planning Scheme No. 3 - New Regulations to Short-Term Rental Accommodation as contained in **attachment 1**, to the Western Australian Planning Commission.
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. 9 to the Shire of Serpentine Jarrahdale Local Planning Scheme No. 3 - New Regulations to Short-Term Rental Accommodation 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. 9 to Local Planning Scheme No. 3 - New Regulations to Short-Term Rental Accommodation.

Option 1 is recommended.

#### **Conclusion**

Proposed Scheme Amendment No. 9 is a 'standard' scheme amendment to Local Planning Scheme No. 3 following the State Government's recent planning reforms which sets new 'deemed' and 'model' land use classes and general definitions within *Planning and Development (Local Planning Schemes) Regulations 2015*. The amendment seeks to modify scheme provisions and definitions, including changes to land use permissibility relating to the new STRA planning framework and to ensure a consistent approach with State regulations. As this is a State Government initiative, and is to be applied consistently across Western Australia, Officers recommend that Council adopt the proposed Scheme Amendment No. 9 - New Short-Term Rental Accommodation Amendment.

#### **Attachments (available under separate cover)**

- 10.1.4 - attachment 1** - Scheme Amendment No. 9 - Short-Term Rental Accommodation Scheme Amendment Report (E24/15254)
- 10.1.4 - attachment 2** - Scheme Amendment No. 9 - Short-Term Rental Accommodation Excel Spreadsheet – Land Use Permissibility Summary Table (E24/15255)

**Alignment with our Council Plan 2023-2033**

<b>Thriving</b>		
<b>1.</b>	Plan for the sustainable growth of the Shire of Serpentine Jarrahdale	
<b>2.</b>	Advocate and attract businesses to grow and thrive, increasing opportunities for local employment	
<b>3.</b>	Strengthen and grow the local tourism industry	

**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. 9 to Local Planning Scheme No.3 – Short-term Rental Accommodation Amendment which creates an inconsistent approach to State Government planning development and regulations relating to short term rental accommodation.	Planning Framework	Social Community Outcomes /	Possible	Moderate	MODERATE	Accept Officer Recommendation



Voting Requirements: Simple Majority

OCM316/11/24

**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*, resolves to **ADOPT** the proposed Scheme Amendment No. 9 to Local Planning Scheme No. 3 - New Regulations to Short-Term Rental Accommodation as contained in attachment 1 and **DETERMINE** the proposed Scheme Amendment to be a 'Standard' amendment in accordance with Regulation 34 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, for the following reasons:
  - a. the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;
  - b. an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
  - c. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
  - d. the amendment is not considered a complex or basic amendment.
2. Pursuant to Part 5 Division 3 Regulation 46A(1) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, resolves to proceed to **SEEK APPROVAL TO ADVERTISE** the proposed Scheme Amendment No. 9 to Local Planning Scheme No. 3 - New Regulations to Short-Term Rental Accommodation as contained in attachment 1 as follows:

**2.1 In Part 6 Division 1 Clause 37, 'Terms Used':**

**A. Delete the definition for short-term accommodation and replace with:**

*Accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than 3 months in any 12-month period.*

**B. Amend the general definition for cabin to:**

*means a building that -*

*(a) is an individual unit other than a chalet; and*

*(b) forms part of -*

*(i) tourist and visitor accommodation; or*

*(ii) a caravan park;*

*and*

*(c) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual*



*person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

**C. Amend the general definition for chalet to:**

*means a building that -*

- (a) is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and*
- (b) forms part of -*
  - (i) tourist and visitor accommodation; or*
  - (ii) a caravan park;*
- (c) and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

**2.2 In Part 6, Division 2 Clause 38, 'Land Use Terms Used':**

**A. Delete the definitions for:**

- o bed and breakfast;*
- o holiday accommodation;*
- o holiday house;*
- o motel;*
- o serviced apartment; and*
- o tourist development.*

**B. Amend the existing land use term for road house by deleting paragraph (d) and inserting:**

- (d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period.*

**C. Insert the definition for tourist and visitor accommodation as per Schedule 1- Model Provisions.**

**2.3 In Part 3, Table 3 'Zoning Table' insert in alphabetical order the following land uses and permissibility:**

- A. hosted-short term rental accommodation; designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones.**
- B. un-hosted short term rental accommodation; designate as 'D' uses in District Centre, Neighbourhood Centre, Rural Townsite and Mixed-Use zones; as 'A' uses in Residential, Urban Development, Rural Residential, Rural Smallholdings, Rural and Environmental Conservation zones and 'X' in all other zones.**



- C. tourist and visitor accommodation and designate as 'A' uses in Urban Development, Rural Small holdings, Rural, District Centre, Neighbourhood Centre, Rural Townsite and Mixed-Use zones and 'X' in all other zones.**
- 2.4 In Part 3, Table 3 'Zoning Table', delete all references to:**
- o bed and breakfast;**
  - o holiday accommodation;**
  - o holiday house;**
  - o motel;**
  - o serviced apartment; and**
  - o tourist development.**
- 2.5 In Schedule 2 'Special Use Zones' No. SU 1.**
- A. Delete the land uses for:**
- o bed and breakfast;**
  - o holiday accommodation;**
  - o holiday house;**
  - o motel;**
  - o serviced apartment; and**
  - o tourist development.**
- B. Insert 'hosted-short term rental accommodation' as 'P' use, 'un-hosted short-term rental accommodation' as an 'A' use, and 'tourist and visitor accommodation' as an 'A' use.**
- 2.6 In Schedule 4 'Additional Site and Development Requirements' No 4.1 - Zone Development Requirements.**
- A. Delete reference to 'holiday accommodation' in Rural Smallholdings section and replace with 'tourist and visitor accommodation'.**
- B. Delete reference to 'holiday accommodation' in Rural section and replace with 'tourist and visitor accommodation'.**
- 2.7 In Schedule 4 'Additional Site and Development Requirements' No 4.3 - Car Parking Requirements.**
- A. Replace 'bed and breakfast' land use in the car parking standards table with 'hosted short-term accommodation'.**
- B. Delete car parking standards for the following land uses from the table:**
- o holiday accommodation**
  - o motel**
- 2.8 In Schedule 4 'Additional Site and Development Requirements' No 4.4 - Bicycle Parking and Facilities.**



**A. Replace 'bed and breakfast' land use in the bicycle parking standards table with 'hosted short-term accommodation'.**

**B. Delete bicycle parking standards for the following land uses from the table:**

**o holiday accommodation**

**o motel.**

**3. Pursuant to and Regulation 46A(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, PROVIDES a copy of the proposed Scheme Amendment No. 9 to Local Planning Scheme No. 3 - New Regulations to Short-Term Rental Accommodation as contained in attachment 1, to the Western Australian Planning Commission.**

**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. 9 to the Shire of Serpentine Jarrahdale Local Planning Scheme No. 3 - New Regulations to Short-Term Rental Accommodation as contained in attachment 1.**

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**

**10.1.5 - Draft Economic Development and Tourism Strategy 2024-2034 - Consent to Advertise (SJ2201-2)**

Responsible Officer:	Manager Economic Development
Senior Officer/s:	Director Development Services
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.
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**Report Purpose**

The purpose of this report is for Council to consider the updated draft Economic Development and Tourism Strategy 2024-2034 (**attachment 1**) for endorsement to advertise.

Combining and updating the current economic and tourism development strategies is an action identified in the Corporate Business Plan, for the 2024/25 financial year. The new draft strategy has been formulated over quarter one of the financial year, with background research, analysis and evidence used to understand the current situation, and options for the future.

The draft strategy attached to this report has been specifically formulated with a direct line of site to the new Council Plan, as well as informing documents such as the planning framework, district structure plans, asset management plans, advocacy plans and long term financial plans.

It has created a draft action plan, based upon themes of planning for the future; stakeholder management; marketing and promotion; and business support and innovation.

It is recommended that the draft strategy be adopted for the purposes of community and stakeholder consultation, for a period of eight weeks.

**Relevant Previous Decisions of Council**

*Ordinary Council Meeting - 11 December 2023 - OCM313/12/23 - COUNCIL RESOLUTION / SUBSTANTIVE MOTION*

*That Council:*

- 1. RECEIVES the Community Engagement Outcomes Report at attachment 1.*
- 2. ADOPTS the Council Plan 2023-2033 at attachment 3.*
- 3. REQUESTS the Chief Executive Officer to deliver a community launch of the new Council Plan 2023-2033, with the date, time and format to be determined in liaison with the Shire President to a budget of no more than \$1,000 on contract costs.*



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## Background

Since the Shire released the five-year Economic Development and Tourism Strategies in 2018, it has continued significant growth primarily in residential development. The then strategies aimed to ensure responsible and ongoing economic development and growth by maximising the capacity of existing resources to assist in meeting the economic, social, cultural, and environmental needs, expectations, and aspirations of the whole community. As evidenced by the significant rates of new development that has occurred, and is forecast to continue, there is emerging new emphasis that need to be strategically addressed.

The new Draft Economic Development and Tourism Strategy 2024-2034 (**attachment 1**) outlines the proposed priorities to facilitate the Shire's economic growth, tourism development and community prosperity. The Draft Strategy outlines how the Shire can ensure that growth is planned and sustainable and that long-term resilience is assured. It takes a clear focus on affecting critical issues now facing the rapid expansion of the Shire, being utility, road and community infrastructure provision, while also leveraging the opportunities associated with the remarkable natural assets and experiences available for the Shire. There is a renewed focus on expanding the range of jobs and business numbers within the Shire, and also maintaining partnerships with Business SJ and the Peel CCI.

The Draft Strategy is important for the Shire to foster sustainable development, enhance quality of life, and drive economic vitality.

## Community / Stakeholder Consultation

This review has been timed to follow the Shire's Council Plan 2023-2033 release, enabling the use of the results of the consultation that was undertaken in developing that Plan. This has been utilised to assist in formulating the draft strategy, and particularly the action plan focus in areas of partnerships, tourism development, infrastructure advocacy and investment attraction.

If Council adopts the draft strategy for community consultation, it will be advertised in accordance with **attachment 2** (Community Engagement Plan). Advertising is proposed for eight weeks.

## Statutory Environment

- *Local Government Act 1995*
- *Economic Development Framework - Western Australian Local Government Association*
- *Council Plan 2023-2033*

## Comment

The Shire of Serpentine Jarrahdale is entering a new phase of opportunities. The Shire has an exciting future, with major growth supported through a range of infrastructure investments that maintain the Shire as a gateway to the Perth and Peel regions. As the population continues to grow rapidly, it is imperative that our local infrastructure, facilities and services develop to support and leverage the opportunities provided by such growth.

The Byford Metronet Rail extension, Hyper-Growth Road Upgrades, Tonkin Highway extension and Byford Health Hub, all represent the foundations of effective advocacy and partnerships that has come to represent the Shire's commitment to the sustainable management of growth and expansion of its local economy. The Shire continues to endeavour towards a diverse, resilient and robust economy, to ensure jobs are created within the Shire that will secure the success of our economic future.



The Draft Economic Development and Tourism Strategy 2024-2034 sets the direction for how the Shire will work with government, local business, industry groups and the community to realise key opportunities over the next 10 years. The draft strategy is agile and responsive to the changing needs of the Shire, and takes a clear focus on leveraging the strengths that the Shire has created and opportunities that will emerge with support across all levels of government, and using such support to help the business environment prosper. The strengths of available land for development, the connectivity into current and future economic markets and the need to continue managing growth, all point to the particular importance of certain directions being taken. These are specifically infrastructure provision; infrastructure timing; business incubation; education partnerships; and brand promotion.

The Draft Strategy recognises that industries and jobs of the future are dynamic and require the Shire to take advantage of the investment and emerging opportunities that are aligned with the Shire's Council Plan. These advantages are the Shire's hypergrowth status; available and growing local population and laborforce; and natural and rural lifestyle amenity in close proximity to Perth.

#### WALGA Economic Development Framework

The draft strategy has also been developed considering the Western Australian Local Government Association's (WALGA) Economic Development Framework and other key guiding documents.

WALGA identifies the following four best practice principles with regard to Local Government's role in economic development:

Best Practice Principles	Outcome
<b>Regional Collaboration</b>	Local areas have sought opportunities to collaborate with other local governments by lending support to regional networks and associations. Businesses are active participants in local government business development. Local stakeholders have been consulted in the development of a local Economic Development Strategy.
<b>Functional Integration</b>	Local level government incorporates a focus on understanding their core responsibilities as part of a local level Economic Development Strategy. Economic development is ingrained in the way a local authority conducts itself. Economic development activities are undertaken in a cost-efficient manner, and leverage external funds.
<b>Strategic Alignment</b>	Local level Economic Development Strategy has a clearly defined role within a given local government's overarching strategic framework. It also aligns with Federal, State and broader regional policy priorities.
<b>Current and Emerging Competitive advantage</b>	Local level government structures its Economic Development Strategy in order to leverage their



Best Practice Principles	Outcome
	current and emerging competitive advantages, and the strengths of their local industries.

#### Alignment to Council Plan 2023-2033

In an economic context, the Shire's Council Plan 2022-2033 endeavours to ensure a well-planned Shire that supports the community in flourishing through sustainable growth, partnerships, and leadership. The vision sets out objectives, which include planning for the Shire's sustainable growth, advocating and attracting businesses to grow and thrive, increasing employment opportunities for local people, strengthening and growing the local tourism industry, and ensuring the sustainable and optimal use of Shire resources and finances. These are all directly aligned to by the draft strategy.

The vision for the draft strategy aligns with the Shire's Council Plan 2023-2033 and other corporate planning documents, and is provided following:

*'Over the next decade, we envision a welcoming community where economic prosperity is shared by all. We are committed to ensuring every resident feels at home with access to high-quality jobs, education and opportunities for advancement'.*

#### Key Economic Challenges

The Shire faces economic challenges in which employment creation has lagged well behind population growth. Growth itself is increasing the range and magnitude of employment-generating development, a trend that is expected to continue given the concurrent improvements in infrastructure that can grow the local economy. Key issues being addressed by the draft strategy include the following:

- As the Shire's population grows, there is an increase in need for local employment, affordable housing and appropriate services, in order to provide a high quality of life for residents;
- The percentage of Shire residents that work in the Shire remains low, forcing the majority of residents who are part of the labor force to travel long distances to seek employment;
- Attracting investment in the current economic environment presents challenges including costs of development, and infrastructure capacity such as utilities and roads;
- The Shire has identified a number of critical infrastructure gaps in power, sewer, infill sewer, water and road infrastructure which are supported by through evidence and aligned with the needs of its broad range of development stakeholders.

In addressing these challenges, the following focus areas are identified:

- **Utility investment:** Ensure that critical gaps in power, sewer, infill sewer, water and road infrastructure are identified, agreed, resourced and fixed to remove constraints to growth occurring.
- **Strategic Economic Investment:** Attract a broad spectrum of public and private sector investments to foster diversity and expansion within the local economy.
- **Job Creation:** Facilitate and support the growth of new businesses, thereby creating additional job prospects and enhancing the local employment landscape.



- **Productivity and Competitiveness:** Aid local businesses in boosting productivity and enhancing competitiveness by fostering partnerships.
- **Innovation:** Drive innovation in economic development by prioritising solutions, fostering entrepreneurship, and embracing new technologies to enhance economic growth and resilience.

<b>PLANNING FOR THE FUTURE</b>	1.1 Proactive planning to encourage investment	
	1.1.1 Promote among key stakeholders, including landowners and developers, updates in the planning framework so they can stay up to date with development potential of land within the Shire.	Medium Term
	1.1.2 Review development approval processes as part of Property and Rating Onecomm Phase 3, and benchmark with other local governments to ensure efficiency and effectiveness.	Immediate
	1.1.3 Investigate opportunities to facilitate new enterprises and employment generating uses, such as those offered through major public services and facilities.	Medium Term
	1.1.4 Facilitate a positive investment outlook in the market through establishment of Invest SJ website and ongoing advocacy.	Ongoing
	1.2 Attract and Accelerate Development	
	1.2.1 Work with landowners and stakeholders to facilitate the rapid release of commercial and industrial land to accelerate the take up in West Mundijong Industrial Area.	Immediate
	1.2.2 Seek support for infrastructure (utilities) to unlock investment, ensuring a more attractive environment for development. Engage with responsible Ministers, Infrastructure WA, the Housing Supply Unit in Department of Finance and local member, to identify the solutions needed for infrastructure with a focus on: - power for Mundijong; - water, sewer and infill sewer for Mundijong; - Mundijong Road handover to State Government and upgrade.	Immediate
	1.2.3 Enhance and incrementally improve infrastructure and amenities to support tourism, with a particular focus on the Jarrahdale trails town and overnight visitation.	Immediate

<b>STAKEHOLDER ENGAGEMENT</b>	2.1 Maintain strong relationships with a range of stakeholders	
	2.1.1 Maintain corporate memberships with Business SJ and the Peel CCI, and attend at least one event for each organization per quarter. Undertake annually a combined Peel CCI and SJ Shire Business Breakfast.	Ongoing
	2.1.2 Meet with a number of small to medium sized local businesses each year, from across the Shire, to identify any current issues and what solutions the Shire can offer to assist SMEs to grow within the Shire.	Ongoing
	2.1.3 Meet with a number of large local businesses each year, defined through a minimum FTE base of 50 employees, to identify any current issues and what solutions the Shire can offer to assist large businesses to grow within the Shire.	Ongoing
	2.1.4 Meet with a number of State and/or Federal Government agencies each year, which link to business and economic development within the Shire, to raise their awareness about the infrastructure needs of the Shire as a hypergrowth region.	Ongoing



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<b>MARKETING AND PROMOTION</b>	3. MARKETING AND PROMOTION	
	3.1 Promote the Shire for business and industry	
	3.1.1 Maintain Invest SJ webpage to assist with marketing the Shire for business and investment.	Immediate
	3.1.2 Develop and maintain a suite of marketing materials to promote investment and economic growth in the Shire, particularly through use of the website and social media platforms.	Ongoing
	3.1.3 Work cooperatively with other local governments of the Perth Hills Tourism Alliance on marketing initiatives, and maintain annual membership of the Alliance. Host at least 1 alliance event within the Shire annually.	Ongoing
	3.1.4 Proactively promote and market the Shire for new tourism accommodation development potential, through a policy friendly environment that can facilitate nature based accommodation options.	Medium Term
	3.1.5 Work with industry partners to help support and promote tourism marketing and promotions, through maintaining membership of Destination Perth and ensuring the online presence within that service is focused upon attracting visitation.	Ongoing
	3.1.6 Undertake redevelopment of the RV Park at Jarrahdale as an urgent priority, to incrementally build market potential for an eventual caravan park and nature based tourism presence for the Jarrahdale Trails Town.	Immediate

<b>BUSINESS SUPPORT AND INNOVATION</b>	4.1 Support existing micro and SME businesses through training and information	
	4.1.1 Meet with a number of small to medium sized local businesses each year, from across the Shire, to identify any current issues and what solutions the Shire can offer to assist SMEs to grow within the Shire.	Ongoing
	4.1.2 Meet with a number of large local businesses each year, defined through a minimum FTE base of 50 employees, to identify any current issues and what solutions the Shire can offer to assist large businesses to grow within the Shire.	Ongoing
	4.1.3 Support entrepreneurial and innovation opportunities as part of major State Government projects within the Shire, particularly the Byford Health Hub.	Ongoing
	4.1.4 Expand digital, mobile telecommunication and smart infrastructure technologies within the Shire, with a focus upon activity centres, new growth areas and Jarrahdale Trails Town.	Medium Term
	4.1.5 Provide up to date socio-economic data to assist existing and potential new business investors within the Shire, via web based platform information.	Ongoing
	4.1.6 Work with Tourism WA to provide ongoing strategic and tactical advice on economic development and tourism outcomes, with a specific focus on seeking joint funding of initiatives which expand the potential for Jarrahdale Trails Town.	Ongoing
	4.1.7 Proactively develop trails for mountain biking, ORVs, equestrian, 4x4 and hiking which align to State Government trails strategy documents and which specifically promote tourism in accordance with the Jarrahdale Trails Town Business Case.	Ongoing
	4.1.8 Work with local destinations of interest within the Shire on a Shire tourism trails, which seeks to encourage multiple destination trips to occur.	Medium Term

It is recommended that the draft strategy be adopted, for the purposes of community consultation.



## Options

### Option 1

That Council:

1. ADOPTS, for the purposes of community and stakeholder consultation, the Draft Economic Development and Tourism Strategy 2024-2034 as per **attachment 1**.
2. NOTES consultation will be undertaken for a period of eight weeks, in accordance with the Community Engagement Plan provided in **attachment 2**.

### Option 2

That Council ADOPTS, for the purposes of community and stakeholder consultation, the Draft Economic Development and Tourism Strategy 2024-2034 as per **attachment 1**, SUBJECT to the following modifications being first undertaken:

(List modifications)

Option 1 is recommended.

## Conclusion

The draft strategy has been updated to reflect the economic changes to the Shire since adopting the 2018-2023 Economic Development and Tourism Strategies. Over the next decade, the objectives and significant initiatives provide a clear direction and framework for the Shire and strategic partners, community, and stakeholders. This draft strategy will provide a blueprint for stakeholders and investors, enabling the Shire to inform and market itself to attract new economic and tourism investment. It will enable direct action by the Shire, and advocacy to have all levels of government working collaboratively with the private sector to achieve growth.

## Attachments (available under separate cover)

- **10.1.5 - attachment 1** - Draft Economic Development and Tourism Strategy 2024-2034 - draft (E24/15431)
- **10.1.5 - attachment 2** - Draft Economic Development and Tourism Strategy 2024-2034 Community Engagement Plan (E24/15997)

## 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

The budget to implement the renewed Economic Development and Tourism Strategy will be determined annually through the normal service planning and budget development 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	This is considered the lowest risk option.						
2	By adopting the Draft Economic Development and Tourism Strategy with modifications, it could create elements that conflict with the already prepared draft action plan, which could impact the ability for effective implementation.	Nil.	Organisational Performance	Possible	Moderate	MODERATE	Ensure modifications align with the overarching objectives and vision.

**Voting Requirements:** Simple Majority

**OCM317/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council:**

- 1. ADOPTS, for the purposes of community and stakeholder consultation, the Draft Economic Development and Tourism Strategy 2024-2034 as per attachment 1.**
- 2. NOTES consultation will be undertaken for a period of eight weeks, in accordance with the Community Engagement Plan provided in attachment 2.**

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**

**10.2 Infrastructure Services reports:**

<b>10.2.1 - Award Request for Tender - RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade (SJ4525)</b>	
<b>Responsible Officer:</b>	Manager Engineering Services
<b>Senior Officer:</b>	Director Infrastructure Services
<b>Disclosure of Officer's Interest:</b>	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> .

**OCM318/11/24****COUNCIL RESOLUTION****Moved Cr Duggin, seconded Cr Mack****Council RESOLVES to consider Item 10.2.1 behind closed doors as Item 10.6.3.****CARRIED UNANIMOUSLY 7/0**



<b>10.2.2 - Award Request for Tender - RFT 18/2024 - Nicholson Road - Widening and Improvement - (SJ4526)</b>	
<b>Responsible Officer:</b>	Manager Engineering Services
<b>Senior Officer:</b>	Director Infrastructure Services
<b>Disclosure of Officer's Interest:</b>	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.
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**Report Purpose**

The purpose of this report is to seek Council approval for the award of RFT 18/2024 - Nicholson Road - Widening and Improvement.

**Relevant Previous Decisions of Council**

The project was approved by Council as part of the 2024/2025 Annual Budget.

**Background**

The project applies to Nicholson Road, Oakford between SLK 0.573 to SLK 2.43. This section of Nicholson Road has a posted speed limit of 80km/h and is categorised as a Regional Distributor under the Main Roads WA Road Hierarchy Classification.

Traffic volumes obtained from Shires most recent counts undertaken in 2019 show an average of 11,500 vehicles using Nicholson Road daily, however this will have increased since the counts were undertaken 5 years ago.

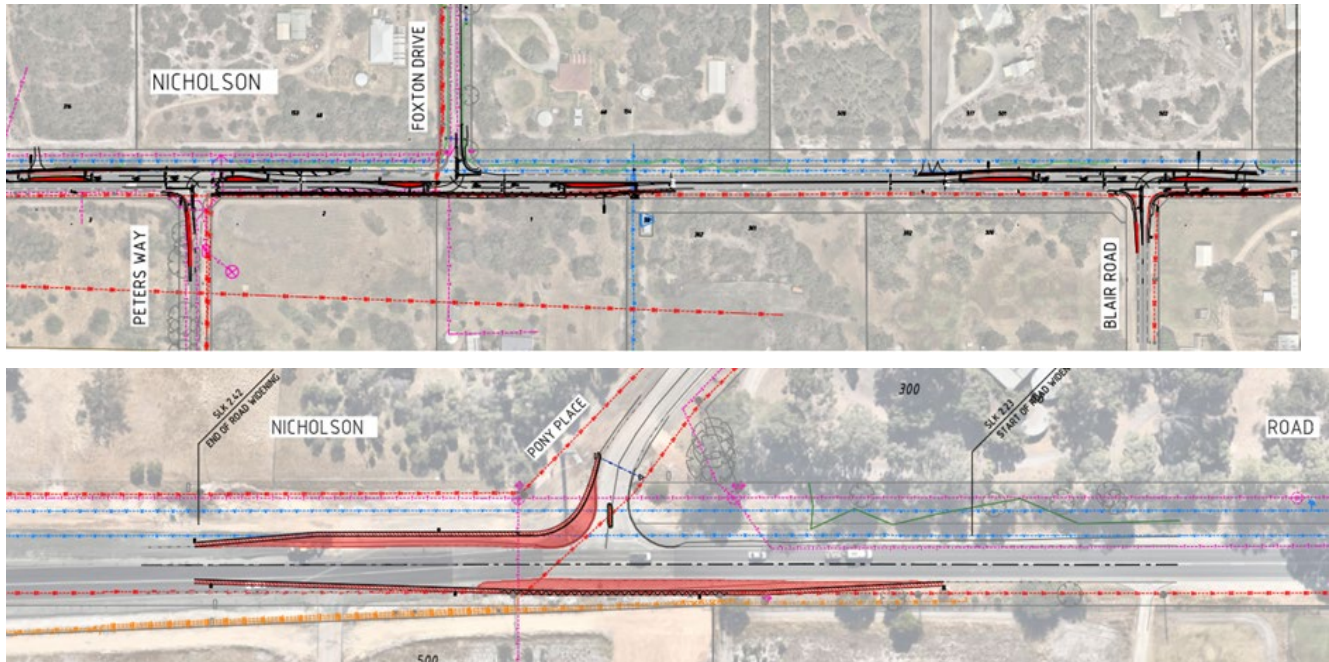
This section of Nicholson Road has prequalified for Blackspot funding in the last two years. An application for Blackspot funding was prepared for the 2023/24 financial year, however, did not proceed due to a low Benefit Cost Ratio. For the current 2024/25 year, a Road Safety Audit was undertaken to further support the application, which in turn was approved under the Federal Blackspot program, meaning the project is 100% Federal Government funded.

Across the intersections, there is a pattern of 11 rear end crashes between vehicles travelling in the same direction within the same lane, two rear end crashes with vehicles turning right or left and two night time crashes. There have also been two right angle crashes at the intersections with vehicles turning right colliding with through traffic.

Based on crash history analysis, traffic management improvements are proposed to the intersections of Nicholson Road with Peters Way, Foxton Drive, Blair Road and Pony Place to improve traffic flow and provide for safer turning movements. The scope of works also includes lighting improvements across the four intersections, consisting of upgrade of 4 existing lights to LED lights and installation of 3 new street lights. The lighting improvements are not part of this tender and will be delivered separately by Western Power.



The subject road and intersection improvement areas are shown in aerial photograph below.



**Figure: Aerial view – Nicholson Road and Intersections from SLK 0.573 to SLK 2.43**

The Request for Tender RFT 18/2024 - Nicholson Road - Widening and Improvement was advertised on Saturday 14 September 2024 and closed at 2.00pm on Tuesday 8 October 2024.

The Tender was advertised in the following papers:

- West Australian Newspaper and Shire Website (Saturday 14 September 2024);
- Shire Notice Boards (Monday 16 September 2024);
- Serpentine Jarrahdale & Armadale Examiner Newspaper (Thursday 19 September 2024);
- Sound Telegraph and Mandurah Times Newspapers (Wednesday 18 September 2024);

### 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.

**Submissions**

The four (4) submissions were received, and the submissions are summarised in **CONFIDENTIAL attachment 1**.

Tender submissions were received from the following companies:

#	Company Name
1	Civcon Civil & Project Management Pty Ltd
2	Raubex Construction Pty Ltd
3	Stabilised Pavements of Australia
4	WCP Civil Pty Ltd

**Evaluation Panel**

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

- Senior Project Engineer;
- Infrastructure Projects Coordinator;
- Engineering Design Lead.

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 Criteria**Compliance Criteria

All tender submissions comply with the request for tender guidelines and compliance criteria.

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	55%
<b>Relevant Experience</b> Demonstrated relevant experience of the Company in providing the same or similar services to local government or the private sector over the past five years	15%
<b>Key Personnel and Skills</b> Capacity to deliver the services including: Key personnel / Professional skills	15%



<b>Demonstrated Understanding</b> Tenderers should detail the process they intend to use to achieve the Requirements of the Specification. Use dot points to explain the process. The process should include a timetable for delivering the services	15%
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**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 Raubex Construction 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 Raubex Construction Pty Ltd be accepted.

**Options**Option 1

That Council:

1. AWARDS the Tender RFT 18/2024 - Nicholson Road - Widening and Improvement to Raubex Construction Pty Ltd to the value of \$953,314.00 (ex GST) as contained within **CONFIDENTIAL attachment 1**;
2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 18/2024 - Nicholson Road - Widening and Improvement.

Option 2

That Council DECLINES to accept any tender.

Option 1 is recommended.

**Conclusion**

Raubex Construction 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 to Raubex Construction Pty Ltd.

**Attachments (available under separate cover)**

- **10.2.2 – CONFIDENTIAL attachment 1** – RFT 18/2024 - Nicholson Road - Widening and Improvement - Evaluation Report (E24/15680)
- **10.2.2 - CONFIDENTIAL attachment 2** – RFT 18/2024 - Nicholson Road - Widening and Improvement – Probity Certificate (E24/16270)

**Alignment with our Council Plan 2023-2033**

Thriving
2. Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
3. Strengthen and grow the local tourism industry
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
4. Invest in facilities and amenities to meet current and future needs
5. Increase our capacity to reduce, recover and recycle waste to improve sustainability and reduce impacts on the environment

**Financial Implications**

There are no financial implications to the Shire as this project is fully funded by the Federal Government under the Blackspot program and Council has approved the budget as part of the 2024/2025 Annual Budget. The total budget allocation is \$1,501,542, with the total current available funds being \$1,475,379.

The quote of \$953,314 submitted by the preferred tenderer Raubex Construction Pty Ltd is within the available budget. Street lighting improvements are not part of this contract and will be delivered separately by Western Power. The cost estimate for the street lighting works is \$100,000.



### 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	Not awarding the contract to the successful Tenderer per Option 1.	Tendering process, Procurement Policy, Due diligence by the Evaluation Panel	Financial	Almost Certain	Moderate	HIGH	Accept the officer's recommendation
2	Not awarding the contract.	Tendering process, Procurement Policy, Due diligence by the Evaluation Panel	Reputation	Rare	Moderate	LOW	Accept Officer Recommendation

**Voting Requirements:** Simple Majority

**OCM319/11/24**

#### COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Duggin, seconded Cr Jerrett

That Council:

- AWARDS** the Tender RFT 18/2024 - Nicholson Road - Widening and Improvement to Raubex Construction Pty Ltd to the value of \$953,314.00 (ex GST) as contained within CONFIDENTIAL attachment 1;
- AUTHORISES** the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 18/2024 - Nicholson Road - Widening and Improvement.

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**

**10.3 Corporate Services reports:**

<b>10.3.1 - Confirmation of Payment of Creditors - October 2024 (SJ801)</b>	
<b>Responsible Officer:</b>	Manager Finance
<b>Senior Officer:</b>	Director Corporate Services
<b>Disclosure of Officer's Interest:</b>	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.
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**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 October 2024 to 31 October 2024 is provided in **attachment 1**.

### **Options**

#### Option1

That Council RECEIVES the Schedule of Accounts as paid under delegated authority from 01 October 2024 to 31 October 2024, totalling \$4,971,331.33 as contained in **attachment 1**.

#### Option 2

That Council DOES NOT RECEIVE the Schedule of Accounts as paid under delegated authority from 01 October 2024 to 31 October 2024, totalling \$4,971,331.33 as contained in **attachment 1**.

Option 1 is recommended.

### **Conclusion**

Nil.

### **Attachments (available under separate cover)**

- **10.3.1 - attachment 1** – List of Creditors Accounts Paid and Submitted to Council for the period ending 31 October 2024 (E24/15903)
- **10.3.1 - attachment 2** – Westpac Purchasing Card Report – 28 August 2024 to 29 September 2024 – Redacted (E24/15904)
- **10.3.1 - attachment 3** – Fuel Purchasing Cards Report – 01 September 2024 to 30 September 2024 – Redacted (E24/15905)

### **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 October 2024 to 31 October 2024 totalled \$4,971,331.33

**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

**OCM320/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council RECEIVES the Schedule of Accounts as paid under delegated authority from 01 October 2024 to 31 October 2024 totalling \$4,971,331.33 as contained in attachment 1.**

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**

**10.3.2 - Monthly Financial Report - September 2024 (SJ4229)**

<b>Responsible Officer:</b>	Manager Finance
<b>Senior Officer:</b>	Director Corporate Services
<b>Disclosure of Officer's Interest:</b>	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.
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**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 Councillors 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 September 2024.

**Relevant Previous Decisions of Council**

*Special Council Meeting – 25 July 2024 – SCM003/07/24 - COUNCIL RESOLUTION – extract*

7. *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:*

- a) ≥ 10% of the amended budget and ≥ \$10,000 of the amended budget; or*
- b) ≥ \$150,000 of the amended budget*

*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).*

**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.



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**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 September 2024.

The municipal surplus as at 30 September 2024 is \$34,317,171 which is favourable, compared to a budgeted amount of \$29,387,072. This is primarily due to a higher than anticipated opening position as well as conservative spends in Operating Activity. It is worth noting that the opening position for 2024/25 may change, pending the finalisation of the 2023/24 Financial reports.

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

Favourable permanent variance of \$97,059 primarily due to:

- Payment from Main Roads Direct Roads Grant for 2024/25 more than anticipated - \$77,692

Fees and Charges

No variance analysis required, variance to budget is less than 10%.

Interest Earnings

Favourable permanent variance of \$189,603 primarily due to:

- Higher than anticipated interest received on Reserve Term Deposits - \$120,081

Other Revenue

Favourable permanent variance of \$66,732 primarily due to:

- Reimbursement on workers compensation claim from Local Government Insurance Scheme (LGIS) - \$102,552

Profit on Asset Disposal

No variance analysis required, variance to budget is less than \$10,000.

**Operating Expenses**Employee Costs

Favourable permanent variance of \$170,789 primarily due to vacancies across organisation.



Materials and Contracts

Favourable temporary variance of \$556,721 primarily due to:

- Refuse collection due to delay in invoicing - \$151,254
- Consultancy in Financial Services, Governance and Engineering Design - \$107,259
- Minor Equipment purchases in IT and Emergency Services - \$94,270
- External Contractors in Parks and Gardens and Operations - \$53,425

Utility Charges

No variance analysis required, variance to budget is less than 10%.

Depreciation

No variance analysis required, variance to budget is less than 10%.

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

Favourable permanent variance of \$1,367,219 due to:

- Byford DCP - \$ 974,766
- Community Infrastructure DCP - \$259,146

Proceeds from Disposal of Assets

Favourable temporary variance of \$112,775 primarily due to the sale of vehicles which were budgeted for disposal in 2023/24 which will be adjusted in the carry forward.

Capital Expenditure

Unfavourable temporary variance of \$317,550 primarily due to:

- Carryforward budget adjustments pending for:
  - 80460 Depot Refurbishment - Outdoor Canopy - \$60,634
  - 80412 Kingsbury Drive - \$45,272
  - 80345 Upgrades of Roads - Soldiers Road (Hypergrowth Project) - \$52,281
  - 80396 Mens Shed Upgrade - \$32,026
  - 80465 Electronic Signage - \$28,438



- 80270 Old Railway Bridge Interpretation Art/Sign - \$30,000
- 80424 Irrigation Renewal - \$27,398
- 80409 Mundijong Rd & King Rd Intersection - \$12,044

## 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

Unfavourable temporary variance of \$308,708 due to a loan repayment made in July that related to 2023/24 which will be adjusted in the carry forward.

### 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 \$1,337,294 due to:

- Byford DCP - \$ 974,766
- Community Infrastructure DCP - \$259,146
- Higher than anticipated interest received on Reserve Term Deposits - \$120,081

## Options

### Option 1

That Council RECEIVES the Monthly Financial Report for September 2024 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 September 2024, 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)

- **10.3.2 - Attachment 1** – Monthly Financial Report – September 2024 (E24/E24/15321)



### Alignment with our Council Plan 2023-2033

<b>Thriving</b>	
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
<b>Liveable</b>	
1.	Improve maintenance and investment in roads and paths
2.	Invest in facilities and amenities to meet current and future needs
<b>Connected</b>	
1.	Invest in community recreation and support local clubs and groups to increase opportunities for participation

### Financial Implications

As at 30 September 2024, the Shire's respective cash position was as follows:

Municipal Fund:     \$8,860,977

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 September 2024 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

**OCM321/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council RECEIVES the Monthly Financial Report for September 2024 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 8.40pm) 7/0**

**10.3.3 - Budget Adjustment for 2023/24 Carry Forward Items (SJ801)**

<b>Responsible Officer:</b>	Manager Finance
<b>Senior Officer:</b>	Director Corporate Services
<b>Disclosure of Officers Interest:</b>	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.
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**Report Purpose**

The purpose of this report is to seek approval from Council to adjust the 2024/25 Budget for items required to be carried forward from the 2023/24 Budget.

**Relevant Previous Decisions of Council**

*Special Council Meeting – 25 July 2024 – SCM003/07/24 - COUNCIL RESOLUTION – extract*

6. *ADOPTS, in accordance with section 6.2 of the Local Government Act 1995, the Municipal Fund Budget as contained in attachment 1 - Amended, Statutory Statements and Notes (including supplementary information) for the year ending 30 June 2025 incorporating amendments as per the following table:*

<i>Description</i>	<i>Expenditure Type</i>	<i>Amount</i>
<i>Removal of Engineering Technical Officer</i>	<i>Operating</i>	<i>\$39,395</i>
<i>Removal of Community Perception Survey</i>	<i>Non-Recurrent</i>	<i>\$35,000</i>
<i>Removal of 0.4 Youth Activity Officer</i>	<i>Operating</i>	<i>\$28,829</i>
<i>Removal of The Glade Lake – Existing Boardwalk Retrofit</i>	<i>Capital</i>	<i>\$21,400</i>
<i>Reduce Cemetery Position from 1.0 to 0.8</i>	<i>Capital</i>	<i>\$16,814</i>
<i>Removal of Volunteer Brigade Perception Survey</i>	<i>Non-Recurrent</i>	<i>\$10,000</i>
<i>Deficit Position to be resolved at first quarter budget review</i>		<i>\$1,952</i>
<i>Amend resident CCTV Subsidy to included businesses</i>		<i>\$0</i>
<i>Total Reduction</i>		<i>\$153,390</i>



## Background

At the time the 2024/25 Budget was adopted by Council on 25 July 2024, the Annual Financial Statements for the 2023/24 year end had not been completed. Any surplus or deficit resulting from the 2023/24 year financial year and amounts available for carry forward on incomplete projects were not known.

## Community / Stakeholder Consultation

There has been no community/stakeholder consultation regarding this recommendation.

## Statutory Environment

Section 6.8 of the *Local Government Act 1995* requires a local government not to incur expenditure from municipal funds for an additional purpose except where the expenditure:

- is incurred in a financial year before the adoption of the annual budget by the local government;
- is authorised in advance by Council resolution; and
- is authorised in advance by the President in an emergency.

## Comment

The 2023/24 transactions have now been completed and the carry forward income and expenditure finalised. The total value carried forward of \$26,778,855 consists of \$5,218,050 municipal funds and \$21,560,805 restricted cash at 30 June 2024.

	<b>Adopted Carry forwards</b>	<b>Final Carry forwards</b>	<b>Variance</b>
Expenditure	24,113,619	26,778,855	2,665,236
Grants and Contributions	(14,233,276)	(13,432,695)	800,581
Transfer from Reserve	(1,895,310)	(2,073,598)	(178,288)
Proceeds of Sale	(81,000)	(359,512)	(278,512)
Proceeds from Borrowing	(5,695,000)	(5,695,000)	0
<b>Municipal Funding</b>	<b>2,209,033</b>	<b>5,218,050</b>	<b>3,009,017</b>

The following budget variations are recommended to adjust for the carried forward income and expenditure:

<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6100-80019-6610-0000	Increase Expenditure	ERP System Implementation - Carryforward Expenditure	107,697	
6200-80012-6610-0000	Increase Expenditure	Access and Inclusion Improvements to Facilities - Carryforward Expenditure	18,510	

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6200-80012-5002-0000	Increase Transfer from Reserve	Access and Inclusion Improvements to Facilities Transfer from Reserve - Building AM Reserve		8,875
6200-80302-6610-0000	Increase Expenditure	Accessible Toilet Facilities at Jarrahdale Cemetery - Carryforward Expenditure	4,580	
6200-80302-5008-0000	Increase Transfer from Reserve	Accessible Toilet Facilities at Jarrahdale Cemetery Transfer from Reserve - Community Facilities		4,580
6200-80353-5002-0000	Decrease Transfer from Reserve	SJ Recreation Centre - Building Condition Defects Transfer from Reserve - Building AM Reserve	60,000	
6200-80396-6610-0000	Increase Expenditure	Men's Shed Upgrade - Carryforward Expenditure	54,070	
6200-80398-6610-0000	Increase Expenditure	Youth Services - Facility & Safety Upgrades - Carryforward Expenditure	8,087	
6200-80400-6610-0000	Increase Expenditure	SJ Community Rec Centre - Defect Repairs - Carryforward Expenditure	58,010	
6200-80400-5002-0000	Increase Transfer from Reserve	SJ Community Rec Centre - Defect Repairs Transfer from Reserve -Building AM Reserve		58,010
6200-80426-6610-0000	Increase Expenditure	SJ Community Rec Centre - Solar PV system - Carryforward Expenditure	1,317	
6200-80426-5002-0000	Increase Transfer from Reserve	SJ Community Rec Centre - Solar PV system Transfer from Reserve -Building AM Reserve		1,317
6200-80431-6610-0000	Increase Expenditure	Byford Fire Station Changerooms - Carryforward Expenditure	5,226	
6200-80431-5002-0000	Increase Transfer from Reserve	Byford Fire Station Changerooms Transfer from Reserve - Building AM Reserve		5,226

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6400-80293-6610-0000	Increase Expenditure	Culvert Renewal - Elliot Road (SK 5.806) - Carryforward Expenditure	16,672	
6400-80294-6610-0000	Increase Expenditure	Culvert Renewal - Elliot Road (SK 8.352) - Carryforward Expenditure	25,414	
6400-80296-6610-0000	Increase Expenditure	Upgrades of Roads - Orton - Carryforward Expenditure	13,379	
6400-80296-4802-0000	Increase Revenue	Upgrades of Roads – Orton - Capital grants - Main Roads WA		13,379
6400-80297-6610-0000	Increase Expenditure	Upgrades of Roads - Kargotich - Stage 1 - Carryforward Expenditure	228,456	
6400-80297-4802-0000	Increase Revenue	Upgrades of Roads - Kargotich - Stage 1-Capital grants - Main Roads WA		228,456
6400-80345-6610-0000	Increase Expenditure	Upgrades of Roads - Soldiers Road - Carryforward Expenditure	895,281	
6400-80345-4802-0000	Increase Revenue	Upgrades of Roads - Soldiers Road - Capital grants - Main Roads WA		895,281
6400-80391-6610-0000	Increase Expenditure	Fire Danger Signs - Carryforward Expenditure	31,433	
6400-80409-6610-0000	Increase Expenditure	Mundijong Road & King Rd Intersection - Carryforward Expenditure	25,642	
6400-80409-4808-0000	Increase Revenue	Mundijong Road & King Rd Intersection - Capital grants - Main Roads WA		66,610
6400-80412-6610-0000	Increase Expenditure	Kingsbury Drive (SLK 7- SLK 10) - Carryforward Expenditure	101,502	
6400-80412-4816-0000	Increase Revenue	Kingsbury Drive (SLK 7- SLK 10)-Capital grants - Federal Blackspot		214,000
6400-80446-6610-0000	Increase Expenditure	Indigo Parkway - Carryforward Expenditure	526	

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Account	Type	Description	Debit \$	Credit \$
6400-80446-5004-0000	Increase Transfer from Reserve	Indigo Parkway Transfer from Reserve -Byford Developer Contribution Fund		526
6400-80449-6610-0000	Increase Expenditure	Tuart Road, Oakford - Resurfacing - Carryforward Expenditure	5,568	
6400-80450-6610-0000	Increase Expenditure	Baskerville Rd Mundijong - Resurfacing - Carryforward Expenditure	2,808	
6400-80453-6610-0000	Increase Expenditure	Hopeland Road - A Rehabilitation - Carryforward Expenditure	7,433	
6400-80453-4808-0000	Increase Revenue	Hopeland Road - A Rehabilitation-Capital grants - MRRG		16,187
6400-80465-6610-0000	Increase Expenditure	Electronic Signage - Carryforward Expenditure	87,900	
6410-80201-6610-0000	Increase Expenditure	Gravel Resheet - Carryforward Expenditure	70,280	
6410-80201-6610-0000	Increase Expenditure	Footpath Renewal - Carryforward Expenditure	31,816	
6410-80202-6610-0000	Increase Expenditure	Drainage Renewal - Carryforward Expenditure	17,619	
6500-80270-6610-0000	Increase Expenditure	Old Railway Bridge Interpretation Art/Sign - Carryforward Expenditure	30,000	
6500-80270-5021-0000	Increase Transfer from Reserve	Old Railway Bridge Interpretation Art/Sign Transfer from Reserve -Fleet & Plant Reserve		10,000
6500-80299-6610-0000	Increase Expenditure	Claire Morris Reserve Park - Renewal - Carryforward Expenditure	16,353	
6500-80349-6610-0000	Increase Expenditure	Equine Trails Signage - Carryforward Expenditure	2,082	
6500-80423-6610-0000	Increase Expenditure	Parks and Playground Renewal - Carryforward Expenditure	23,110	

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Account	Type	Description	Debit \$	Credit \$
6500-80424-6610-0000	Increase Expenditure	Irrigation Renewal - Carryforward Expenditure	41,118	
6600-80283-6610-0000	Increase Expenditure	Admin Building Redevelopment - Stage 2 - Carryforward Expenditure	38,630	
6600-80416-6610-0000	Increase Expenditure	Byford Skate Park Stage 2 - Carryforward Expenditure	20,600	
6600-80416-4825-0000	Increase Revenue	Byford Skate Park Stage 2- Capital grants - DLGSC		20,600
6600-80460-6610-0000	Increase Expenditure	Depot Refurbishment - Outdoor Canopy - Carryforward Expenditure	55,988	
6600-80501-6610-0000	Increase Expenditure	Keirnan Park Netball Courts Stage 1C - Concept Design - Carryforward Expenditure	25,447	
6600-80504-6610-0000	Increase Expenditure	Byford Pump Track - Carryforward Expenditure	46,800	
1000-10110-6610-0000	Increase Expenditure	Election Advocacy - Carryforward Expenditure	1,287	
1100-10303-6610-0000	Increase Expenditure	Organisational Development Roadmap - Carryforward Expenditure	3,258	
1100-10305-6610-0000	Increase Expenditure	Leadership Training Program - Carryforward Expenditure	5,868	
2300-12404-6610-0000	Increase Expenditure	Public Health Plan - Carryforward Expenditure	12,008	
3230-13408-6610-0000	Increase Expenditure	Drainage Waste Material Disposal - Carryforward Expenditure	83,817	
4300-15008-6610-0000	Increase Expenditure	Reconciliation Action Plan - Carryforward Expenditure	20,717	
4300-15422-6610-0000	Increase Expenditure	Major Event Grants - 2023/24 Grants pending payment - Carryforward Expenditure	20,000	
4300-15422-5009-0000	Increase Transfer from Reserve	Major Event Grants - 2023/24 Grants pending payment Transfer from Reserve - Community Grants Reserve		43,945



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Account	Type	Description	Debit \$	Credit \$
4300-15507-6610-0000	Increase Expenditure	Trails Promotion and Activation - Carryforward Expenditure	12,306	
4300-15705-6610-0000	Increase Expenditure	NAIDOC Week - Carryforward Expenditure	4,000	
4300-15420-6610-0000	Increase Expenditure	General Grant - 2023/24 grants pending payment - Carryforward Expenditure	3,212	
4310-15906-6610-0000	Increase Expenditure	Skill Up Youth Program - Carryforward Expenditure	7,373	
4500-12008-6610-0000	Increase Expenditure	Briggs Park Masterplan - Carryforward Expenditure	283	
4500-15018-6610-0000	Increase Expenditure	SJ Recreation Centre Expansion - Carryforward Expenditure	27,811	
4800-12100-6610-0000	Increase Expenditure	Fire and Emergency Management - Volunteer Award Night - Carryforward Expenditure	6,520	
5300-17501-6610-0000	Increase Expenditure	Asset Management Consultancy - Carryforward Expenditure	119,506	

Final expenditure in 2023/24 less than anticipated in initial carry forward estimate, resulting in a higher carry forward budget required in 2024/25. As a result, less grant revenue was recognised as well as lower than anticipated transfers from reserves, resulting in an increase in revenue and reserve budgets required in 2024/25.

Account	Type	Description	Debit \$	Credit \$
6200-80353-6610-0000	Decrease Expenditure	SJ Recreation Centre - Building Condition Defects - Carryforward Expenditure		60,000
6200-80445-6610-0000	Decrease Expenditure	Asphalt Works - Shire Depot - Carryforward Expenditure		3,595
6400-80133-4810-0000	Decrease Revenue	Footpath - PSP Soldiers Rd- Abernethy - Bishop Rd- Capital grants - Public Transport Authority	11,956	
6400-80133-6610-0000	Decrease Expenditure	Footpath - PSP Soldiers Rd- Abernethy - Bishop Rd - Carryforward Expenditure		11,956

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6400-80217-6610-0000	Decrease Expenditure	Road Safety Initiatives - Carryforward Expenditure		14,321
6400-80307-6610-0000	Decrease Expenditure	Street Lighting - Richardson/Summerfield - Carryforward Expenditure		913
6400-80344-4802-0000	Decrease Revenue	Upgrades of Roads - Kargotich - Stage 2-Capital grants - Main Roads WA	29,307	
6400-80344-6610-0000	Decrease Expenditure	Upgrades of Roads - Kargotich - Stage 2 - Carryforward Expenditure		29,307
6400-80408-6610-0000	Decrease Expenditure	Street Lighting - Abernethy & Hopkinson Rd intersection - Carryforward Expenditure		414
6400-80454-4808-0000	Increase Revenue	Hopeland Road - B Rehabilitation-Capital grants - MRRG		23,360
6400-80454-6610-0000	Decrease Expenditure	Hopeland Road - B Rehabilitation - Carryforward Expenditure		12,008
6400-80462-5006-0000	Decrease Transfer from Reserve	Abernethy Road Landscaping Transfer from Reserve -Car Parking Reserve	6,830	
6400-80462-6610-0000	Decrease Expenditure	Abernethy Road Landscaping - Carryforward Expenditure		6,830
6400-80469-6610-0000	Decrease Expenditure	Street Lights - Hopkinson/Rowley - Carryforward Expenditure		1,324
6400-80471-6610-0000	Decrease Expenditure	Street Lights - Wright/Randell - Carryforward Expenditure		1,464
6400-80505-4828-0000	Decrease Revenue	Gooralong Trails Precinct - New Cark Park Upgrade- Capital grants - Peel Development Commission	5,290	
6400-80505-6610-0000	Decrease Expenditure	Gooralong Trails Precinct - New Cark Park Upgrade - Carryforward Expenditure		5,290
6600-80304-5043-0000	Decrease Transfer	Oakford Bushfire Brigade Transfer from Reserve - Oakford Fire Station	6,888	

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Account	Type	Description	Debit \$	Credit \$
	from Reserve	Reserve/Self Supporting Loan		
6600-80304-6610-0000	Decrease Expenditure	Oakford Bushfire Brigade - Carryforward Expenditure		888
6600-80415-6610-0000	Decrease Expenditure	Keirnan Park Development - Stage 1A - Carryforward Expenditure		59,359
2500-10109-6610-0000	Decrease Expenditure	Webb Road Business Case - Carryforward Expenditure		25,000
2000-12003-6610-0000	Decrease Expenditure	Environmental Impact Study - Carryforward Expenditure		25,000
2200-12004-6610-0000	Decrease Expenditure	Mundijong Activity Centre Structure Plan Precinct F1 - Carryforward Expenditure		14,004
2500-10108-6610-0000	Decrease Expenditure	Jarrahdale Heritage Site Redevelopment - Carryforward Expenditure		7,500
4300-15501-6610-0000	Decrease Expenditure	Arts and Culture - Artwork at on Youth Centre at Briggs Park/Skate Park - Carryforward Expenditure		862

Final expenditure in 2023/24 greater than anticipated in initial carry forward estimate, resulting in lower carry forward budget required in 2024/25. As a result, more grant revenue was recognised as well as higher than anticipated transfers from reserves, resulting in a decrease in revenue and reserve budgets required in 2024/25.

Account	Type	Description	Debit \$	Credit \$
6300-80389-6610-0000	Increase Expenditure	Boom Spray Rig - Carryforward Expenditure	34,527	
6300-80389-5021-0000	Increase Transfer from Reserve	Boom Spray Rig Transfer from Reserve - Fleet & Plant Reserve		34,527
6300-80371-6610-0000	Increase Expenditure	People Mover - Replace 51143 - Carryforward Expenditure	50,000	
6300-80371-4600-0000	Increase Revenue	People Mover - Replace 51143-Proceeds of Sale of Assets		30,000

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6300-80371-5021-0000	Increase Transfer from Reserve	People Mover - Replace 51143 Transfer from Reserve - Fleet & Plant Reserve		20,000
6300-80438-6610-0000	Increase Expenditure	Skidsteer Loader - Carryforward Expenditure	100,000	
6300-80438-4600-0000	Increase Revenue	Skidsteer Loader-Proceeds of Sale of Assets		35,000
6300-80438-5021-0000	Increase Transfer from Reserve	Skidsteer Loader Transfer from Reserve - Fleet & Plant Reserve		65,000
Vehicles anticipated to be purchased in 2023/24 however will be purchased in 2024/25				
<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6300-80441-4600-0000	Increase Revenue	Dual Cab- CEO - Replace 51153 - Proceeds of Sale of Assets		45,000
6300-80373-4600-0000	Increase Revenue	Toyota Corolla Hybrid - Replace 50012 - Proceeds of Sale of Assets		15,000
6300-80374-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50043 - Proceeds of Sale of Assets		17,727
6300-80375-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50051 - Proceeds of Sale of Assets		25,000
6300-80376-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50053 - Proceeds of Sale of Assets		17,727
6300-80377-4600-0000	Increase Revenue	Isuzu D-Max - Replace 51106 - Proceeds of Sale of Assets		25,000
6300-80378-4600-0000	Increase Revenue	Toyota Corolla Hybrid - Replace 50029 / 51113 - Proceeds of Sale of Assets		13,968
6300-80379-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50044 - Proceeds of Sale of Assets		12,954
6300-80380-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50048 - Proceeds of Sale of Assets		13,863
6300-80381-4600-0000	Increase Revenue	Toyota Corolla Hybrid - Replace 50023 - Proceeds of Sale of Assets		10,000



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Account	Type	Description	Debit \$	Credit \$
6300-80382-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50042 - Proceeds of Sale of Assets		17,273
Replaced Plant items yet to be sold in 2023/24.				
Account	Type	Description	Debit \$	Credit \$
6400-80448-4822-0000	Increase Revenue	Gossage Road, Oldbury - Resurfacing-Capital grants - LRCI		182,669
6400-80449-4822-0000	Increase Revenue	Tuart Road, Oakford - Resurfacing-Capital grants - LRCI		119,720
6400-80450-4822-0000	Increase Revenue	Baskerville Rd Mundijong - Resurfacing-Capital grants - LRCI		254,349
6400-80458-4822-0000	Increase Revenue	Adonis Street, Mundijong - Footpath-Capital grants - LRCI		80,011
Final Grant Payments not received in 2023/24 for completed projects, payment due in 2024/25.				
Account	Type	Description	Debit \$	Credit \$
5300-17505-6610-0000	Increase Expenditure	Loan Repayment - Webb Road - Interest - Carryforward Expenditure	4,705	
TR 2000005-220	Increase Repayment of Borrowings	Loan Repayment - Webb Road - Principal Repayment	308,719	
Loan repayment for Webb Road was budgeted in 2023/24 however the repayment occurred on 1 July 2024				
5300-17300-4100-0000	Decrease Revenue	General Purpose Funding - Financial Assistance Grants - General	1,604,549	
5300-17300-4101-0000	Decrease Revenue	General Purpose Funding - Financial Assistance Grants - Roads	1,264,101	
2024/25 Federal Assistance Grants Received in Advance.				

**Options**Option1

APPROVES the schedule of variations to the 2024/25 Budget as presented below, in accordance with section 6.8 of the *Local Government Act 1995*, resulting in a decrease to the opening municipal surplus (net current assets) of \$3,009,017 as at 1 July 2024:

Account	Type	Description	Debit \$	Credit \$
6100-80019-6610-0000	Increase Expenditure	ERP System Implementation - Carryforward Expenditure	107,697	
6200-80012-6610-0000	Increase Expenditure	Access and Inclusion Improvements to Facilities - Carryforward Expenditure	18,510	
6200-80012-5002-0000	Increase Transfer from Reserve	Access and Inclusion Improvements to Facilities Transfer from Reserve -Building AM Reserve		8,875
6200-80302-6610-0000	Increase Expenditure	Accessible Toilet Facilities at Jarrahdale Cemetery - Carryforward Expenditure	4,580	
6200-80302-5008-0000	Increase Transfer from Reserve	Accessible Toilet Facilities at Jarrahdale Cemetery Transfer from Reserve - Community Facilities		4,580
6200-80353-5002-0000	Decrease Transfer from Reserve	SJ Recreation Centre - Building Condition Defects Transfer from Reserve - Building AM Reserve	60,000	
6200-80396-6610-0000	Increase Expenditure	Men's Shed Upgrade - Carryforward Expenditure	54,070	
6200-80398-6610-0000	Increase Expenditure	Youth Services - Facility & Safety Upgrades - Carryforward Expenditure	8,087	
6200-80400-6610-0000	Increase Expenditure	SJ Community Rec Centre - Defect Repairs - Carryforward Expenditure	58,010	
6200-80400-5002-0000	Increase Transfer	SJ Community Rec Centre - Defect Repairs		58,010

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Account	Type	Description	Debit \$	Credit \$
	from Reserve	Transfer from Reserve - Building AM Reserve		
6200-80426-6610-0000	Increase Expenditure	SJ Community Rec Centre - Solar PV system - Carryforward Expenditure	1,317	
6200-80426-5002-0000	Increase Transfer from Reserve	SJ Community Rec Centre - Solar PV system Transfer from Reserve -Building AM Reserve		1,317
6200-80431-6610-0000	Increase Expenditure	Byford Fire Station Changerooms - Carryforward Expenditure	5,226	
6200-80431-5002-0000	Increase Transfer from Reserve	Byford Fire Station Changerooms Transfer from Reserve - Building AM Reserve		5,226
6400-80293-6610-0000	Increase Expenditure	Culvert Renewal - Elliot Road (SK 5.806) - Carryforward Expenditure	16,672	
6400-80294-6610-0000	Increase Expenditure	Culvert Renewal - Elliot Road (SK 8.352) - Carryforward Expenditure	25,414	
6400-80296-6610-0000	Increase Expenditure	Upgrades of Roads - Orton - Carryforward Expenditure	13,379	
6400-80296-4802-0000	Increase Revenue	Upgrades of Roads – Orton - Capital grants - Main Roads WA		13,379
6400-80297-6610-0000	Increase Expenditure	Upgrades of Roads - Kargotich - Stage 1 - Carryforward Expenditure	228,456	
6400-80297-4802-0000	Increase Revenue	Upgrades of Roads - Kargotich - Stage 1- Capital grants - Main Roads WA		228,456
6400-80345-6610-0000	Increase Expenditure	Upgrades of Roads - Soldiers Road - Carryforward Expenditure	895,281	

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Monday, 18 November 2024**

<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6400-80345-4802-0000	Increase Revenue	Upgrades of Roads - Soldiers Road-Capital grants - Main Roads WA		895,281
6400-80391-6610-0000	Increase Expenditure	Fire Danger Signs - Carryforward Expenditure	31,433	
6400-80409-6610-0000	Increase Expenditure	Mundijong Road & King Rd Intersection - Carryforward Expenditure	25,642	
6400-80409-4808-0000	Increase Revenue	Mundijong Road & King Rd Intersection - Capital grants - Main Roads WA		66,610
6400-80412-6610-0000	Increase Expenditure	Kingsbury Drive (SLK 7-SLK 10) - Carryforward Expenditure	101,502	
6400-80412-4816-0000	Increase Revenue	Kingsbury Drive (SLK 7-SLK 10) - Capital grants - Federal Blackspot		214,000
6400-80446-6610-0000	Increase Expenditure	Indigo Parkway - Carryforward Expenditure	526	
6400-80446-5004-0000	Increase Transfer from Reserve	Indigo Parkway Transfer from Reserve - Byford Developer Contribution Fund		526
6400-80449-6610-0000	Increase Expenditure	Tuart Road, Oakford - Resurfacing - Carryforward Expenditure	5,568	
6400-80450-6610-0000	Increase Expenditure	Baskerville Rd Mundijong - Resurfacing - Carryforward Expenditure	2,808	
6400-80453-6610-0000	Increase Expenditure	Hopeland Road - A Rehabilitation - Carryforward Expenditure	7,433	
6400-80453-4808-0000	Increase Revenue	Hopeland Road - A Rehabilitation-Capital grants - MRRG		16,187
6400-80465-6610-0000	Increase Expenditure	Electronic Signage - Carryforward Expenditure	87,900	
6410-80201-6610-0000	Increase Expenditure	Gravel Resheet - Carryforward Expenditure	70,280	

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Monday, 18 November 2024**

<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6410-80201-6610-0000	Increase Expenditure	Footpath Renewal - Carryforward Expenditure	31,816	
6410-80202-6610-0000	Increase Expenditure	Drainage Renewal - Carryforward Expenditure	17,619	
6500-80270-6610-0000	Increase Expenditure	Old Railway Bridge Interpretation Art/Sign - Carryforward Expenditure	30,000	
6500-80270-5021-0000	Increase Transfer from Reserve	Old Railway Bridge Interpretation Art/Sign Transfer from Reserve - Fleet & Plant Reserve		10,000
6500-80299-6610-0000	Increase Expenditure	Claire Morris Reserve Park - Renewal - Carryforward Expenditure	16,353	
6500-80349-6610-0000	Increase Expenditure	Equine Trails Signage - Carryforward Expenditure	2,082	
6500-80423-6610-0000	Increase Expenditure	Parks and Playground Renewal - Carryforward Expenditure	23,110	
6500-80424-6610-0000	Increase Expenditure	Irrigation Renewal - Carryforward Expenditure	41,118	
6600-80283-6610-0000	Increase Expenditure	Admin Building Redevelopment - Stage 2 - Carryforward Expenditure	38,630	
6600-80416-6610-0000	Increase Expenditure	Byford Skate Park Stage 2 - Carryforward Expenditure	20,600	
6600-80416-4825-0000	Increase Revenue	Byford Skate Park Stage 2 - Capital grants - DLGSC		20,600
6600-80460-6610-0000	Increase Expenditure	Depot Refurbishment - Outdoor Canopy - Carryforward Expenditure	55,988	
6600-80501-6610-0000	Increase Expenditure	Keirnan Park Netball Courts Stage 1C - Concept Design - Carryforward Expenditure	25,447	

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6600-80504-6610-0000	Increase Expenditure	Byford Pump Track - Carryforward Expenditure	46,800	
1000-10110-6610-0000	Increase Expenditure	Election Advocacy - Carryforward Expenditure	1,287	
1100-10303-6610-0000	Increase Expenditure	Organisational Development Roadmap - Carryforward Expenditure	3,258	
1100-10305-6610-0000	Increase Expenditure	Leadership Training Program - Carryforward Expenditure	5,868	
2300-12404-6610-0000	Increase Expenditure	Public Health Plan - Carryforward Expenditure	12,008	
3230-13408-6610-0000	Increase Expenditure	Drainage Waste Material Disposal - Carryforward Expenditure	83,817	
4300-15008-6610-0000	Increase Expenditure	Reconciliation Action Plan - Carryforward Expenditure	20,717	
4300-15422-6610-0000	Increase Expenditure	Major Event Grants - 2023/24 Grants pending payment - Carryforward Expenditure	20,000	
4300-15422-5009-0000	Increase Transfer from Reserve	Major Event Grants - 2023/24 Grants pending payment Transfer from Reserve - Community Grants Reserve		43,945
4300-15507-6610-0000	Increase Expenditure	Trails Promotion and Activation - Carryforward Expenditure	12,306	
4300-15705-6610-0000	Increase Expenditure	NAIDOC Week - Carryforward Expenditure	4,000	
4300-15420-6610-0000	Increase Expenditure	General Grant - 2023/24 grants pending payment - Carryforward Expenditure	3,212	
4310-15906-6610-0000	Increase Expenditure	Skill Up Youth Program - Carryforward Expenditure	7,373	
4500-12008-6610-0000	Increase Expenditure	Briggs Park Masterplan - Carryforward Expenditure	283	

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
4500-15018-6610-0000	Increase Expenditure	SJ Recreation Centre Expansion - Carryforward Expenditure	27,811	
4800-12100-6610-0000	Increase Expenditure	Fire and Emergency Management - Volunteer Award Night - Carryforward Expenditure	6,520	
5300-17501-6610-0000	Increase Expenditure	Asset Management Consultancy - Carryforward Expenditure	119,506	
6200-80353-6610-0000	Decrease Expenditure	SJ Recreation Centre - Building Condition Defects - Carryforward Expenditure		60,000
6200-80445-6610-0000	Decrease Expenditure	Asphalt Works - Shire Depot - Carryforward Expenditure		3,595
6400-80133-4810-0000	Decrease Revenue	Footpath - PSP Soldiers Rd- Abernethy - Bishop Rd-Capital grants - Public Transport Authority	11,956	
6400-80133-6610-0000	Decrease Expenditure	Footpath - PSP Soldiers Rd - Abernethy - Bishop Rd - Carryforward Expenditure		11,956
6400-80217-6610-0000	Decrease Expenditure	Road Safety Initiatives - Carryforward Expenditure		14,321
6400-80307-6610-0000	Decrease Expenditure	Street Lighting - Richardson/Summerfield - Carryforward Expenditure		913
6400-80344-4802-0000	Decrease Revenue	Upgrades of Roads - Kargotich - Stage 2- Capital grants - Main Roads WA	29,307	
6400-80344-6610-0000	Decrease Expenditure	Upgrades of Roads - Kargotich - Stage 2 - Carryforward Expenditure		29,307
6400-80408-6610-0000	Decrease Expenditure	Street Lighting - Abernethy & Hopkinson Rd intersection -		414

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Account	Type	Description	Debit \$	Credit \$
		Carryforward Expenditure		
6400-80454-4808-0000	Increase Revenue	Hopeland Road - B Rehabilitation - Capital grants - MRRG		23,360
6400-80454-6610-0000	Decrease Expenditure	Hopeland Road - B Rehabilitation - Carryforward Expenditure		12,008
6400-80462-5006-0000	Decrease Transfer from Reserve	Abernethy Road Landscaping Transfer from Reserve - Car Parking Reserve	6,830	
6400-80462-6610-0000	Decrease Expenditure	Abernethy Road Landscaping - Carryforward Expenditure		6,830
6400-80469-6610-0000	Decrease Expenditure	Street Lights - Hopkinson/Rowley - Carryforward Expenditure		1,324
6400-80471-6610-0000	Decrease Expenditure	Street Lights - Wright/Randell - Carryforward Expenditure		1,464
6400-80505-4828-0000	Decrease Revenue	Gooralong Trails Precinct - New Cark Park Upgrade - Capital grants - Peel Development Commission	5,290	
6400-80505-6610-0000	Decrease Expenditure	Gooralong Trails Precinct - New Cark Park Upgrade - Carryforward Expenditure		5,290
6600-80304-5043-0000	Decrease Transfer from Reserve	Oakford Bushfire Brigade Transfer from Reserve - Oakford Fire Station Reserve/Self Supporting Loan	6,888	
6600-80304-6610-0000	Decrease Expenditure	Oakford Bushfire Brigade - Carryforward Expenditure		888
6600-80415-6610-0000	Decrease Expenditure	Keirnan Park Development - Stage 1A		59,359

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Account	Type	Description	Debit \$	Credit \$
		- Carryforward Expenditure		
2500-10109-6610-0000	Decrease Expenditure	Webb Road Business Case - Carryforward Expenditure		25,000
2000-12003-6610-0000	Decrease Expenditure	Environmental Impact Study - Carryforward Expenditure		25,000
2200-12004-6610-0000	Decrease Expenditure	Mundijong Activity Centre Structure Plan Precinct F1 - Carryforward Expenditure		14,004
2500-10108-6610-0000	Decrease Expenditure	Jarrahdale Heritage Site Redevelopment - Carryforward Expenditure		7,500
4300-15501-6610-0000	Decrease Expenditure	Arts and Culture - Artwork at on Youth Centre at Briggs Park/Skate Park - Carryforward Expenditure		862
6300-80389-6610-0000	Increase Expenditure	Boom Spray Rig - Carryforward Expenditure	34,527	
6300-80389-5021-0000	Increase Transfer from Reserve	Boom Spray Rig Transfer from Reserve - Fleet & Plant Reserve		34,527
6300-80371-6610-0000	Increase Expenditure	People Mover - Replace 51143 - Carryforward Expenditure	50,000	
6300-80371-4600-0000	Increase Revenue	People Mover - Replace 51143 - Proceeds of Sale of Assets		30,000
6300-80371-5021-0000	Increase Transfer from Reserve	People Mover - Replace 51143 Transfer from Reserve - Fleet & Plant Reserve		20,000
6300-80438-6610-0000	Increase Expenditure	Skidsteer Loader - Carryforward Expenditure	100,000	
6300-80438-4600-0000	Increase Revenue	Skidsteer Loader - Proceeds of Sale of Assets		35,000

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6300-80438-5021-0000	Increase Transfer from Reserve	Skidsteer Loader Transfer from Reserve - Fleet & Plant Reserve		65,000
6300-80441-4600-0000	Increase Revenue	Dual Cab- CEO - Replace 51153 - Proceeds of Sale of Assets		45,000
6300-80373-4600-0000	Increase Revenue	Toyota Corolla Hybrid - Replace 50012 - Proceeds of Sale of Assets		15,000
6300-80374-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50043 - Proceeds of Sale of Assets		17,727
6300-80375-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50051 - Proceeds of Sale of Assets		25,000
6300-80376-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50053 - Proceeds of Sale of Assets		17,727
6300-80377-4600-0000	Increase Revenue	Isuzu D-Max - Replace 51106 - Proceeds of Sale of Assets		25,000
6300-80378-4600-0000	Increase Revenue	Toyota Corolla Hybrid - Replace 50029 / 51113 - Proceeds of Sale of Assets		13,968
6300-80379-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50044 - Proceeds of Sale of Assets		12,954
6300-80380-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50048 - Proceeds of Sale of Assets		13,863
6300-80381-4600-0000	Increase Revenue	Toyota Corolla Hybrid - Replace 50023 - Proceeds of Sale of Assets		10,000
6300-80382-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50042 - Proceeds of Sale of Assets		17,273
6400-80448-4822-0000	Increase Revenue	Gossage Road, Oldbury - Resurfacing-Capital grants - LRCI		182,669
6400-80449-4822-0000	Increase Revenue	Tuart Road, Oakford – Resurfacing - Capital grants - LRCI		119,720



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Account	Type	Description	Debit \$	Credit \$
6400-80450-4822-0000	Increase Revenue	Baskerville Rd Mundijong - Resurfacing-Capital grants - LRCI		254,349
6400-80458-4822-0000	Increase Revenue	Adonis Street, Mundijong - Footpath- Capital grants - LRCI		80,011
5300-17505-6610-0000	Increase Expenditure	Loan Repayment - Webb Road - Interest - Carryforward Expenditure	4,705	
TR 2000005-220	Increase Repayment of Borrowings	Loan Repayment - Webb Road - Principal Repayment	308,719	
5300-17300-4100-0000	Decrease Revenue	General Purpose Funding - Financial Assistance Grants - General	1,604,549	
5300-17300-4101-0000	Decrease Revenue	General Purpose Funding - Financial Assistance Grants - Roads	1,264,101	
10-9000-9000-3900-0	Decrease Equity	Accumulated Surplus - Municipal		3,009,017

### Option 2

That Council DOES NOT ADOPT the carry forward budget adjustments as contained within this report.

Option 1 is recommended.

### **Conclusion**

A review of the carry forwards in the Annual Budget has been completed. A list of budget variations requiring approval has been identified.

### **Attachments (available under separate cover)**

- **10.3.3 - Attachment 1** – 2024/25 Capital and Operating Expenditure - Carry Forward (E24/15962)

### **Alignment with our Council Plan 2023-2033**

Thriving	
4.	Ensure sustainable and optimal use of Shire resources and finances

**Financial Implications**

The financial implications are detailed in this report.

**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	Council DOES adopt budget adjustments prior to the final audit sign off, the auditors may request adjustments which will affect the closing expenditure/income in 2023/24 resulting in further budget adjustments being made after audit sign off.	The organisation undertakes a review of the adopted carry forwards prior to making council recommendation. Law restricts expenditure when expenditure from municipal fund not included in annual budget unless authorised by resolution.	Financial	Unlikely	Moderate	MODERATE	Additional adjustments can be made on completion of final audit adoption to ensure all carry forwards are correct.
2	Council DOES NOT adopt budget adjustments leading to poor fiscal management resulting in financial risk due to overspending.	The organisation undertakes a review of the adopted carry forwards prior to making council recommendation. Law restricts expenditure when expenditure from municipal fund not included in annual budget unless authorised by resolution.	Financial	Unlikely	Moderate	MODERATE	Accept Officer Recommendation (Option 1)



**Voting Requirements:** Absolute Majority (s6.8 of the *Local Government Act 1995*)

**OCM322/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council APPROVES the schedule of variations to the 2024/25 Budget as presented below, in accordance with section 6.8 of the *Local Government Act 1995*, resulting in a decrease to the opening municipal surplus (net current assets) of \$3,009,017 as at 1 July 2024:**

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6200-80012-6610-0000	Increase Expenditure	Access and Inclusion Improvements to Facilities - Carryforward Expenditure	18,510	
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6400-80294-6610-0000	Increase Expenditure	Culvert Renewal - Elliot Road (SK 8.352) - Carryforward Expenditure	25,414	
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6400-80297-6610-0000	Increase Expenditure	Upgrades of Roads - Kargotich - Stage 1 - Carryforward Expenditure	228,456	
6400-80297-4802-0000	Increase Revenue	Upgrades of Roads - Kargotich - Stage 1-		228,456

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
		<b>Capital grants - Main Roads WA</b>		
<b>6400-80345-6610-0000</b>	<b>Increase Expenditure</b>	<b>Upgrades of Roads - Soldiers Road - Carryforward Expenditure</b>	<b>895,281</b>	
<b>6400-80345-4802-0000</b>	<b>Increase Revenue</b>	<b>Upgrades of Roads - Soldiers Road-Capital grants - Main Roads WA</b>		<b>895,281</b>
<b>6400-80391-6610-0000</b>	<b>Increase Expenditure</b>	<b>Fire Danger Signs - Carryforward Expenditure</b>	<b>31,433</b>	
<b>6400-80409-6610-0000</b>	<b>Increase Expenditure</b>	<b>Mundijong Road &amp; King Rd Intersection - Carryforward Expenditure</b>	<b>25,642</b>	
<b>6400-80409-4808-0000</b>	<b>Increase Revenue</b>	<b>Mundijong Road &amp; King Rd Intersection - Capital grants - Main Roads WA</b>		<b>66,610</b>
<b>6400-80412-6610-0000</b>	<b>Increase Expenditure</b>	<b>Kingsbury Drive (SLK 7-SLK 10) - Carryforward Expenditure</b>	<b>101,502</b>	
<b>6400-80412-4816-0000</b>	<b>Increase Revenue</b>	<b>Kingsbury Drive (SLK 7-SLK 10) - Capital grants - Federal Blackspot</b>		<b>214,000</b>
<b>6400-80446-6610-0000</b>	<b>Increase Expenditure</b>	<b>Indigo Parkway - Carryforward Expenditure</b>	<b>526</b>	
<b>6400-80446-5004-0000</b>	<b>Increase Transfer from Reserve</b>	<b>Indigo Parkway Transfer from Reserve - Byford Developer Contribution Fund</b>		<b>526</b>
<b>6400-80449-6610-0000</b>	<b>Increase Expenditure</b>	<b>Tuart Road, Oakford - Resurfacing - Carryforward Expenditure</b>	<b>5,568</b>	
<b>6400-80450-6610-0000</b>	<b>Increase Expenditure</b>	<b>Baskerville Rd Mundijong - Resurfacing - Carryforward Expenditure</b>	<b>2,808</b>	
<b>6400-80453-6610-0000</b>	<b>Increase Expenditure</b>	<b>Hopeland Road - A Rehabilitation - Carryforward Expenditure</b>	<b>7,433</b>	

**Ordinary Council Meeting Minutes  
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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6400-80453-4808-0000	Increase Revenue	Hopeland Road - A Rehabilitation-Capital grants - MRRG		16,187
6400-80465-6610-0000	Increase Expenditure	Electronic Signage - Carryforward Expenditure	87,900	
6410-80201-6610-0000	Increase Expenditure	Gravel Resheet - Carryforward Expenditure	70,280	
6410-80201-6610-0000	Increase Expenditure	Footpath Renewal - Carryforward Expenditure	31,816	
6410-80202-6610-0000	Increase Expenditure	Drainage Renewal - Carryforward Expenditure	17,619	
6500-80270-6610-0000	Increase Expenditure	Old Railway Bridge Interpretation Art/Sign - Carryforward Expenditure	30,000	
6500-80270-5021-0000	Increase Transfer from Reserve	Old Railway Bridge Interpretation Art/Sign Transfer from Reserve - Fleet & Plant Reserve		10,000
6500-80299-6610-0000	Increase Expenditure	Claire Morris Reserve Park - Renewal - Carryforward Expenditure	16,353	
6500-80349-6610-0000	Increase Expenditure	Equine Trails Signage - Carryforward Expenditure	2,082	
6500-80423-6610-0000	Increase Expenditure	Parks and Playground Renewal - Carryforward Expenditure	23,110	
6500-80424-6610-0000	Increase Expenditure	Irrigation Renewal - Carryforward Expenditure	41,118	
6600-80283-6610-0000	Increase Expenditure	Admin Building Redevelopment - Stage 2 - Carryforward Expenditure	38,630	
6600-80416-6610-0000	Increase Expenditure	Byford Skate Park Stage 2 - Carryforward Expenditure	20,600	

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6600-80416-4825-0000	Increase Revenue	Byford Skate Park Stage 2 - Capital grants - DLGSC		20,600
6600-80460-6610-0000	Increase Expenditure	Depot Refurbishment - Outdoor Canopy - Carryforward Expenditure	55,988	
6600-80501-6610-0000	Increase Expenditure	Keirnan Park Netball Courts Stage 1C - Concept Design - Carryforward Expenditure	25,447	
6600-80504-6610-0000	Increase Expenditure	Byford Pump Track - Carryforward Expenditure	46,800	
1000-10110-6610-0000	Increase Expenditure	Election Advocacy - Carryforward Expenditure	1,287	
1100-10303-6610-0000	Increase Expenditure	Organisational Development Roadmap - Carryforward Expenditure	3,258	
1100-10305-6610-0000	Increase Expenditure	Leadership Training Program - Carryforward Expenditure	5,868	
2300-12404-6610-0000	Increase Expenditure	Public Health Plan - Carryforward Expenditure	12,008	
3230-13408-6610-0000	Increase Expenditure	Drainage Waste Material Disposal - Carryforward Expenditure	83,817	
4300-15008-6610-0000	Increase Expenditure	Reconciliation Action Plan - Carryforward Expenditure	20,717	
4300-15422-6610-0000	Increase Expenditure	Major Event Grants - 2023/24 Grants pending payment - Carryforward Expenditure	20,000	
4300-15422-5009-0000	Increase Transfer from Reserve	Major Event Grants - 2023/24 Grants pending payment Transfer from Reserve - Community Grants Reserve		43,945
4300-15507-6610-0000	Increase Expenditure	Trails Promotion and Activation -	12,306	

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
		Carryforward Expenditure		
4300-15705-6610-0000	Increase Expenditure	NAIDOC Week - Carryforward Expenditure	4,000	
4300-15420-6610-0000	Increase Expenditure	General Grant - 2023/24 grants pending payment - Carryforward Expenditure	3,212	
4310-15906-6610-0000	Increase Expenditure	Skill Up Youth Program - Carryforward Expenditure	7,373	
4500-12008-6610-0000	Increase Expenditure	Briggs Park Masterplan - Carryforward Expenditure	283	
4500-15018-6610-0000	Increase Expenditure	SJ Recreation Centre Expansion - Carryforward Expenditure	27,811	
4800-12100-6610-0000	Increase Expenditure	Fire and Emergency Management - Volunteer Award Night - Carryforward Expenditure	6,520	
5300-17501-6610-0000	Increase Expenditure	Asset Management Consultancy - Carryforward Expenditure	119,506	
6200-80353-6610-0000	Decrease Expenditure	SJ Recreation Centre - Building Condition Defects - Carryforward Expenditure		60,000
6200-80445-6610-0000	Decrease Expenditure	Asphalt Works - Shire Depot - Carryforward Expenditure		3,595
6400-80133-4810-0000	Decrease Revenue	Footpath - PSP Soldiers Rd- Abernethy - Bishop Rd-Capital grants - Public Transport Authority	11,956	
6400-80133-6610-0000	Decrease Expenditure	Footpath - PSP Soldiers Rd - Abernethy - Bishop Rd - Carryforward Expenditure		11,956

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6400-80217-6610-0000	Decrease Expenditure	Road Safety Initiatives - Carryforward Expenditure		14,321
6400-80307-6610-0000	Decrease Expenditure	Street Lighting - Richardson/Summerfiel d - Carryforward Expenditure		913
6400-80344-4802-0000	Decrease Revenue	Upgrades of Roads - Kargotich - Stage 2- Capital grants - Main Roads WA	29,307	
6400-80344-6610-0000	Decrease Expenditure	Upgrades of Roads - Kargotich - Stage 2 - Carryforward Expenditure		29,307
6400-80408-6610-0000	Decrease Expenditure	Street Lighting - Abernethy & Hopkinson Rd intersection - Carryforward Expenditure		414
6400-80454-4808-0000	Increase Revenue	Hopeland Road - B Rehabilitation - Capital grants - MRRG		23,360
6400-80454-6610-0000	Decrease Expenditure	Hopeland Road - B Rehabilitation - Carryforward Expenditure		12,008
6400-80462-5006-0000	Decrease Transfer from Reserve	Abernethy Road Landscaping Transfer from Reserve - Car Parking Reserve	6,830	
6400-80462-6610-0000	Decrease Expenditure	Abernethy Road Landscaping - Carryforward Expenditure		6,830
6400-80469-6610-0000	Decrease Expenditure	Street Lights - Hopkinson/Rowley - Carryforward Expenditure		1,324
6400-80471-6610-0000	Decrease Expenditure	Street Lights - Wright/Randell - Carryforward Expenditure		1,464
6400-80505-4828-0000	Decrease Revenue	Gooralong Trails Precinct - New Cark	5,290	

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
		Park Upgrade - Capital grants - Peel Development Commission		
6400-80505-6610-0000	Decrease Expenditure	Gooralong Trails Precinct - New Cark Park Upgrade - Carryforward Expenditure		5,290
6600-80304-5043-0000	Decrease Transfer from Reserve	Oakford Bushfire Brigade Transfer from Reserve - Oakford Fire Station Reserve/Self Supporting Loan	6,888	
6600-80304-6610-0000	Decrease Expenditure	Oakford Bushfire Brigade - Carryforward Expenditure		888
6600-80415-6610-0000	Decrease Expenditure	Keirnan Park Development - Stage 1A - Carryforward Expenditure		59,359
2500-10109-6610-0000	Decrease Expenditure	Webb Road Business Case - Carryforward Expenditure		25,000
2000-12003-6610-0000	Decrease Expenditure	Environmental Impact Study - Carryforward Expenditure		25,000
2200-12004-6610-0000	Decrease Expenditure	Mundijong Activity Centre Structure Plan Precinct F1 - Carryforward Expenditure		14,004
2500-10108-6610-0000	Decrease Expenditure	Jarrahdale Heritage Site Redevelopment - Carryforward Expenditure		7,500
4300-15501-6610-0000	Decrease Expenditure	Arts and Culture - Artwork at on Youth Centre at Briggs Park/Skate Park - Carryforward Expenditure		862
6300-80389-6610-0000	Increase Expenditure	Boom Spray Rig - Carryforward Expenditure	34,527	

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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6300-80389-5021-0000	Increase Transfer from Reserve	Boom Spray Rig Transfer from Reserve - Fleet & Plant Reserve		34,527
6300-80371-6610-0000	Increase Expenditure	People Mover - Replace 51143 - Carryforward Expenditure	50,000	
6300-80371-4600-0000	Increase Revenue	People Mover - Replace 51143 - Proceeds of Sale of Assets		30,000
6300-80371-5021-0000	Increase Transfer from Reserve	People Mover - Replace 51143 Transfer from Reserve - Fleet & Plant Reserve		20,000
6300-80438-6610-0000	Increase Expenditure	Skidsteer Loader - Carryforward Expenditure	100,000	
6300-80438-4600-0000	Increase Revenue	Skidsteer Loader - Proceeds of Sale of Assets		35,000
6300-80438-5021-0000	Increase Transfer from Reserve	Skidsteer Loader Transfer from Reserve - Fleet & Plant Reserve		65,000
6300-80441-4600-0000	Increase Revenue	Dual Cab- CEO - Replace 51153 - Proceeds of Sale of Assets		45,000
6300-80373-4600-0000	Increase Revenue	Toyota Corolla Hybrid - Replace 50012 - Proceeds of Sale of Assets		15,000
6300-80374-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50043 - Proceeds of Sale of Assets		17,727
6300-80375-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50051 - Proceeds of Sale of Assets		25,000
6300-80376-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50053 - Proceeds of Sale of Assets		17,727
6300-80377-4600-0000	Increase Revenue	Isuzu D-Max - Replace 51106 - Proceeds of Sale of Assets		25,000

**Ordinary Council Meeting Minutes  
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<b>Account</b>	<b>Type</b>	<b>Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6300-80378-4600-0000	Increase Revenue	Toyota Corolla Hybrid - Replace 50029 / 51113 - Proceeds of Sale of Assets		13,968
6300-80379-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50044 - Proceeds of Sale of Assets		12,954
6300-80380-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50048 - Proceeds of Sale of Assets		13,863
6300-80381-4600-0000	Increase Revenue	Toyota Corolla Hybrid - Replace 50023 - Proceeds of Sale of Assets		10,000
6300-80382-4600-0000	Increase Revenue	Isuzu D-Max - Replace 50042 - Proceeds of Sale of Assets		17,273
6400-80448-4822-0000	Increase Revenue	Gossage Road, Oldbury - Resurfacing-Capital grants - LRCI		182,669
6400-80449-4822-0000	Increase Revenue	Tuart Road, Oakford – Resurfacing - Capital grants - LRCI		119,720
6400-80450-4822-0000	Increase Revenue	Baskerville Rd Mundijong - Resurfacing-Capital grants - LRCI		254,349
6400-80458-4822-0000	Increase Revenue	Adonis Street, Mundijong - Footpath-Capital grants - LRCI		80,011
5300-17505-6610-0000	Increase Expenditure	Loan Repayment - Webb Road - Interest - Carryforward Expenditure	4,705	
TR 2000005-220	Increase Repayment of Borrowings	Loan Repayment - Webb Road - Principal Repayment	308,719	
5300-17300-4100-0000	Decrease Revenue	General Purpose Funding - Financial Assistance Grants - General	1,604,549	
5300-17300-4101-0000	Decrease Revenue	General Purpose Funding - Financial	1,264,101	



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Account	Type	Description	Debit \$	Credit \$
		Assistance Grants - Roads		
10-9000-9000-3900-0	Decrease Equity	Accumulated Surplus - Municipal		3,009,017
CARRIED UNANIMOUSLY 7/0				

**10.3.4 - Review of Asset Management Policy 2.1.1 and Asset Management Strategy 2020 / 2024 (SJ490)**

<b>Responsible Officer:</b>	Manager Finance
<b>Senior Officer:</b>	Director Infrastructure Services
<b>Disclosure of Officer's Interest:</b>	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.
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**Report Purpose**

The purpose of this report is to request Council to adopt the Asset Management Policy 2.1.1, contained at **attachment 1**, and Asset Management Strategy 2024 - 2027 which outlines a four-year improvement strategy, contained at **attachment 2**, to progress Asset Management within the Serpentine Jarrahdale Shire.

**Relevant Previous Decisions of Council**

*Ordinary Council Meeting – 20 July 2020 – OCM216/07/20 - COUNCIL RESOLUTION / Officer Recommendation*

- 1. That Council ADOPTS the Shire of Serpentine Jarrahdale Asset Management Strategy 2020-2024, as contained within attachment 1.*

**Background**

The Asset Management Road Infrastructure Internal Audit, completed on the 13 February 2024, recommended that the Asset Management Policy and Asset Management Strategy be updated to ensure data contained in One Comm asset register was used effectively.

**Community / Stakeholder Consultation**Policy Concept Forum

<b>Meeting Date</b>	7 October 2024
<b>Elected Members in Attendance</b>	President Coales, Cr Bishop, Cr Byas, Cr Duggin, Cr Mack, Cr Mazzini

**Statutory Environment**

All local governments under sections 5.56(1) and (2) of the *Local Government Act 1995* are required to plan for the future of the district.



The Shire's Asset Management Framework will comprise of this Policy, Asset Management Strategy 2020/2024 and the Asset Management Plans which are under review. They are an intrinsic part of the Shire's Integrated Planning and Reporting Framework and work in unison with the Council Plan, Corporate Business Plan, Long Term Financial Plan and the Organisational Development Roadmap. Therefore, the Asset Management Policy and Asset Management Strategy are key informing strategies in the suite of Integrated Planning and Reporting documents.

**Comment****Policy**

The Asset Management Policy is an essential document as it defines Councils responsibility to the community as the asset owner and the administrations responsibility in providing technical and professional advice to Council in accordance with the Asset Management Strategy.

The Policy aligns the goals and actions of the Shire through the delivery of Asset Management Plans to make informed decisions on service delivery which will be reflected in the Long-Term Financial Plan and budgets. The plans will be prepared as a high-level Executive Summary for major asset classes following elements of the Institute of Public Works Engineering Australasia (IPEWA) and the International Infrastructure Management Manual (IIMM) and will replace the 2019 versions which were not patronised by stakeholders.

**Strategy**

The Asset Management Strategy provides clear direction as to what tasks and timeframes are required to improve the development of the following objectives:

**Asset Management Plans**

Prepared for major asset classes Roads, Pathways, Bridges, Parks & Reserves, Stormwater Drainage and Buildings and will include long term forward works programmes where applicable.

**Levels of Service**

Developed in line with maintenance schedules for all asset classes to meet community expectations with consideration of the ability of Council to support this sustainably.

**Risk Management**

Further develop and improve processes in relation to assets and document in the Risk Management Plan.

**Data and Information Systems**

Improvements with data maturity and procedure documentation with the continuation of digital based condition surveys for revaluations of major asset classes every five years. Development of reporting to Main Roads through the IRIS platform to enable accurate grant funding applications.

**Governance and Management Arrangements**

Establishment of the Asset Management Working Group in unison with the Asset Management Framework with representatives from all directorates within the Shire which have a direct relationship with assets and service delivery. Develop roles and responsibilities to ensure assets are managed in a sustainable manner.



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**Options**Option1

That Council ADOPTS the Asset Management Policy and Asset Management Strategy 2024 - 2027 as contained within **attachment 1** and **attachment 2**.

Option 2

That Council DOES NOT ADOPT the Asset Management Policy and Asset Management Strategy 2024 -2027 as contained within **attachment 1** and **attachment 2**.

Option 1 is recommended.

**Conclusion**

To ensure effective asset decision-making and to achieve sustainable results in performance, it is necessary for the Shire to take a holistic approach that addresses not only infrastructure assets, but also the business processes and data that are critical to success. It is recommended that Council adopt the Asset Management Policy and Asset Management Strategy in order to give clear direction moving forward and to optimise the Shire's Asset Management framework.

**Attachments (available under separate cover)**

- **10.3.4 - attachment 1** – Shire of Serpentine Jarrahdale Asset Management Policy (E24/14337)
- **10.3.4 - attachment 2** – Shire of Serpentine Jarrahdale Asset Management Strategy 2024-2027 (E24/14338)

**Alignment with our Council Plan 2023-2033**

<b>Thriving</b>	
<b>1.</b>	Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
<b>4.</b>	Ensure sustainable and optimal use of Shire resources and finances
<b>Liveable</b>	
<b>2.</b>	Improve maintenance and investment in roads and paths
<b>3.</b>	Preserve and enhance our natural places, parks, trails and reserves
<b>4.</b>	Invest in facilities and amenities to meet current and future needs
<b>Connected</b>	
<b>2.</b>	Contribute to a well-connected, accessible and health community

**Financial Implications**

The proposed strategy outlines tasks which will require resource allocations in future budgets.

**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 Option 1						
2	<ul style="list-style-type: none"><li>Outdated Asset Management Plan does not provide clear direction financially for expenditure on assets</li><li>Reputational harm for poor stewardship of the Shire’s assets</li></ul>	The adoption of the Policy and Strategy	Financial	Likely	Minor	MODERATE	

**Voting Requirements:** Simple Majority

**OCM323/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

Moved Cr Duggin, seconded Cr Jerrett

That Council **ADOPTS** the Asset Management Policy and Asset Management Strategy 2024 - 2027 as contained within attachment 1 and attachment 2.

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**

**10.3.5 - Council and Committee Meeting Dates for 2025 (SJ4382)**

<b>Responsible Officer:</b>	Manager Corporate Performance
<b>Senior Officer:</b>	Director Corporate Services
<b>Disclosure of Officers Interest:</b>	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.
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**Report Purpose**

The purpose of this report is for Council to consider the Council and Committee Meeting dates, times and schedule for the 2025 calendar year.

**Relevant Previous Decisions of Council**

Ordinary Council Meeting – 11 December 2023 - OCM309/12/23 adopted that Ordinary Council Meetings would be held at 7pm on the third Monday of each month, with the exception of the month of December, when, due to Christmas, the meeting would be held on the second Monday of the Month; and, that no Ordinary Council Meeting be held in January.

Committee Meetings would be held at 5:30pm, Q & A and PCF meetings would be held at 6pm, unless a Committee Meeting is held prior, then PCF would commence at 7pm. One PCF a quarter, would be held at a location other than the Civic Centre.

**Background**

The *Local Government (Administration) Regulations 1996* requires a local government to publish the details for Ordinary Council Meetings and Committee Meetings. Currently all Council and Committee meetings are held in the Council Chambers at the Shire of Serpentine Jarrahdale Civic Centre building at 6 Paterson Street, Mundijong.

**Community / Stakeholder Consultation**

Nil.

Subject to Council's approval, an advertisement regarding Council and Committee meetings will be placed on the Shire's website, as well as the Shire's Facebook page, notice boards and an advertisement in the Examiner newspaper.

**Statutory Environment**

Section 5.25(1)(g) of the *Local Government Act 1995* (the Act) provides for the giving of public notices of the date and agenda for Council or Committee meetings.



Regulation 12(2) of the *Local Government (Administration) Regulation's 1996* provides:

*“(2) The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —*

*(a) ordinary council meetings;*

*(b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.”*

Section 5.3(2) of the Act requires that a local government hold Ordinary Council Meetings no more than three months apart.

## **Comment**

### Ordinary Council Meetings

Beyond the requirement to hold Ordinary Council Meetings at least quarterly, the Act is silent on when Council and Committee meetings are to be held. Accordingly, Council has significant autonomy in determining the frequency, sequencing and commencement time of Ordinary Council Meetings and supporting meetings.

In setting the frequency, sequencing and commencement time of Ordinary Council Meetings, Council should consider:

- maximising the opportunity for public participation;
- the greater efficiencies achievable through a regular meeting schedule;
- the impact on Elected Members and administration in relation to work/life balance, cost and other obligations; and
- the introduction of livestreaming.

Councils across Western Australia manage these four factors in different ways. In metropolitan Perth, most Councils hold their meetings on a weekday evening. While no date or time will suit all community members and Elected Members, the practice of holding meetings on a Monday evening has generally been accepted as the most appropriate approach in the Shire.

In previous years, Ordinary Council Meetings have been scheduled to start at 7pm; however, with the introduction of livestreaming allowing at home viewing of meetings, it is proposed that meetings start at the earlier time of 6pm.

It is proposed to continue to hold meetings on the third Monday of the month, as in 2024, except for:

- the month of January when no meeting is proposed;
- the month of April, when due to the Easter Monday public holiday, the meeting is proposed to be held on the second Monday of the month;
- the month of October, when due to the 2025 Local Government Elections, the meeting is proposed to be held on the second Monday of the month; and
- the month of December, when due to Christmas, the meeting is proposed to be held on the second Monday of the month.

The practice of holding a meeting monthly, excluding January, is recommended to continue based on the volume of matters anticipated to be brought to Council.



### Q & A Agenda Briefings

A Q & A Agenda Briefing is currently held on the week prior to each Ordinary Council Meeting. These sessions provide an important opportunity for Elected Members to pose questions regarding agenda reports and contributes to the effective and efficient conduct of Council meetings. Q & A Agenda Briefings are not a decision-making body, are consistent with the provisions in the Act and are used by local governments across Western Australia.

It is recommended that Q & A Agenda Briefings continue to commence 6pm.

### Policy Concept Forums (PCF)

PCFs provide the opportunity for Elected Members and Officers to present items that are relevant to the current and future directions of the Council.

It is recommended that PCFs continue to be held on the first and fourth Mondays of the month, commencing at 6pm. If a Committee Meeting is scheduled for the same night, then PCF commences at 7pm. PCFs are not scheduled to be held when the date coincides with a Public Holiday.

### Committees of Council Meetings

It is recommended that Committees of Council continue to be held at 5:30pm on the first, and if required, fourth Monday nights. Committee Meetings are scheduled at times to comply with the individual frequency required in accordance with the Committee Terms of Reference. Committee Meetings are held prior to the PCF scheduled for that night. The PCF scheduled for that night would commence at 7pm.

The Audit, Risk and Governance Committee has four ordinary meetings. Special CEO Committee meetings will be called as required.

## **Options**

### Option 1

That Council:

1. REQUESTS the Chief Executive Officer give local public notice in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* for the Shire's 2025 Ordinary Council Meetings to be held at 6pm in the Council Chambers, Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong:
  - a) 17 February 2025
  - b) 17 March 2025
  - c) 14 April 2025 (*Monday, 21 April 2025 is Easter Monday*)
  - d) 19 May 2025
  - e) 16 June 2025
  - f) 21 July 2025
  - g) 18 August 2025
  - h) 15 September 2025
  - i) 13 October 2025 (*Local Government Elections are Saturday, 18 October 2025*)
  - j) 17 November 2025



- k) 8 December 2025
- 2. REQUESTS the Chief Executive Officer give local public notice in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* for the Shire's Committees of Council meetings in 2025 to commence at 5:30pm in the Council Chambers, Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong:
  - a) Audit, Risk and Governance Committee – 24 February 2025
  - b) Audit, Risk and Governance Committee – 26 May 2025
  - c) Audit, Risk and Governance Committee – 25 August 2025
  - d) Audit, Risk and Governance Committee – 24 November 2025
- 3. NOTES that Special CEO Committee meetings will be called by the Presiding Member at a later date to review and set the CEO KPIs in line with budget process.
- 4. REQUESTS that the Chief Executive Officer makes arrangements to hold Q & A Agenda Briefing sessions commencing at 6pm on the dates below, or at dates and times otherwise set in consultation with the President:
  - a) 10 February 2025
  - b) 10 March 2025
  - c) 7 April 2025
  - d) 12 May 2025
  - e) 9 June 2025
  - f) 14 July 2025
  - g) 11 August 2025
  - h) 8 September 2025
  - i) 6 October 2025
  - j) 10 November 2025
  - k) 1 December 2025
- 5. REQUESTS that the Chief Executive Officer makes arrangements for Policy Concept Forums (PCF) on the dates shown below commencing at 6pm on the dates below unless the PCF is on the same night as a scheduled Committee meeting, then PCF to commence at 7pm, or at dates and times otherwise set in consultation with the President:
  - a) 3 February 2025
  - b) 24 February 2025
  - c) 24 March 2025
  - d) 28 April 2025
  - e) 5 May 2025
  - f) 26 May 2025
  - g) 23 June 2025
  - h) 7 July 2025



- 
- i) 28 July 2025
  - j) 4 August 2025
  - k) 25 August 2025
  - l) 1 September 2025
  - m) 22 September 2025
  - n) 27 October 2025
  - o) 3 November 2025
  - p) 24 November 2025
6. RESOLVES that one PCF a quarter will be held at a location other than the Civic Centre, as determined by the Shire President in consultation with the Chief Executive Officer.

**Option 2**

Beyond the requirement to hold an Ordinary Council Meeting no more than every three months apart, Council has full discretion in setting the frequency and starting time of Council and Committee meetings.

Option 1 is recommended.

**Conclusion**

Regulation 12 of the *Local Government (Administration) Regulations 1996*, requires that at least once a year, every Local Government gives public notice on the dates on which and the time and place at which Ordinary Council Meetings are to be held.

Beyond the requirement to hold an Ordinary Council Meeting no more than every three months apart, Council has full discretion in setting the frequency and starting time of Council and Committee meetings.

**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
Connected
3. Empower the community to engage with the Shire and collaborate on matters that are important to them

**Financial Implications**

Council's decision regarding the frequency, starting time and date of Council and Committee Meetings have varying financial implications.



## 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 and Committee Meetings are held at times that do not suit Elected Members and public attendance	Meetings are publicly advertised; Ordinary Council Meetings and Committee Meetings have been held on Monday evenings previously	Reputation	Possible	Minor	MODERATE	Promote Council and Committee Meeting times to enable public participation.
2	That Council and Committee Meetings are held at times that do not suit Elected Members and public attendance	Meetings are publicly advertised	Reputation	Possible	Minor	MODERATE	Promote Council and Committee Meeting times to enable public participation.

**Voting Requirements:** Simple Majority

Officer Recommendation

That Council:

1. REQUESTS the Chief Executive Officer give local public notice in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* for the Shire's 2025 Ordinary Council Meetings to be held at 6pm in the Council Chambers, Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong:
  - a) 17 February 2025
  - b) 17 March 2025
  - c) 14 April 2025 (*Monday, 21 April 2025 is Easter Monday*)
  - d) 19 May 2025
  - e) 16 June 2025
  - f) 21 July 2025
  - g) 18 August 2025



- h) 15 September 2025
  - i) 13 October 2025 (*Local Government Elections are Saturday, 18 October 2025*)
  - j) 17 November 2025
  - k) 8 December 2025
2. REQUESTS the Chief Executive Officer give local public notice in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* for the Shire's Committees of Council meetings in 2025 to commence at 5:30pm in the Council Chambers, Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong:
- a) Audit, Risk and Governance Committee – 24 February 2025
  - b) Audit, Risk and Governance Committee – 26 May 2025
  - c) Audit, Risk and Governance Committee – 25 August 2025
  - d) Audit, Risk and Governance Committee – 24 November 2025
3. NOTES that Special CEO Committee meetings will be called by the Presiding Member at a later date to review and set the CEO KPIs in line with budget process.
4. REQUESTS that the Chief Executive Officer makes arrangements to hold Q & A Agenda Briefing sessions commencing at 6pm on the dates below, or at dates and times otherwise set in consultation with the President:
- a) 10 February 2025
  - b) 10 March 2025
  - c) 7 April 2025
  - d) 12 May 2025
  - e) 9 June 2025
  - f) 14 July 2025
  - g) 11 August 2025
  - h) 8 September 2025
  - i) 6 October 2025
  - j) 10 November 2025
  - k) 1 December 2025
5. REQUESTS that the Chief Executive Officer makes arrangements for Policy Concept Forums (PCF) on the dates shown below commencing at 6pm on the dates below unless the PCF is on the same night as a scheduled Committee meeting, then PCF to commence at 7pm, or at dates and times otherwise set in consultation with the President:
- a) 3 February 2025
  - b) 24 February 2025
  - c) 24 March 2025
  - d) 28 April 2025
  - e) 5 May 2025



- f) 26 May 2025
  - g) 23 June 2025
  - h) 7 July 2025
  - i) 28 July 2025
  - j) 4 August 2025
  - k) 25 August 2025
  - l) 1 September 2025
  - m) 22 September 2025
  - n) 27 October 2025
  - o) 3 November 2025
  - p) 24 November 2025
6. RESOLVES that one PCF a quarter will be held at a location other than the Civic Centre, as determined by the Shire President in consultation with the Chief Executive Officer.

**OCM324/11/24**

**COUNCIL RESOLUTION**

**Moved Cr Mazzini, seconded President Coales**

**That Council:**

1. REQUESTS the Chief Executive Officer give local public notice in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* for the Shire's 2025 Ordinary Council Meetings to be held at 7pm in the Council Chambers, Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong:
  - a) 10 February 2025
  - b) 17 March 2025
  - c) 14 April 2025 (*Monday, 21 April 2025 is Easter Monday*)
  - d) 19 May 2025
  - e) 16 June 2025
  - f) 21 July 2025
  - g) 18 August 2025
  - h) 15 September 2025
  - i) 13 October 2025 (*Local Government Elections are Saturday, 18 October 2025*)
  - j) 17 November 2025
  - k) 8 December 2025
2. REQUESTS the Chief Executive Officer give local public notice in accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* for the Shire's Committees of Council meetings in 2025 to commence at 6pm in the Council



**Chambers, Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong:**

- a) **Audit, Risk and Governance Committee – 24 February 2025**
  - b) **Audit, Risk and Governance Committee – 26 May 2025**
  - c) **Audit, Risk and Governance Committee – 25 August 2025**
  - d) **Audit, Risk and Governance Committee – 24 November 2025**
- 3. NOTES that Special CEO Committee meetings will be called by the Presiding Member at a later date to review and set the CEO KPIs in line with budget process.**
- 4. REQUESTS that the Chief Executive Officer makes arrangements to hold Q & A Agenda Briefing sessions commencing at 6pm on the dates below, or at dates and times otherwise set in consultation with the President:**
- a) **3 February 2025**
  - b) **10 March 2025**
  - c) **7 April 2025**
  - d) **12 May 2025**
  - e) **9 June 2025**
  - f) **14 July 2025**
  - g) **11 August 2025**
  - h) **8 September 2025**
  - i) **6 October 2025**
  - j) **10 November 2025**
  - k) **1 December 2025**
- 5. REQUESTS that the Chief Executive Officer makes arrangements for Policy Concept Forums (PCF) on the dates shown below commencing at 6pm on the dates below unless the PCF is on the same night as a scheduled Committee meeting, then PCF to commence at 7pm, or at dates and times otherwise set in consultation with the President:**
- a) **17 February 2025**
  - b) **24 February 2025**
  - c) **24 March 2025**
  - d) **28 April 2025**
  - e) **5 May 2025**
  - f) **26 May 2025**
  - g) **23 June 2025**
  - h) **7 July 2025**
  - i) **28 July 2025**
  - j) **4 August 2025**



k) 25 August 2025

l) 1 September 2025

m) 22 September 2025

n) 27 October 2025

o) 3 November 2025

p) 24 November 2025

6. **RESOLVES** that one PCF a quarter will be held at a location other than the Civic Centre, as determined by the Shire President in consultation with the Chief Executive Officer.

**CARRIED UNANIMOUSLY 7/0**

Reason for difference:

To allow for meetings at a more convenient time to assist those with work or home commitments.

**10.3.6 - Corporate Business Plan Performance Report - July to September 2024 (SJ940-3)**

<b>Responsible Officer:</b>	Manager Corporate Performance
<b>Senior Officer:</b>	Director Corporate Services
<b>Disclosure of Officer's Interest:</b>	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.
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 a quarterly performance report against the 2024-28 Corporate Business Plan (CBP) for the period 1 July to 30 September 2024.

**Relevant Previous Decisions of Council**

*Ordinary Council Meeting – 19 August 2024 – OCM228/08/24 – COUNCIL RESOLUTION / Officer Recommendation*

*That Council:*

- 1. ADOPTS the Long-Term Financial Plan 2024-34 at attachment 1;*
- 2. ADOPTS the Corporate Business Plan 2024-28 at attachment 2; and*
- 3. NOTES the Chief Executive Officer will apply the Shire's Corporate Branding in finalising the Corporate Business Plan for publication.*

*Ordinary Council Meeting – 19 August 2024 – OCM227/08/24 - COUNCIL RESOLUTION / Officer Recommendation*

*That Council:*

- 1. NOTES the performance report against the 2023-27 Corporate Business Plan for the period 1 April to 30 June 2024 as contained in this report and attachment 1.*
- 2. NOTES the Corporate Business Plan Performance Report on the 2023-2024 Financial Year as contained in this report.*



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**Background**

On 19 August 2024, Council adopted the Shire of Serpentine Jarrahdale Corporate Business Plan 2024-28 (OCM228/08/24).

The Corporate Business Plan 2024-28 is the Shire of Serpentine Jarrahdale's four-year delivery program, aligned to the Shire's Integrated Planning and Reporting Framework (i.e. Council Plan, Annual Budget, Long Term Financial Plan and other supporting strategies). The purpose of the plan is to operationalise the Community's vision and the Shire's strategic objectives by detailing the projects and activities that will be undertaken to address the initiatives contained within the Council Plan.

The Shire of Serpentine Jarrahdale has established periodic performance reporting against the 2024-28 Corporate Business Plan to provide Council and the Community with an update towards the achievement of these actions, such as the delivery of key projects and the successful implementation of service level changes.

**Community / Stakeholder Consultation**

Nil.

**Statutory Environment**

Local governments have a statutory obligation under s5.56(1) of the *Local Government Act 1995* (the Act) to plan for the future of their district. Regulations have been made under s5.56(2) of the Act to provide minimum requirements for IPR.

Regulations 19C and 19DA of the *Local Government (Administration) Regulations 1996* (the Regulations) require a local government to ensure that a Strategic Community Plan and Corporate Business Plan are made for its district. Any amendments to a Corporate Business Plan must be adopted by absolute majority (Regulation 19DA(6)).

Guidelines for the monitoring and reporting against the Corporate Business Plan are outlined in the Integrated Planning and Reporting Framework and Guideline September 2016 issued by the Department of Local Government, Sport and Cultural Industries. The Guideline states, "*it is open to local governments to design complementary means of reporting progress and outcomes to the community*".

**Reform of the Local Government Act 1995**

The State Government is reforming the *Local Government Act 1995*. Theme 6 – 'Improved Financial Management and Reporting' proposes to amend the *Local Government (Administration) Regulations 1996* to replace the Strategic Community Plan with a Council Plan. On 11 December 2023, Council adopted the Council Plan 2023-2033 (OCM313/12/23). The Department of Local Government, Sport and Cultural Industries continue to progress the policy work behind the Integrated Planning and Reporting Framework reforms. From a compliance perspective, Regulation 19DA of the *Local Government (Administration) Regulations 1996* remains in place until new regulations are in effect and provisions commence. The Shire's Council Plan aligns with existing regulations.

**Comment**






The Shire of Serpentine Jarrahdale has completed a quarterly performance report against the 2024-28 Corporate Business Plan for the period 1 July to 30 September 2024 (the Report). The Report is contained in **attachment 1** for the Council to note.



As the Report relates to the period up to 30 September 2024, changes to projects that have occurred in the period from 1 October 2024 will be reflected in subsequent reports.

### Report Structure

Grouped under each key pillar of the Council Plan (Thriving, Liveable and Connected), the Report provides a narrative update against each respective action of the CBP's Delivery Program. To ensure consistency and to enable summary reporting, each action is also allocated a traffic light status in accordance with the following key:

Status	Selection Criteria
 On Track or Complete	Action is complete or on target.
 At Risk or Behind Target	An issue has arisen that threatens to delay or has delayed this project or service from meeting its targets. The issue must be able to be rectified or managed as part of regular or routine internal procedures.
 Critical	An issue has arisen that prevents the project / service from commencing or continuing. The issue requires immediate intervention and/or escalation in order to rectify or realign the project/service.
 On hold	Work is unable to commence due to a dependency out of the Shire's control (e.g. awaiting grant funding or completion of another project).
 Deferred or Not Proceeding	Action is no longer proceeding within its planned year of the Corporate Business Plan but will be occurring within a future year of the Corporate Business Plan Or Action is no longer proceeding within the timeframe of the current Corporate Business Plan. This may be due to a change in direction caused by external factors (e.g. loss of grant funding / change of government) or a change of direction by Council.

### Report Summary

The Report provides an update against 119 actions in the Corporate Business Plan. Statistics this period show:

- **96%** are on track or complete (114/119);
- **4%** are at risk or behind target (5/119);
- **0%** are critical;
- **0%** are on hold; and



- **0%** are deferred or not proceeding.

Key achievements and highlights this reporting period are as follows:

- Recognition as Local Government Authority of the Year at the 2024 Urban Development Institute of Australia (WA) Awards
- Adoption of the 2024-25 Annual Budget, 2024-28 Corporate Business Plan and 2024-34 Long Term Financial Plan.
- Adoption of revised Local Planning Policy 4.5 – Short Term and Temporary Accommodation
- Adoption of Scheme Amendment No. 7 to the Local Planning Scheme No.3 for the Development Contribution Plans
- Endorsement of the project mandate for Keirnan Park Stage 1A
- Adoption of the proposed Scheme Amendment No. 5 to Local Planning Scheme No. 3 – Normalisation of Byford District Structure Plan – Corner South Western Highway and Nettleton Road, Byford
- Adoption of the following Council Policies:
  - New Council Policy 1.1.14 – Travel and Accommodation
  - Revision of Council Policy 3.3.2 – Councillor Fees and Entitlements
- Approval of the Shire of Serpentine Jarrahdale Bushfire Risk Management Plan 2024-2026
- Endorsement of the Climate Change Strategy and Action Plan
- Endorsement of the Parking Management Plan for Byford Town Centre
- Made the Shire of Serpentine Jarrahdale Cat Amendment Local Law 2024
- Approval of amendments to the Register of Delegations and Authorisations
- Adopted the revised Rivers Regional Subsidiary Charter
- Endorsed the Concept Plan for the Serpentine Jarrahdale Community Recreation Centre Expansion Concept Design and the Briggs Park Masterplan for the purposes of election advocacy and endorsed Briggs Park Masterplan 1 for community engagement.
- Award of Tenders for the following:
  - Emergency Services Fleet Servicing and Repairs
  - Hopeland Road (A & B) – Rehabilitation
- Delivery of 'Become a Successful Supplier for Local Government' workshop
- Delivery of the 2024 Budget Breakfast
- Launch of CCTV Subsidy Program for residents and businesses
- Hosted Libby Mettam MLA, leader of the Liberal Party in WA, and candidate for Darling Range Paul Mansfield, to highlight the Shires 2025 Election Advocacy Priorities.
- The following projects have been completed during the reporting period:
  - Minor Road Reseals: Tuart Road Base Repair
  - Expansion of Serpentine Jarrahdale Recreation Centre – Briggs Park



- Depot Refurbishment: Outdoor Canopy
- Soldiers Road Upgrade





The **5** actions identified as **at risk or behind target** are:

Action 1:	<b><u>Universal Access and Inclusion Program (2022-23 Carry-Forward)</u></b> Deliver access and inclusion improvements on Shire facilities: - Briggs Park Pavilion Ramp installation	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
<b>Comment:</b>	During this reporting period, final costings for the construction of the access ramp were received, and are in excess of the project's current budget. In accordance with the Project Management Framework, costs will be presented to the Project Board at a future meeting to determine the next steps.				
<b>Remedial Action:</b>	Officers are reviewing the Access and Inclusion Plan and investigating best options for delivery outcomes including potential grant opportunities to fund this project.				

Action 2:	<b><u>Minor Facility Renewals and Upgrades (Facilities) - (2023-24 Carry-Forward)</u></b> Landcare Building Refurbishment	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
<b>Comment:</b>	During this reporting period, a contractor was engaged to visit site to quote for internal works. This contractor has also been engaged to provide costings for restumping of the building, which is a necessary pre-requisite prior to any internal works commencing.				
<b>Remedial Action:</b>	Continue to follow up with contractor for timelines on refurbishment and stumping works.				




<b>Action 3:</b>	<b><u>Minor Facility Renewals 2024-25</u></b> Byford Kindergarten Refurbishment	<b>Status</b>			
		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
					
		<b>Grant funded:</b>			
		<b>Y</b>	<input type="checkbox"/>	<b>N</b>	<input checked="" type="checkbox"/>
<b>Comment:</b>	During the reporting period, the Contractor met with Officers onsite to confirm the scope of work and begin pricing estimates. Asbestos testing was completed on the roof ceiling to verify the presence of asbestos. Costing for the removal of the asbestos has begun, and alternative methods for the removal of the asbestos paneling are currently being investigated and evaluated.				
<b>Remedial Action:</b>	Officers will continue to investigate solutions for roof works and follow up with Contractor regarding costs.				

<b>Action 4:</b>	<b><u>Jarrahdale Oval</u></b>  Prepare a Detailed Design document for Jarrahdale Oval.	<b>Status</b>			
		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
					
		<b>Grant funded:</b>			
		<b>Y</b>	<input type="checkbox"/>	<b>N</b>	<input checked="" type="checkbox"/>
<b>Comment:</b>	The responses to the Request for Quote for the Detailed Design of Jarrahdale Oval exceeded the allocated budget. Shire Officers have reviewed the scope of the Detailed Design project and are now engaging with Department of Biodiversity Conservation and Attractions (DBCA) regarding the new Jarrahdale Horse Trails project and opportunities to incorporate the Detailed Design for the remaining one-third of Jarrahdale Oval within the project within the Jarrahdale Horse Trails project.				
<b>Remedial Action:</b>	DBCA has recently confirmed their capacity to assist with the development of the Detailed Design for the remaining one-third of Jarrahdale Oval as part of the Jarrahdale Horse Trail project. This will be presented to the Shire's Project Board in Q2 to consider the change in approach to deliver the project.				

<b>Action 5:</b>	<b><u>Minor Facility Renewals and Upgrades (Civils)</u></b> Upgrade road surface at Shire Depot.	<b>Status</b>			
		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>



					
		<b>Grant funded:</b>			
		<b>Y</b>	<input type="checkbox"/>	<b>N</b>	<input checked="" type="checkbox"/>
<b>Comment:</b>	During this quarter, site surveys and geotechnical investigation were completed. Due to a delay in reporting from the Contractor, procurement is slightly behind target. Final design and levels will be provided in the coming weeks to allow procurement to commence. On completion of procurement final delivery dates shall be confirmed.				
<b>Remedial Action:</b>	Changes to the schedule will be managed in accordance with the Shire's Project Management Framework				

Details of the remaining 114 actions **on track** this reporting period are outlined in **attachment 1**. Further commentary on these results is provided later in this report under the conclusion.

#### Corporate Business Plan Amendments

To uphold the principle of an Integrated Planning and Reporting Framework and to ensure the Corporate Business Plan (CBP) remains aligned to the Shire's Annual Budget and other supporting strategies, Officers recommend Council amend the CBP following each quarterly budget review and corporate business plan performance reporting process. Conscious of the requirement to uphold the integrity of reporting against the CBP Key Performance Indicators, the following principles are applied when considering whether to amend the CBP:

1. If there is a Council resolution, projects may be amended to match. This can include amendments to project descriptions, start and finish dates, and milestones. It can also include the removal of a project and the addition of a project.
2. If the project has not commenced for a planned reason (such as awaiting grant funds, recruitment of a resource or the completion of another project), once this dependency is no longer the project can be updated to reflect its new timeline.
3. Any amendments made as a result of quarterly budget reviews and formal change requests approved in accordance with the Project Management Framework are to be reflected.

In line with the above-mentioned principles, the following amendments to the Corporate Business Plan are proposed:

#### *Under Principle One:*

- Removal of the 'FOGO' Strategic Operating Project to alternatively explore options for a home composting rebate system for residents, as resolved by Council at the August 2024 Ordinary Council Meeting (OCM235/08/24).
- Inclusion of the Climate Change Strategy and Action Plan as a 2024-25 Level of Service for Strategic Land Use Planning, as noted by Council at the September 2024 Ordinary Council Meeting (OCM250/09/24).



- Amendment of total project value of 'Nicholson Road Upgrade' Major Capital Project as project is now fully Federal funded, as resolved by Council at the October 2024 Special Council Meeting as this (SCM006/10/24).
- Amendment of total project value of 'Hopeland Road' Major Capital Project to fund increased tender and internal costs, as resolved by Council at the October Special Council Meeting (OCM006/10/24).
- Amendment of project finish date of 'Briggs Precinct Masterplan' Strategic Operating Project to 31 March 2025 to allow for community consultation, as endorsed by Council at the September 2024 Ordinary Council Meeting (OCM262/09/24).
- Increase of Land Acquisition by \$700,000 within the Capital Works Program, as resolved by Council at the September 2024 Ordinary Council Meeting (OCM271/09/24).
- Amendment of project start and finish dates, total project value and associated Shire and MRRG funding contribution for 'Rowley Road (B) Rehabilitation' Major Capital Project, as resolved by Council at the October 2024 Ordinary Council Meeting (OCM290/10/24).
- Increase of Metropolitan Regional Road Group Renewal by \$150,000 within the Capital Works Program, as resolved by Council at the October 2024 Ordinary Council Meeting (OCM290/10/24).
- Update the Service Plan Summary (Developer Delivered Projects) in accordance with adopted Scheme Amendment No. 5 to Local Planning Scheme No. 3, as resolved by Council at the August 2024 Ordinary Council Meeting (OCM218/08/24).
- Inclusion of 'Maintenance Schedules' Strategic Operating Project, to implement schedules for the asset classes of Civil Maintenance, Turf Management, Facilities Maintenance and Playgrounds in OneComm, as resolved by Council at the August 2024 Ordinary Council Meeting (OCM206/08/24).

*Under Principle Two:*

Nil.

*Under Principle Three:*

- Updated project finish date of 'Byford Skatepark (Construction of Stage 2)' to 31 July 2025, as approved in accordance with the Project Management Framework.

These amendments are detailed in tracked changes at **attachment 2**.

### **Corporate Business Plan Key Performance Indicators**

The Corporate Business Plan 2024-28 contains the following Key Performance Indicators:

1. 80% of strategic operating projects are completed by their due date
2. 80% of road projects planned are delivered by their due date
3. 80% of facility projects planned, are delivered by their due date
4. Financial Sustainability – maintain a financial health indicator above 70.

A progress update on each KPI, including a projected end of year result, is provided below for the Council to note.



KPI 1: 80% of strategic operating projects are completed by their due date

Projected Result: 92% (12/13)

Comment:

The Corporate Business Plan 2024-28 contains 13 Strategic Operating Projects due between 1 July 2024 to 30 June 2025. As of 30 September, eleven (11) are on track, one (1) are flagged as 'at risk / behind schedule' and one (1) has been completed on time.

The projected result for this KPI is 92% (12/13), which assumes:

- The one (1) project identified as 'at risk or behind target' in this report (Jarrahdale Oval) does not get back on track.
- The eleven (11) projects reported on track in this report, remain on track and are completed by their due dates.

Note – the following Strategic Operating Project has been completed by its due date:

- Expansion of SJ Recreation Centre – Briggs Park (due 30 September 2024, completed 16 September 2024)

KPI 2: 80% of road projects planned are delivered by their due date

Projected Result: 100% (23/23)

Comment:

There are ten (10) major capital road projects and thirteen (13) minor capital road projects due to be constructed by 30 June 2025. Of these, twenty-one (21) are 'on track' and two (2) projects have been completed on time.

The projected result for this KPI is 100% (23/23) which assumes all projects remain on track and are completed by their due dates.

Note – the following two road projects are completed by their due dates:

- Soldiers Road Upgrade (due 30 September 2024, completed 15 August 2024)
- Tuart Road Base Repair (due 30 June 2025, completed 11 September 2024)

KPI 3: 80% of facility projects planned, are delivered by their due date.

Projected Result: 75% (12/16)

Comment:

There are 16 facility projects due for delivery by 30 June 2025. Of these, eleven (11) are 'on track', four (4) are flagged as 'at risk/behind schedule' and one (1) project has been completed.

The projected result for this KPI is 75% (12/16), which assumes:

- The four (4) projects identified as 'at risk or behind target' in this report (Upgrade Road surface at Shire Depot, Byford Kindergarten Refurbishment, Landcare Building Refurbishment, Universal Access and Inclusion Program: Deliver access and inclusion improvements on Shire facilities: - Briggs Park Pavilion Ramp installation) do not get back on track.
- The eleven (11) projects reported on track in this report, remain on track and are completed by their due dates.



Note – the following facility project has been completed by its due date:

- Depot Refurbishment: Outdoor Canopy (due 30 June 2025, completed 2 October 2024)

KPI 4: Financial Sustainability – maintain a financial health indicator above 70

Comment: 75 for the 2022-23 financial year.

A result for 2023-24 will be reported on completion of the financial year, subject to completion of the audited financials.

## Options

### Option 1

That Council:

1. NOTES the performance report against the 2024-28 Corporate Business Plan for the period 1 July to 30 September 2024 as contained in this report and **attachment 1**.
2. ADOPTS the amendments to the Corporate Business Plan 2024-28 as outlined in this report and **attachment 2**.

### Option 2

That Council:

1. NOTES the performance report against the 2024-28 Corporate Business Plan for the period 1 July to 30 September 2024 as contained in this report and **attachment 1**.
2. DOES NOT ADOPT the amendments to the Corporate Business Plan 2024-28 as outlined in this report and **attachment 2**.

Option 1 is recommended.

## Conclusion

Performance against the Corporate Business Plan reveals that 4% of actions are currently "at risk" or "behind target", while 93% of actions are "on track" with 3% "complete." Strategic projects and Road projects are positioning the Shire favourably to meet two of its key performance indicators (KPIs) as outlined in the Corporate Business Plan 2024-28. However, efforts in facilities projects need focused attention over the next three quarters to ensure achievement of the third KPI.

Community engagement was a priority for the Shire in Quarter 1, highlighted by significant community consultation for the Climate Change Strategy and Action Plan, as well as the Briggs Precinct Masterplan.

In conclusion, the Shire's performance reflects strong progress overall, with targeted improvements needed in facilities projects to meet all objectives.

## Attachments (available under separate cover)

- **10.3.6 - attachment 1** – Corporate Business Plan Performance Report 1 July to 30 September 2024 (E24/16055)
- **10.3.6 - attachment 2** – Corporate Business Plan Quarter One Review – Tracked Changes (E24/15249)

**Alignment with our Council Plan 2023-33**

Thriving	
4.	Ensure sustainable and optimal use of Shire resources and finances

**Financial Implications**

There are no financial implications associated with the Officer Options.

**Risk 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 significant risks associated with Option 1.						
2	If Council do not adopt the CBP, this will result in documents that are not aligned with the annual budget. This will create a fragmented environment for the Shire to operate in.	Existing Corporate Business Plan 2024-28  2024-25 Annual Budget	Organisational Performance	Unlikely	Moderate	MODERATE	Nil.



**Voting Requirements:** Absolute Majority (Regulation 19DA(6) of the *Local Government (Administration) Regulations 1996*)

**OCM325/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council**

- 1. NOTES the performance report against the 2024-28 Corporate Business Plan for the period 1 July to 30 September 2024 as contained in this report and attachment 1.**
- 2. ADOPTS the amendments to the Corporate Business Plan 2024-28 as outlined in this report and attachment 2.**

**CARRIED UNANIMOUSLY 7/0**

**10.3.7 - September 2024 Quarterly Budget Review (SJ801)**

<b>Responsible Officer:</b>	Manager Finance
<b>Senior Officer:</b>	Director Corporate Services
<b>Disclosure of Officers Interest:</b>	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.
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**Report Purpose**

This report represents the quarterly review of the 2024/25 Budget. A number of budget variations are proposed as part of this review.

**Relevant Previous Decisions of Council**

*Special Council Meeting – 25 July 2024 – SCM003/07/24 - COUNCIL RESOLUTION – extract*

6. *ADOPTS, in accordance with section 6.2 of the Local Government Act 1995, the Municipal Fund Budget as contained in attachment 1 - Amended, Statutory Statements and Notes including supplementary information) for the year ending 30 June 2025 incorporating amendments as per the following table:*

<i>Description</i>	<i>Expenditure Type</i>	<i>Amount</i>
<i>Removal of Engineering Technical Officer</i>	<i>Operating</i>	<i>\$39,395</i>
<i>Removal of Community Perception Survey</i>	<i>Non-Recurrent</i>	<i>\$35,000</i>
<i>Removal of 0.4 Youth Activity Officer</i>	<i>Operating</i>	<i>\$28,829</i>
<i>Removal of The Glade Lake – Existing Boardwalk Retrofit</i>	<i>Capital</i>	<i>\$21,400</i>
<i>Reduce Cemetery Position from 1.0 to 0.8</i>	<i>Capital</i>	<i>\$16,814</i>
<i>Removal of Volunteer Brigade Perception Survey</i>	<i>Non-Recurrent</i>	<i>\$10,000</i>
<i>Deficit Position to be resolved at first quarter budget review</i>		<i>\$1,952</i>
<i>Amend resident CCTV Subsidy to included businesses</i>		<i>\$0</i>
<i>Total Reduction</i>		<i>\$153,390</i>

**Ordinary Council Meeting – 19 August 2024 - OCM233/08/24 – Extract**

*The Council NOTES the over expenditure of \$120,000 for the preparation of 2 Shire applications outlined in point 1 and a future application to be confirmed on the completion of the SJCRC and Briggs Park Masterplan Project.*

**Background**

Changes to the Annual Budget are required during the year as circumstances change from when the Annual Budget was adopted by Council at the beginning of the financial year. Amendments to the Annual Budget will ensure that tight fiscal control is maintained on the Shire's finances.

**Community / Stakeholder Consultation**

There has been no community / stakeholder consultation regarding this recommendation.

**Statutory Environment****Local Government Act 1995****6.8. Expenditure from municipal fund not included in annual budget**

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) *is authorised in advance by resolution\*; or*
  - (c) *is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required*

**Comment**

The 2024/25 Budget has been reviewed and approval is sought for the following budget adjustments for the reasons specified:

**Capital Works**

The following Capital projects have been identified as requiring adjustments to the current budget and will result in a saving of \$81,067, which will be allocated to facilitate the shortfall in funding required for the operating projects outlined below.

Account Number	Type	Account Description	Debit \$	Credit \$
6000-89000-5204-0000	Increase Transfer to Reserves	Byford Developer Contributions - Transfer to Reserve - Byford DCP	974,766	
6000-89000-4908-0000	Increase Income	Byford Developer Contributions - Capital Contributions - Byford DCP		974,766

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Account Number	Type	Account Description	Debit \$	Credit \$
6000-89002-5226-0000	Increase Transfer Reserves to	Mundijong Urban DCP Contributions - Transfer to Reserves - Mundijong Urban DCP	859,211	
6000-89002-4911-0000	Increase Income	Mundijong Urban DCP Contributions - Capital Contributions - Mundijong Urban DCP		859,211
6000-89001-5210-0000	Increase Transfer to Reserves	Community Infrastructure DCP Contributions - Transfer to Reserve - Community Infrastructure Reserve	259,146	
6000-89001-4909-0000	Increase Income	Community Infrastructure DCP Contributions - Capital Contributions - Community Infrastructure DCP		259,146
<b>Reason:</b> Recognition of Developer Contribution funds received year to date as well as the corresponding transfer to reserve.				
6400-80536-4816-0000	Increase Income	Nicholson Road (SLK 0.46 - SLK 2.43) - Capital Grants - Federal Black Spot		85,001
<b>Reason:</b> Recognising funds from Federal Blackspot funding.				
6300-NEW-6600-0000	Increase Expenditure	New Vehicle – Executive Manager Operations – Capital Expenditure	70,000	
6300-NEW-5021-0000	Increase Transfer from Reserve	New Vehicle – Executive Manager Operations – Capital Expenditure		70,000
<b>Reason:</b> Budget required to purchase new vehicle for Executive Manager Operations				

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Account Number	Type	Account Description	Debit \$	Credit \$
6400-80524-6600-0000	Increase Expenditure	Mundijong Rd (SLK 3.94 – SLK 5.65) - Capital Expenditure	59,809	
6400-80524-4808-0000	Increase Income	Mundijong Rd (SLK 3.94 – SLK 5.65) - Capital Contributions - Main Road Grant		55,875
<b>Reason:</b> Variation approved with MRRG due to increase in project cost. Budget adjusted to align with variation.				
6400-80352-5233-0000	Increase Transfer to Reserve	Culvert Replacement – Karnup Rd – Transfer to Road & Bridge Asset Management Reserve	440,436	
6400-80352-4827-0000	Increase Income	Culvert Replacement – Karnup Rd – Grant Capital - DFES		440,436
<b>Reason:</b> Recognise additional grant income from DFES for emergency Karnup Rd Culvert works and transfer to reserve for future projects.				

**Operating Projects**

The 2024/25 Operating Budget has been reviewed and approval is sought for the following budget adjustments for the reasons specified. These adjustments will result in an additional total budget required of \$81,067.

Account Number	Type	Account Description	Debit \$	Credit \$
3410-Various-6392-0000	Increase Expenditure	Facilities Maintenance – Various Projects – External Contractors	212,564	
<b>Reason:</b> Additional funds required to complete compliance requirements across community facilities including electrical testing, fire system testing and air conditioning servicing.				
1000-10110-6383-0000	Increase Expenditure	Election Advocacy - Non-Recurrent Expenditure	120,000	
<b>Reason:</b> Funds for Thriving Cities application consultancy noted at August 2024 OCM 233/08/24.				

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Monday, 18 November 2024**

Account Number	Type	Account Description	Debit \$	Credit \$
3410-60099-6392-0000	Increase Expenditure	Tree Maintenance – External Contractor	90,000	
<b>Reason:</b> Additional funds required to complete tree maintenance works affecting power lines.				
3610-40020-6395-0000	Increase Expenditure	Drains - Routine Maintenance - Traffic Management	33,000	
<b>Reason:</b> Additional funds required for traffic control to complete emergency drain maintenance.				
3500-14001-6160-0000	Increase Expenditure	Facilities Overheads - Minor Equipment Purchases	20,000	
<b>Reason:</b> Funds for tool kit upgrades for facility repairs and maintenance.				
3410-Various-6393-0000	Increase Expenditure	Facilities Maintenance - Various Projects - Cleaning	18,500	
<b>Reason:</b> Additional funds required due to increase in cleaning contract across community facilities.				
3610-40010-6392-0000	Increase Expenditure	Footpath/Kerb Maintenance - External Contractor	17,000	
<b>Reason:</b> Additional funds required for external contractors to complete larger repair works.				
3410-Various-6245-0000	Increase Expenditure	Facilities Maintenance - Various Projects - Pest Control	13,000	
<b>Reason:</b> Additional funds required for pest control services to be conducted at community facilities to meet compliance requirements.				
3410-Various-6362-0000	Increase Expenditure	Facilities Maintenance – Various Projects - Security	10,500	
<b>Reason:</b> Additional funds required for security monitoring/works to enhance public safety at community facilities.				

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Account Number	Type	Account Description	Debit \$	Credit \$
3610-40071-6392-0000	Increase Expenditure	Street Furniture - External Contractor	7,000	
<b>Reason:</b> Additional funds required for installation of tactiles and guards on street furniture.				
3610-40021-6392-0000	Increase Expenditure	Litter Control - Roadside - External Contractor	7,000	
3610-40021-6240-0000	Increase Expenditure	Litter Control - Roadside - Animal Control	5,000	
<b>Reason:</b> Additional funds required due to increased frequency of clean up required including utilising an external contractor for some of the work required.				
3230-13408-6610-0000	Increase Expenditure	Waste Transfer Station Redesign - Carryforward Expenditure	218,817	
3230-13408-6610-0000	Decrease Expenditure	Drainage Waste Material Disposal - Carryforward Expenditure		218,817
<b>Reason:</b> Budget for drainage waste material disposal to be moved to Waste Transfer Station Redesign as this is the facility that the waste material relates to.				
4300-15726-6392-0000	Increase Expenditure	Christmas Street Party - External Contractor	37,000	
4300-15726-4122-0000	Increase Income	Christmas Street Party - Grant Operating Other		37,000
<b>Reason:</b> Additional grant received for the Christmas event which will be offset by an increase in expenditure for the event.				
3200-13601-6392-0000	Increase Expenditure	Water Monitoring - Byford - External Contractor	22,000	
3200-13601-5004-0000	Increase Income	Water Monitoring - Byford - Transfer from Reserve Byford DCP		22,000
<b>Reason:</b> Budget adjustment required due to the initial set up cost for the monitoring works which is offset by funding from Byford DCP.				

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Account Number	Type	Account Description	Debit \$	Credit \$
3510-30028-6392-0000	Increase Expenditure	Jarrahdale Communication Tower – External Contractor	20,000	
3510-30028-5016-0000	Increase Income	Jarrahdale Communications Tower – Transfer from Reserve		20,000
<b>Reason:</b> Additional funds required to conduct a maintenance audit of the Jarrahdale Communications Tower which is offset by a transfer from the Jarrahdale Communications Tower Reserve.				
4310-15906-6131-0000	Increase Expenditure	Skill Up Youth Program - Program Activities	15,000	
4310-15906-4122-0000	Increase Income	Skill Up Youth Program - Grant Operating Other		15,000
<b>Reason:</b> Additional grant received for the Skill Up Program which will be offset by an increase in expenditure for the program.				
3230-13400-6276-0000	Increase Expenditure	Waste Administration - Community Grant/Sponsorship	10,000	
3230-13400-6281-0000	Decrease Expenditure	Waste Administration - Kerbside Waste Disposal		10,000
<b>Reason:</b> Budget to be moved from Waste Disposal for the introduction of home composting rebate system as noted in OCM306/10/24.				
3210-13300-4304-0000	Increase Income	Subdivision - Subdivision Fees		100,000
<b>Reason:</b> Recognising additional subdivision fees received and align budget with anticipated income.				
3230-13400-4420-0000	Increase Income	Waste Services - Refuse Charges		90,420
<b>Reason:</b> Recognising additional waste refuse charges received.				
3610-40000-4101-0000	Increase Income	Road Maintenance - Grant Commission - Direct - Local Roads		77,692

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Account Number	Type	Account Description	Debit \$	Credit \$
<b>Reason:</b> Recognising additional Direct Road grant received.				
3410-60070-4122-0000	Increase Income	Jarrahdale Heritage Park - Grant Operating Other		70,500
<b>Reason:</b> Recognising income for bushland management at Jarrahdale Heritage Park received.				
5300-17300-4100-0000	Increase Income	General Purpose Funding - Grants Commission		37,096
5300-17300-4101-0000	Increase Income	General Purpose Funding - Direct - Local Roads		23,781
<b>Reason:</b> Recognising additional Financial Assistance grants received.				
2100-12300-4346-0000	Increase Income	Development Compliance - Fines and Penalties		30,000
<b>Reason:</b> Recognising additional fines and penalties received and align budget with anticipated income.				
2100-12504-4300-0000	Increase Income	Town Planning - Development Applications		20,000
<b>Reason:</b> Recognising additional development application fees received and align budget with anticipated income.				
3410-60067-4121-0000	Increase Income	South West Hwy Reserve Byford - Grant Operating State		13,008
<b>Reason:</b> Recognise remaining Main Road grant funding on completion of project.				
3230-13400-4421-0000	Increase Income	Waste Services - Bin replacement fees		10,000
<b>Reason:</b> Recognising additional bin replacement charges received.				

**Options**Option1

That Council ADOPTS the September 2024 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:

Account Number	Type	Account Description	Debit \$	Credit \$
6000-89000-5204-0000	Increase Transfer to Reserves	Byford Developer Contributions - Transfer to Reserve - Byford DCP	974,766	
6000-89000-4908-0000	Increase Income	Byford Developer Contributions - Capital Contributions - Byford DCP		974,766
6000-89002-5226-0000	Increase Transfer to Reserves	Mundijong Urban DCP Contributions - Transfer to Reserves - Mundijong Urban DCP	859,211	
6000-89002-4911-0000	Increase Income	Mundijong Urban DCP Contributions - Capital Contributions - Mundijong Urban DCP		859,211
6000-89001-5210-0000	Increase Transfer to Reserves	Community Infrastructure DCP Contributions - Transfer to Reserve - Community Infrastructure Reserve	259,146	
6000-89001-4909-0000	Increase Income	Community Infrastructure DCP Contributions - Capital Contributions - Community Infrastructure DCP		259,146
6400-80536-4816-0000	Increase Income	Nicholson Road (SLK 0.46 - SLK 2.43) - Capital Grants - Federal Black Spot		85,001
6300-NEW-6600-0000	Increase Expenditure	New Vehicle – Executive Manager Operations – Capital Expenditure	70,000	
6300-NEW-5021-0000	Increase Transfer from Reserve	New Vehicle – Executive Manager Operations – Capital Expenditure		70,000
6400-80524-6600-0000	Increase Expenditure	Mundijong Rd (SLK 3.94 – SLK 5.65) - Capital Expenditure	59,809	

**Ordinary Council Meeting Minutes  
Monday, 18 November 2024**

<b>Account Number</b>	<b>Type</b>	<b>Account Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6400-80524-4808-0000	Increase Income	Mundijong Rd (SLK 3.94 – SLK 5.65) - Capital Contributions - Main Road Grant		55,875
6400-80352-5233-0000	Increase Transfer to Reserve	Culvert Replacement – Karnup Rd – Transfer to Road & Bridge Asset Management Reserve	440,436	
6400-80352-4827-0000	Increase Income	Karnup Rd Culvert - Grant Capital		440,436
3410-Various-6392- 0000	Increase Expenditure	Facilities Maintenance – Various Projects – External Contractors	212,564	
1000-10110-6383-0000	Increase Expenditure	Election Advocacy - Non- Recurrent Expenditure	120,000	
3410-60099-6392-0000	Increase Expenditure	Tree Maintenance – External Contractor	90,000	
3610-40020-6395-0000	Increase Expenditure	Drains - Routine Maintenance - Traffic Management	33,000	
3500-14001-6160-0000	Increase Expenditure	Facilities Overheads - Minor Equipment Purchases	20,000	
3410-Various-6393- 0000	Increase Expenditure	Facilities Maintenance - Various Projects - Cleaning	18,500	
3610-40010-6392-0000	Increase Expenditure	Footpath/Kerb Maintenance - External Contractor	17,000	
3410-Various-6245- 0000	Increase Expenditure	Facilities Maintenance - Various Projects - Pest Control	13,000	
3410-Various-6362- 0000	Increase Expenditure	Facilities Maintenance – Various Projects - Security	10,500	
3610-40071-6392-0000	Increase Expenditure	Street Furniture - External Contractor	7,000	

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Account Number	Type	Account Description	Debit \$	Credit \$
3610-40021-6392-0000	Increase Expenditure	Litter Control - Roadside - External Contractor	7,000	
3610-40021-6240-0000	Increase Expenditure	Litter Control - Roadside - Animal Control	5,000	
3230-13408-6610-0000	Increase Expenditure	Waste Transfer Station Redesign - Carryforward Expenditure	218,817	
3230-13408-6610-0000	Decrease Expenditure	Drainage Waste Material Disposal - Carryforward Expenditure		218,817
4300-15726-6392-0000	Increase Expenditure	Christmas Street Party - External Contractor	37,000	
4300-15726-4122-0000	Increase Income	Christmas Street Party - Grant Operating Other		37,000
3200-13601-6392-0000	Increase Expenditure	Water Monitoring - Byford - External Contractor	22,000	
3200-13601-5004-0000	Increase Income	Water Monitoring - Byford - Transfer from Reserve Byford DCP		22,000
3510-30028-6392-0000	Increase Expenditure	Jarrahdale Communication Tower – External Contractor	20,000	
3510-30028-5016-0000	Increase Income	Jarrahdale Communications Tower – Transfer from Reserve		20,000
4310-15906-6131-0000	Increase Expenditure	Skill Up Youth Program - Program Activities	15,000	
4310-15906-4122-0000	Increase Income	Skill Up Youth Program - Grant Operating Other		15,000
3230-13400-6276-0000	Increase Expenditure	Waste Administration - Community Grant/Sponsorship	10,000	
3230-13400-6281-0000	Decrease Expenditure	Waste Administration - Kerbside Waste Disposal		10,000



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Account Number	Type	Account Description	Debit \$	Credit \$
2100-12300-4346-0000	Increase Income	Development Compliance - Fines and Penalties		30,000
3210-13300-4304-0000	Increase Income	Subdivision - Subdivision Fees		100,000
3230-13400-4420-0000	Increase Income	Waste Services - Refuse Charges		90,420
3610-40000-4101-0000	Increase Income	Road Maintenance - Grant Commission - Direct - Local Roads		77,692
3410-60070-4122-0000	Increase Income	Jarrahdale Heritage Park - Grant Operating Other		70,500
5300-17300-4100-0000	Increase Income	General Purpose Funding - Grants Commission		37,096
5300-17300-4101-0000	Increase Income	General Purpose Funding - Direct - Local Roads		23,781
2100-12504-4300-0000	Increase Income	Town Planning - Development Applications		20,000
3410-60067-4121-0000	Increase Income	South West Hwy Reserve Byford - Grant Operating State		13,008
3230-13400-4421-0000	Increase Income	Waste Services - Bin replacement fees		10,000

### Option 2

That Council DOES NOT ADOPT the September 2024 Quarterly Budget Review report and pursuant to section 6.8 of the Local Government Act 1995, DOES NOT APPROVE the schedule of variations to the 2024/25 as contained within this report.

Option 1 is recommended.

### **Conclusion**

A Quarter 1 review of the Annual Budget has been completed. A list of budget variations requiring approval has been identified.

**Attachments (available under separate cover)**

Nil.

**Alignment with our Council Plan 2023-2033**

<b>Thriving</b>	
<b>1.</b>	Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
<b>4.</b>	Ensure sustainable and optimal use of Shire resources and finances

**Financial Implications**

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

**Risk Implications**

Risk has been assessed on the 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 Council adopting the budget amendments.						
2	Council DOES NOT adopt budget adjustments leading to poor fiscal management resulting in financial risk due to overspending as well as being non compliant with Financial regulations.	The organisation undertakes a quarterly finance and costing review prior to making council recommendation.  Law restricts expenditure when expenditure from municipal fund not included in annual budget unless authorised by resolution.	Financial	Unlikely	Moderate	MODERATE	Accept Officer Recommendation (Option 1)

**Ordinary Council Meeting Minutes  
Monday, 18 November 2024****Voting Requirements:** Absolute Majority (s 6.8(1)(b) of the *Local Government Act 1995*)**Officer Recommendation**

That Council ADOPTS the September 2024 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:

Account Number	Type	Account Description	Debit \$	Credit \$
6000-89000-5204-0000	Increase Transfer to Reserves	Byford Developer Contributions - Transfer to Reserve - Byford DCP	974,766	
6000-89000-4908-0000	Increase Income	Byford Developer Contributions - Capital Contributions - Byford DCP		974,766
6000-89002-5226-0000	Increase Transfer to Reserves	Mundijong Urban DCP Contributions - Transfer to Reserves - Mundijong Urban DCP	859,211	
6000-89002-4911-0000	Increase Income	Mundijong Urban DCP Contributions - Capital Contributions - Mundijong Urban DCP		859,211
6000-89001-5210-0000	Increase Transfer to Reserves	Community Infrastructure DCP Contributions - Transfer to Reserve - Community Infrastructure Reserve	259,146	
6000-89001-4909-0000	Increase Income	Community Infrastructure DCP Contributions - Capital Contributions - Community Infrastructure DCP		259,146
6400-80536-4816-0000	Increase Income	Nicholson Road (SLK 0.46 - SLK 2.43) - Capital Grants - Federal Black Spot		85,001
6300-NEW-6600-0000	Increase Expenditure	New Vehicle – Executive Manager Operations – Capital Expenditure	70,000	
6300-NEW-5021-0000	Increase Transfer from Reserve	New Vehicle – Executive Manager Operations – Capital Expenditure		70,000
6400-80524-6600-0000	Increase Expenditure	Mundijong Rd (SLK 3.94 – SLK 5.65) - Capital Expenditure	59,809	

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<b>Account Number</b>	<b>Type</b>	<b>Account Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
6400-80524-4808-0000	Increase Income	Mundijong Rd (SLK 3.94 – SLK 5.65) - Capital Contributions - Main Road Grant		55,875
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3410-60099-6392-0000	Increase Expenditure	Tree Maintenance – External Contractor	90,000	
3610-40020-6395-0000	Increase Expenditure	Drains - Routine Maintenance - Traffic Management	33,000	
3500-14001-6160-0000	Increase Expenditure	Facilities Overheads - Minor Equipment Purchases	20,000	
3410-Various-6393-0000	Increase Expenditure	Facilities Maintenance - Various Projects - Cleaning	18,500	
3610-40010-6392-0000	Increase Expenditure	Footpath/Kerb Maintenance - External Contractor	17,000	
3410-Various-6245-0000	Increase Expenditure	Facilities Maintenance - Various Projects - Pest Control	13,000	
3410-Various-6362-0000	Increase Expenditure	Facilities Maintenance – Various Projects - Security	10,500	
3610-40071-6392-0000	Increase Expenditure	Street Furniture - External Contractor	7,000	

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4310-15906-4122-0000	Increase Income	Skill Up Youth Program - Grant Operating Other		15,000
3230-13400-6276-0000	Increase Expenditure	Waste Administration - Community Grant/Sponsorship	10,000	
3230-13400-6281-0000	Decrease Expenditure	Waste Administration - Kerbside Waste Disposal		10,000

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3230-13400-4420-0000	Increase Income	Waste Services - Refuse Charges		90,420
3610-40000-4101-0000	Increase Income	Road Maintenance - Grant Commission - Direct - Local Roads		77,692
3410-60070-4122-0000	Increase Income	Jarrahdale Heritage Park - Grant Operating Other		70,500
5300-17300-4100-0000	Increase Income	General Purpose Funding - Grants Commission		37,096
5300-17300-4101-0000	Increase Income	General Purpose Funding - Direct - Local Roads		23,781
2100-12504-4300-0000	Increase Income	Town Planning - Development Applications		20,000
3410-60067-4121-0000	Increase Income	South West Hwy Reserve Byford - Grant Operating State		13,008
3230-13400-4421-0000	Increase Income	Waste Services - Bin replacement fees		10,000

**OCM326/11/24****COUNCIL RESOLUTION****Moved Cr Duggin, seconded Cr Bishop****That Council:**

- ADOPTS the September 2024 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:**

**Ordinary Council Meeting Minutes  
Monday, 18 November 2024**

<b>Account Number</b>	<b>Type</b>	<b>Account Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
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6000-89001-5210-0000	Increase Transfer to Reserves	Community Infrastructure DCP Contributions - Transfer to Reserve - Community Infrastructure Reserve	259,146	
6000-89001-4909-0000	Increase Income	Community Infrastructure DCP Contributions - Capital Contributions - Community Infrastructure DCP		259,146
6400-80536-4816-0000	Increase Income	Nicholson Road (SLK 0.46 - SLK 2.43) - Capital Grants - Federal Black Spot		85,001
6300-NEW-6600-0000	Increase Expenditure	New Vehicle – Executive Manager Operations – Capital Expenditure	70,000	
6300-NEW-5021-0000	Increase Transfer from Reserve	New Vehicle – Executive Manager Operations – Capital Expenditure		70,000
6400-80524-6600-0000	Increase Expenditure	Mundijong Rd (SLK 3.94 – SLK 5.65) - Capital Expenditure	59,809	
6400-80524-4808-0000	Increase Income	Mundijong Rd (SLK 3.94 – SLK 5.65) - Capital		55,875

**Ordinary Council Meeting Minutes  
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<b>Account Number</b>	<b>Type</b>	<b>Account Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
		<b>Contributions - Main Road Grant</b>		
<b>6400-80352-5233-0000</b>	<b>Increase Transfer to Reserve</b>	<b>Culvert Replacement – Karnup Rd – Transfer to Road &amp; Bridge Asset Management Reserve</b>	<b>440,436</b>	
<b>6400-80352-4827-0000</b>	<b>Increase Income</b>	<b>Karnup Rd Culvert - Grant Capital</b>		<b>440,436</b>
<b>3410-Various-6392-0000</b>	<b>Increase Expenditure</b>	<b>Facilities Maintenance – Various Projects – External Contractors</b>	<b>212,564</b>	
<b>1000-10110-6383-0000</b>	<b>Increase Expenditure</b>	<b>Election Advocacy - Non-Recurrent Expenditure</b>	<b>120,000</b>	
<b>3410-60099-6392-0000</b>	<b>Increase Expenditure</b>	<b>Tree Maintenance – External Contractor</b>	<b>90,000</b>	
<b>3610-40020-6395-0000</b>	<b>Increase Expenditure</b>	<b>Drains - Routine Maintenance - Traffic Management</b>	<b>33,000</b>	
<b>3500-14001-6160-0000</b>	<b>Increase Expenditure</b>	<b>Facilities Overheads - Minor Equipment Purchases</b>	<b>20,000</b>	
<b>3410-Various-6393-0000</b>	<b>Increase Expenditure</b>	<b>Facilities Maintenance - Various Projects - Cleaning</b>	<b>18,500</b>	
<b>3610-40010-6392-0000</b>	<b>Increase Expenditure</b>	<b>Footpath/Kerb Maintenance - External Contractor</b>	<b>17,000</b>	
<b>3410-Various-6245-0000</b>	<b>Increase Expenditure</b>	<b>Facilities Maintenance - Various Projects - Pest Control</b>	<b>13,000</b>	
<b>3410-Various-6362-0000</b>	<b>Increase Expenditure</b>	<b>Facilities Maintenance – Various Projects - Security</b>	<b>10,500</b>	
<b>3610-40071-6392-0000</b>	<b>Increase Expenditure</b>	<b>Street Furniture - External Contractor</b>	<b>7,000</b>	

**Ordinary Council Meeting Minutes  
Monday, 18 November 2024**

<b>Account Number</b>	<b>Type</b>	<b>Account Description</b>	<b>Debit \$</b>	<b>Credit \$</b>
3610-40021-6392-0000	Increase Expenditure	Litter Control - Roadside - External Contractor	7,000	
3610-40021-6240-0000	Increase Expenditure	Litter Control - Roadside - Animal Control	5,000	
3230-13408-6610-0000	Increase Expenditure	Waste Transfer Station Redesign - Carryforward Expenditure	218,817	
3230-13408-6610-0000	Decrease Expenditure	Drainage Waste Material Disposal - Carryforward Expenditure		218,817
4300-15726-6392-0000	Increase Expenditure	Christmas Street Party - External Contractor	37,000	
4300-15726-4122-0000	Increase Income	Christmas Street Party - Grant Operating Other		37,000
3200-13601-6392-0000	Increase Expenditure	Water Monitoring - Byford - External Contractor	22,000	
3200-13601-5004-0000	Increase Income	Water Monitoring - Byford - Transfer from Reserve Byford DCP		22,000
3510-30028-6392-0000	Increase Expenditure	Jarrahdale Communication Tower – External Contractor	20,000	
3510-30028-5016-0000	Increase Income	Jarrahdale Communications Tower – Transfer from Reserve		20,000
4310-15906-6131-0000	Increase Expenditure	Skill Up Youth Program - Program Activities	15,000	
4310-15906-4122-0000	Increase Income	Skill Up Youth Program - Grant Operating Other		15,000
3230-13400-6276-0000	Increase Expenditure	Waste Administration - Community Grant/Sponsorship	10,000	
3230-13400-6281-0000	Decrease Expenditure	Waste Administration - Kerbside Waste Disposal		10,000



Account Number	Type	Account Description	Debit \$	Credit \$
2100-12300-4346-0000	Increase Income	Development Compliance - Fines and Penalties		30,000
3210-13300-4304-0000	Increase Income	Subdivision - Subdivision Fees		100,000
3230-13400-4420-0000	Increase Income	Waste Services - Refuse Charges		90,420
3610-40000-4101-0000	Increase Income	Road Maintenance - Grant Commission - Direct - Local Roads		77,692
3410-60070-4122-0000	Increase Income	Jarrahdale Heritage Park - Grant Operating Other		70,500
5300-17300-4100-0000	Increase Income	General Purpose Funding - Grants Commission		37,096
5300-17300-4101-0000	Increase Income	General Purpose Funding - Direct - Local Roads		23,781
2100-12504-4300-0000	Increase Income	Town Planning - Development Applications		20,000
3410-60067-4121-0000	Increase Income	South West Hwy Reserve Byford - Grant Operating State		13,008
3230-13400-4421-0000	Increase Income	Waste Services - Bin replacement fees		10,000

2. **REQUESTS** the Chief Executive Officer bring a report to the 9 December 2024 Ordinary Council Meeting that provides options for replacement of the Darling Downs Residents Association tractor.

**CARRIED UNANIMOUSLY 7/0**

Reason for difference:

For consideration of required plant equipment for the Shire.

**10.4 Community Engagement reports:****Councillor Duggin declared an Impartiality Interest for Item 10.4.1**

<b>10.4.1 - Jarrahdale Trail Proposals (SJ291)</b>	
<b>Responsible Officer:</b>	Jarrahdale Trail Coordinator
<b>Senior Officer:</b>	Director Community Engagement
<b>Disclosure of Officer's Interest:</b>	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.
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**Report Purpose**

The purpose of this report is for Council to consider trail proposals and requests for support from the Jarrahdale Community Collective (JCC) and the Recreational Trailbike Riders Association (RTRA).

**Relevant Previous Decisions of Council**

*Ordinary Council Meeting - 20 May 2024 - OCM107/05/24 - COUNCIL RESOLUTION / Elected Member Recommendation*

*That Council REQUESTS the Chief Executive Officer write to the State Government's Offroad Vehicle Advisory Committee and to the Recreational Trailbike Riders Association inviting them to present to Council at a future Policy Concept Forum on their current planning and priorities for Offroad Vehicle Trails, including any planning or advocacy opportunities related to the Shire of Serpentine Jarrahdale.*

**Background****Jarrahdale Bike Trail**

The JCC is looking to develop a new tourism experience by repurposing the old Alcoa Railway Line in Jarrahdale, known as the Jarrahdale Bike Trail project. On Thursday, 12 September 2024, the Shire received an email from the JCC requesting a letter of support for the project, contained at **attachment 1**.

**ORV Trail Concept Plan**

The RTRA is submitting an application to the DLGSC Trail Planning Fund to develop a concept plan for a new ORV trail. The proposed trail would utilise the existing Munda Track (from Mundaring to Albany) but would be limited to the section between Manjimup and Perth via Jarrahdale. A key outcome of this project would be the creation of matching GPS files, enabling



the new trail to become fully operational. On Tuesday, 8 October 2024, the Shire received an email from the RTRA requesting a letter of support for the project, contained at **attachment 7**.

#### State Government Off-Road Vehicle (ORV) grant program

In September 2024, the State Government announced a new ORV grant program to support local governments in creating ORV facilities in partnership with the WA Government. Applications for the program closed on Monday, 4 November 2024.

### **Community / Stakeholder Consultation**

#### Policy Concept Forum

RTRA presented to Elected Members on Monday, 7 October 2024 regarding their organisation and future plans and priorities.

<b>Meeting Date</b>	7 October 2024
<b>Elected Members in Attendance</b>	President Coales, Cr Bishop, Cr Byas, Cr Duggin, Cr Mack, Cr Mazzini

#### Recreational Trailbike Riders Association

On Tuesday, 13 August 2024, Shire Officers met with RTRA's President to provide comment on their presentation and share an update about the Jarrahdale Trail Town Business Case relevant to ORV activity.

#### Department of Biodiversity, Conservation and Attractions (DBCA)

Shire Officers met with representatives from the DBCA on Friday, 11 October 2024 to discuss the State Government's ORV grant program.

#### Jarrahdale Community Collective

On Monday, 14 October 2024, Shire Officers met with JCC's President to discuss their revised proposal taking into consideration feedback from Officers.

### **Comment**

#### Jarrahdale Bike Trail

Shire Officers have been engaging with the JCC regarding the Jarrahdale Bike Trail project. An overview of the project is provided below:

- Develop a new tourism experience by repurposing the old Alcoa Railway Line in Jarrahdale.
- Funded independently by the JCC and local partners.
- Operated by the JCC in collaboration with the Jarrahdale Heritage Society (JHS) and the Mundijong Men's Shed.
- With eight rides offered each weekend, the project is expected to generate approximately \$800 per week to support maintenance and ongoing costs.
- The proposal includes "Jarrahdale Trail Town" branded sea containers for cart storage and visitor reception.
- The fleet will feature an accessible cart for inclusive participation.
- The JCC has established a Steering Committee to oversee the project.



- A Trust Account will be set up by the JCC to support additional community-driven initiatives.

**The Site:**

Constructed using the existing rails from the old Alcoa Railway Line, starting at Buckland Road going South. Buckland Road offers opportunities for parking and the proposed sea containers acting as visitor centre and for storage purpose.



*Arial view of the proposed site for the Jarrahdale Bike Trail along Jarrahdale Road*

The proposal aligns with the following recommendations of the Jarrahdale Trail Town Business Case:

- Provide a range of trails activation activities (13.7)
- Develop services and supplies opportunities (17.1)
- Work with the JCC to support businesses (23.2)
- Leverage marketing (25.4)

Developing a new tourism product in Jarrahdale would provide the following benefits:

- Increase visibility for the township and support the establishment of Jarrahdale as a tourism destination in the region.
- Provide economic benefits to local food and beverage outlets.
- Foster community stewardship through the delivery of new community driven projects funded by profit.



- Contribute to Destination Perth – Tourism Destination Management Plan 2023-2033 and Peel Regional Tourism Development Strategy.

Risks, which the concept plan would need to address include:

- Compromise potential for a rail trail link to South-Western Highway linking Byford to Jarrahdale.
- Impact on the natural environment (including with litter).
- Compromise the popular 1872 Historical Railway Trail.

The Shire has an ongoing relationship with the JCC and following engagement with the group regarding the proposal, the JCC has already altered their initial proposed site to avoid the new Jarrahdale Horse Trails, and to respond to concerns about parking.

Shire Officers recommend that Council provides in-principle support to the JCC for the project and advise them to continue the planning and development of the Jarrahdale Bike Trail, in accordance with DBCA's 8 Step Trail Development Process.

#### ORV Trail Concept Plan

The RTRA is submitting an application to the DLGSC Trail Planning Fund to develop a concept plan for a new ORV trail. The proposed trail would utilise the existing Munda Track (from Mundaring to Albany) but would be limited to the section between Manjimup and Perth via Jarrahdale.

Formalising an ORV trail coming through Jarrahdale would provide the following benefits:

- Increase visibility for the township.
- Provide economic benefits, particularly to local food and beverage outlets.
- Contribute to WA Strategic Trails Blueprint.

Risks may include:

- Increased traffic within the township.
- Increased issues with other type of outdoor activities such as horse and Munda Biddi Trail riders.

It should be noted that the Jarrahdale Trail Town Business Case and Implementation Plan does not make any reference to ORV activities. Given the trail project is in the concept planning phase, Shire Officers recommend that Council provides in-principle support to the RTRA for the project. Shire Officers would continue to engage with the RTRA as it progresses through the planning and design phase.

#### State Government Off-Road Vehicle grant program

The Shire has been exploring ORV (Off-Road Vehicle) activities since 2015, addressing the interests of riders who already use the area illegally and the concerns of residents regarding safety, community amenity, and environmental risks. ORV is recognised as an outdoor recreation activity within the State Trails Blueprint, and WALGA has endorsed the Blueprint's recommendations, advocating a comprehensive approach to ORV, now inclusive of e-bikes.

In September 2024, the State Government announced a new ORV grant program to support local governments in creating ORV facilities in partnership with the WA Government. Applications for the program closed on Monday, 4 November 2024.



Shire Officers met with representatives from DBCA to discuss potential ORV sites and proposals for submission to the ORV grant program. The Shire identified “Blue Rock” (the Site) as a possible location for trail bike activities, which falls under the management of DBCA. However, in 2015, the DBCA clarified its priority was on establishing ORV facilities within the Metro area and expressed the following concerns regarding the Site’s suitability:

- Strong possibility of conflict with neighbours and the Jarrahdale community.
- Too small to offer a variety of trail for the different user groups and consequently would more than likely be very difficult to contain to a designated location.

At the meeting, DBCA recommended expanding the scope to consider Alcoa’s designated rehabilitation areas as a more viable option for ORV activities.

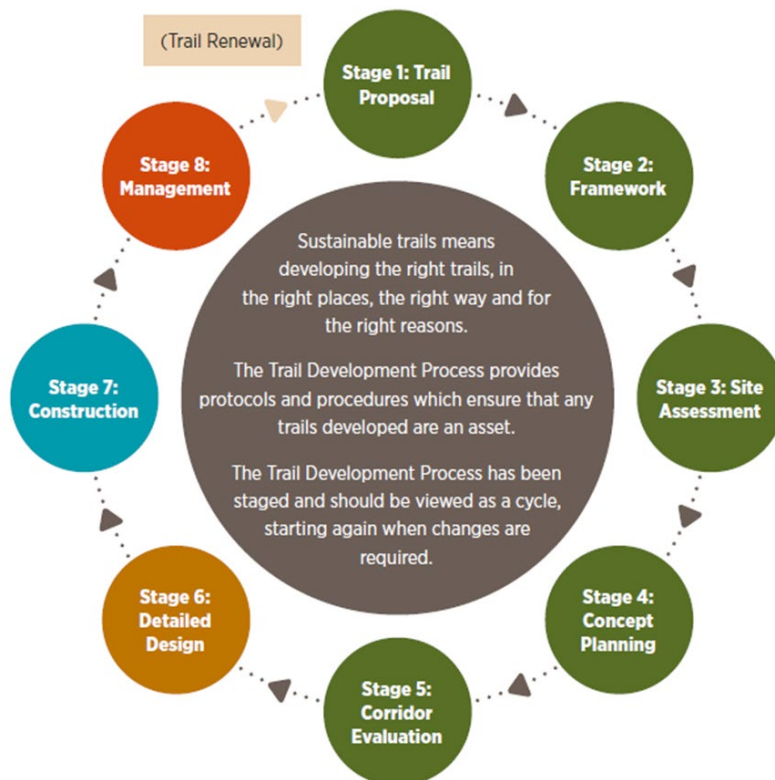
To further assist the Shire in its consideration of applying for the grant program, the DBCA provided insights into the Pinjar Motorcycle Area in Wanneroo:

- Since it was established in 2011, the Pinjar OVRA has grown in popularity and is now seeing approximately 80,000 users per year and visitation is growing.
- DBCA has invested approximately \$2.5 million in capital since 2011 and invests approximately \$100,000 per annum in maintenance. It is estimated that approximately \$500,000 per annum is required to maintain it to a safe standard and make it attractive for riders to continue to use the area.
- Fees were introduced in 2023 to assist with the maintenance of the ORVA and generated \$40,000 in the first year, which goes toward the maintenance of the trails and facilities.

Following the meeting with DBCA, Shire Officers identified that an ORV proposal in the Shire was still at the earliest stage of DBCA’s 8 Step Trail Development Process, being the Trail Proposal and Framework.



Figure 1: Trail Development Process



Based on the engagement with DBCA and no planning undertaken by the Shire for an ORV proposal, the Shire did not submit a grant application to the ORV grant funding program.

Should Council wish the Shire to progress planning for an ORV proposal, Shire Officers recommend this be considered as a business case in the 2025/26 Budget.

## Options

### Option 1

That Council:

1. NOTES the request from the Jarrahdale Community Collective regarding the Jarrahdale Bike Trail proposal and REQUESTS the Chief Executive Officer to provide the Jarrahdale Community Collective a letter of in-principle support for the proposal and advise them to continue the planning and development of the Jarrahdale Bike Trail, in accordance with DBCA's 8 Step Trail Development Process.
2. NOTES the request from the Recreational Trailbike Riders Association regarding the Off-Road Vehicle Concept Plan proposal and REQUESTS the Chief Executive Officer to provide the Recreational Trailbike Riders Association a letter of in-principle support for the proposal.
3. NOTES that the Shire did not make an application for the State Government's 2024 ORV Funding Program and REQUESTS the Chief Executive Officer present a business case for the investigation and planning of an Off-Road Vehicle site in the 2025/26 Budget.



Option 2

That Council:

1. NOTES the request from the Jarrahdale Community Collective regarding the Jarrahdale Bike Trail proposal and REQUESTS the Chief Executive Officer to advise the Jarrahdale Community Collective that the Shire does not support the proposal.
2. NOTES the request from the Recreational Trailbike Riders Association regarding the Off-Road Vehicle Concept Plan proposal and REQUESTS the Chief Executive Officer to provide the Recreational Trailbike Riders Association a letter of in-principle support for the proposal.
3. NOTES that the Shire did not make an application for the State Government 2024 ORV Funding Program and REQUESTS the Chief Executive Officer present a business case for the investigation and planning of an Off-Road Vehicle site in the 2025/26 Budget

Option 3

That Council:

1. NOTES the request from the Jarrahdale Community Collective regarding the Jarrahdale Bike Trail proposal and REQUESTS the Chief Executive Officer to provide the Jarrahdale Community Collective a letter of in-principle support for the proposal and advise them to continue the planning and development of the Jarrahdale Bike Trail, in accordance with DBCA's 8 Step Trail Development Process.
2. NOTES the request from the Recreational Trailbike Riders Association regarding the Off-Road Vehicle Concept Plan proposal and REQUESTS the Chief Executive Officer to advise the Recreational Trailbike Riders Association that the Shire does not support the proposal.
3. NOTES that the Shire did not make an application for the State Government 2024 ORV Funding Program and REQUESTS the Chief Executive Officer present a business case for the investigation and planning of an Off-Road Vehicle site in the 2025/26 Budget.

Option 1 is recommended.

**Conclusion**

The Jarrahdale Bike Trail proposal by the Jarrahdale Community Collective would introduce a distinctive tourism experience to Jarrahdale at no cost to the Shire, while empowering and involving local community groups. The proposed ORV trail through Jarrahdale by the Recreational Trailbike Riders Association would strengthen the town's identity as a trail and tourism destination and foster a positive relationship with ORV riders, paving the way for a future designated ORV area. As both projects are in the planning phase, Shire Officers recommend providing both groups in-principle support for their projects.

Should Council wish the Shire to progress planning for an ORV proposal, Shire Officers recommend this be considered as a business case in the 2025/26 Budget.

**Attachments (available under separate cover)**

- **10.4.1 - attachment 1** – JCC – Request for In-Principle Support (IN24/25923)
- **10.4.1 - attachment 2** – JCC - Jarrahdale Tram Line (E24/16045)
- **10.4.1 - attachment 3** – JCC – Environmental Risk Assessment (E24/16046)



- **10.4.1 - attachment 4** – JCC – Further Explanation to Environmental Risk Assessment (E24/16047)
- **10.4.1 - attachment 5** – JCC – Jarrahdale Heritage Society Letter of Support (E24/16048)
- **10.4.1 - attachment 6** – JCC – PTA Letter of Support (E24/16049)
- **10.4.1 - attachment 7** – RTRA - Request for In-Principle Support (IN24/25691)
- **10.4.1 - attachment 8** – RTRA - Grant Objectives (IN24/16050)

#### Alignment with our Council Plan 2023-2033

<b>Thriving</b>	
<b>3.</b>	Strengthen and grow the local tourism industry
<b>4.</b>	Ensure sustainable and optimal use of Shire resources and finances
<b>Connected</b>	
<b>1.</b>	Invest in community recreation and support local clubs and groups to increase opportunities for participation
<b>3.</b>	Empower the community to engage with the Shire and collaborate on matters that are important to them

#### 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	Expectation from the JCC or RTRA that the letter of in-principle support is a commitment for financial contribution towards the project	Ensure the letter of support articulates that it is in-principle support only and does not indicate any financial support towards either of the projects at this time.	Reputation	Possible	Insignificant	LOW	Ongoing engagement with both JCC and RTRA
2 and 3	No letter of support is provided to JCC or RTRA could impact the working relationship between	Ongoing engagement with the groups on their	Strategic Stakeholder Relationships	Possible	Minor	LOW	Option 1



	the Shire and the community groups.	respective proposals					
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**Voting Requirements:** Simple Majority

Officer Recommendation

That Council:

1. NOTES the request from the Jarrahdale Community Collective regarding the Jarrahdale Bike Trail proposal and REQUESTS the Chief Executive Officer to provide the Jarrahdale Community Collective a letter of in-principle support for the proposal and advise them to continue the planning and development of the Jarrahdale Bike Trail, in accordance with DBCA's 8 Step Trail Development Process.
2. NOTES the request from the Recreational Trailbike Riders Association regarding the Off-Road Vehicle Concept Plan proposal and REQUESTS the Chief Executive Officer to provide the Recreational Trailbike Riders Association a letter of in-principle support for the proposal.
3. NOTES that the Shire did not make an application for the State Government's 2024 ORV Funding Program and REQUESTS the Chief Executive Officer present a business case for the investigation and planning of an Off-Road Vehicle site in the 2025/26 Budget.

**OCM327/11/24**

#### **COUNCIL RESOLUTION**

**Moved Cr Mack, seconded Cr Bishop**

**That Council:**

1. **NOTES the request from the Jarrahdale Community Collective regarding the Jarrahdale Bike Trail proposal and REQUESTS the Chief Executive Officer writes to the Jarrahdale Community Collective inviting them to present the details of this project to Council at a Policy Concept Forum.**
2. **NOTES the request from the Recreational Trailbike Riders Association regarding the Off-Road Vehicle Concept Plan proposal and REQUESTS the Chief Executive Officer to provide the Recreational Trailbike Riders Association a letter of in-principle support for the proposal.**
3. **NOTES that the Shire did not make an application for the State Government's 2024 ORV Funding Program and REQUESTS the Chief Executive Officer present a business case for the investigation and planning of an Off-Road Vehicle site in the 2025/26 Budget.**

**MOTION LOST 1/6**

*In accordance with section 5.21(4) of the Local Government Act 1995, the individual vote of each member of the Council was as follows:*

*Councillor Mack voted FOR the motion.*

*President Coales, Councillors Bishop, Byas, Duggin, Jerrett, and Mazzini voted AGAINST the motion.*



In accordance with clause 10.17 or the Shire of Serpentine Jarrahdale Standing Orders Local Law, Cr Duggin made a Personal Explanation.

OCM328/11/24

#### **COUNCIL RESOLUTION**

Moved Cr Duggin, seconded Cr Bishop

That Council:

1. **NOTES** the request from the Jarrahdale Community Collective regarding the Jarrahdale Bike Trail proposal and **REQUESTS** the Chief Executive Officer to provide the Jarrahdale Community Collective a letter of in-principle support for the proposal and advise them to continue the planning and development of the Jarrahdale Bike Trail, in accordance with DBCA's 8 Step Trail Development Process.
2. **NOTES** the request from the Recreational Trailbike Riders Association regarding the Off-Road Vehicle Concept Plan proposal and **REQUESTS** the Chief Executive Officer to provide the Recreational Trailbike Riders Association a letter of in-principle support for the proposal.
3. **NOTES** that the Shire did not make an application for the State Government's 2024 ORV Funding Program and **REQUESTS** the Chief Executive Officer present a business case for the investigation and planning of an Off-Road Vehicle site in the 2025/26 Budget.
4. **RECOGNISES** the Jarrahdale Bike Trail Project as Jarrahdale Railbikes.
5. **REQUESTS** the Chief Executive Officer write to the Jarrahdale Community Collective inviting them to present at a future Policy Concept Forum on Jarrahdale Railbikes.

**CARRIED UNANIMOUSLY 7/0**

#### Reason for difference:

To recognise the railbike project by its working name and to share information with other councillors.

**Councillors Mazzini, Mack, Duggin and President Coales declared an Impartiality Interest for Item 10.4.2**

<b>10.4.2 - Byford and Districts Country Club Request for Financial Support (SJ281)</b>	
<b>Responsible Officer:</b>	Director Community Engagement
<b>Senior Officer:</b>	Chief Executive Officer
<b>Disclosure of Officer's Interest:</b>	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.
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**Report Purpose**

The purpose of this report is for Council to consider the request for financial support from the Byford and Districts Country Club.

**Relevant Previous Decisions of Council**

There are no previous Council decisions relating to this matter.

**Background**

On Monday, 23 September 2024, the Shire received a letter from the Byford and Districts Country Club (BDCC) requesting financial support towards their bowling green replacement project. The letter from BDCC is provided at **attachment 1**.

**Community / Stakeholder Consultation**

Shire Officers met with representatives of the BDCC on Thursday, 5 September 2024 to receive an update on the Club's bowling green replacement project.

Following receipt of the letter from the BDCC on Monday, 23 September, Shire Officers met with the BDCC chair and general manager on Thursday, 24 October to discuss their request for financial assistance.

**Statutory Environment**

Nil.



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## Comment

### Lease

The BDCC have a peppercorn lease of 88 Linton Street North, Byford. The key lease details are:

#### *Term*

**Term:** 20 years - 1 September 2014 – 31 August 2034

**Further Term Option:** 20 years 1 September 2034 – 31 August 2054

**Rate:** \$1.00 per annum

The stated purpose of this lease is to provide land on which the lessee may, at its expense, construct a new clubhouse and uses reasonably ancillary thereto.

Agreed outgoings for this lease are:

- (a) Local government rates, specified area rates, taxes, service and other charges and including charges for rubbish and garbage removal.

#### *Facility Maintenance*

The tenant is responsible for all maintenance and insurance of the premises.

There is no obligation to Lessor to repair or maintain.

#### *Asset Renewal*

### 16.2 Restriction

(1) The Lessee must not without prior written consent:

- (ii)(b) make or allow to be made any alteration, addition or improvements to or demolish any part of the Premises; or

### 16.4 Cost of works

All works undertaken under this clause 16 will be carried out at the Lessee's expense.

### Bowling green project

Shire records provide the following information regarding the construction of the bowling green at the BDCC:

- The Shire awarded the construction contract to Alita on 18 December 2015 for \$4 million, later revised to \$3.9 million, to be delivered by 24 June 2016.
- Practical completion was reached on 12 July 2016, with 12 months defects liability.
- The Shire released Alita's bank guarantees in October 2017, which essentially means final sign off of the project.

On Monday, 23 September 2024, the BDCC Chair wrote to the Shire outlining the financial challenges the BDCC was experiencing with its bowling green replacement project. As per the BDCC letter at **attachment 1**, the BDCC budgeted \$200,000 for the bowling green replacement project. The BDCC state that after removing the original playing surface they discovered defects with the base and sub-base, which has resulted in expenditure of the project totalling \$300,000. In its letter, the BDCC has requested a three-year rates waiver, totalling approximately \$120,000, to assist in the club with covering the additional expenditure for the project.



Shire Officers met with the BDCC chair and general manager on Thursday, 24 October 2024 to discuss their request for financial assistance, as well as opportunities that may exist for the Shire to provide financial assistance to the BDCC in exchange for the BDCC providing a community benefit to the community and/or Shire, in addition to what the BDCC already provides. No decisions or agreements were made at the meeting.

#### Next steps

Shire Officers have identified the following options for Council to consider regarding the BDCC request for financial assistance:

Option 1 – Continue to engage with the BDCC to identify community benefit opportunities that the BDCC can provide in recognition of a financial contribution from the Shire to the BDCC for their bowling green replacement project and present a further report back to Council.

Option 2 – Council provides a financial contribution to the BDCC for their bowling green replacement project.

Option 3 – Council advises the BDCC that it will not provide a financial contribution towards their bowling green replacement project.

#### **Options**

##### Option 1

That Council:

1. NOTES the letter from the Byford and Districts Country Club requesting financial support towards their bowling green replacement project, provided at **attachment 1**.
2. REQUESTS the Chief Executive Officer to continue to engage with the Byford and Districts Country Club to identify community benefit opportunities that the Byford and Districts Country Club can provide in recognition of a financial contribution from the Shire to the Byford and Districts Country Club for their bowling green replacement project and present a further report back to Council for consideration.

##### Option 2

That Council:

1. NOTES the letter from the Byford and Districts Country Club requesting financial support towards their bowling green replacement project, provided at **attachment 1**.
2. PROVIDES a financial contribution of *[Elected Member moving motion to specify amount]* to the Byford and Districts Country Club for their bowling green replacement project.

##### Option 3

That Council:

1. NOTES the letter from the Byford and Districts Country Club requesting financial support towards their bowling green replacement project, provided at **attachment 1**.
2. DOES NOT PROVIDE a financial contribution towards the Byford and Districts Country Club's bowling green replacement project and REQUESTS the Chief Executive Officer to write to the Byford and Districts Country Club advising them of the decision.

Option 1 is recommended.



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**Conclusion**

The Byford and Districts Country Club have requested financial support towards their bowling green replacement project. This report provides options for Council to consider.

**Attachments (available under separate cover)**

- **10.4.2 - attachment 1** – Byford and Districts Country Club - Request for Financial Support (E24/14154)
- **10.4.2 – attachment 2** – Byford and Districts Country Club - Detailed Cost Breakdown (E24/14155)
- **10.4.2 – CONFIDENTIAL - attachment 3** – Byford and Districts Country Club - Invoices and quotations received to date (E24/16257)
- **10.4.2 – attachment 4** – Byford and Districts Country Club - Compaction and Soil Testing (E24/14156)
- **10.4.2 – attachment 5** – Byford and Districts Country Club - 2023/2024 Community Recipients (E24/14157)
- **10.4.2 – attachment 6** – Byford and Districts Country Club - Images of Project (E24/14158)

**Alignment with our Council Plan 2023-2033**

Thriving
4. Ensure sustainable and optimal use of Shire resources and finances
Connected
3. Empower the community to engage with the Shire and collaborate on matters that are important to them

**Financial Implications**

Options 1 and 3 do not have any financial implications. If Council resolved option 2, it would need to identify projects or initiatives to forego in order to make a financial contribution to the Byford and Districts Country Club.

**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	Expectation from the BDCC that Council will make a financial contribution towards the bowling green replacement project.	Engagement with the BDCC to date.	Reputation	Likely	Minor	MODERATE	Further engagement with BDCC on options.
2	The financial contribution is unbudgeted, and Council will need to identify projects or initiatives to forego in order to make a financial contribution to the BDCC.	Adoption of Shire's 2024/25 Budget.	Financial	Likely	Minor	MODERATE	Option 1.
3	The BDCC is unable to secure any external funds to assist in covering the additional expenditure for the project, causing them to experience financial hardship.	Engagement with the BDCC to date.	Social Community Outcomes /	Likely	Minor	MODERATE	Option 1.



**Voting Requirements:** Simple Majority

**OCM329/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council:**

- 1. NOTES the letter from the Byford and Districts Country Club requesting financial support towards their bowling green replacement project, provided at attachment 1.**
- 2. REQUESTS the Chief Executive Officer to continue to engage with the Byford and Districts Country Club to identify community benefit opportunities that the Byford and Districts Country Club can provide in recognition of a financial contribution from the Shire to the Byford and Districts Country Club for their bowling green replacement project and present a further report back to Council for consideration.**

**CARRIED UNANIMOUSLY 7/0**

**10.4.3 - Council Policy Review - 5.1.3 - Lease and Licence Management (SJ975)**

<b>Responsible Officer:</b>	Manager Community Projects & Property
<b>Senior Officer:</b>	Director Community Engagement
<b>Disclosure of Officer's Interest:</b>	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.
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**Report Purpose**

The purpose of this report is for Council to consider adopting the revised Council Policy - 5.1.3 - Lease and Licence Management, contained at **attachment 3**.

**Relevant Previous Decisions of Council**

*Ordinary Council Meeting - 18 December 2017 - OCM179/12/17 - COUNCIL DECISION / Officer Recommendation*

*That Council:*

- 1. Adopts the revised Policies as contained in attachment OCM179.1/12/17 effective from 18 December 2017.*
- 2. Adopts the new Policies as contained in attachment OCM179.3/12/17 effective 18 December 2017.*
- 3. Revokes the Policies as contained in attachment OCM179.5/12/17 effective 18 December 2017.*
- 4. Revokes Council Policies identified as Business Operating Policies as contained in attachment OCM179.7/12/17 and endorses them as Business Operating Policies effective 18 December 2017.*

*Ordinary Council Meeting - 22 April 2013 - OCM186/04/13 - COUNCIL DECISION / Officer Recommendation*

*That Council:*

- 1. Adopt Council Policy G007 – Lease and Licence Management Policy as per attachment OCM186.1/04/13.*
- 2. Adopt Council Policy SEG02 – Community Group Rating Policy as per attachment OCM186.2/04/13.*



## Background

*Council Policy - 5.1.3 - Lease and Licence Management (attachment 1)* contains details pertaining to lease and licence negotiations, including key lease details and clauses.

Following the Community Infrastructure Leases and Licences portfolio moving to the Community Engagement Directorate earlier this year, a review of all processes and procedures has been undertaken by Shire Officers.

## Community / Stakeholder Consultation

### Policy Concept Forum

<b>Meeting Date</b>	28 October 2024
<b>Elected Members in Attendance</b>	Cr Bishop, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini

## Statutory Environment

### Policy Adoption

Section 2.7 of the *Local Government Act 1995* provides that the role of Council is to 'determine the local government's policies'. The amendment, adoption or rescindment of any Council Policy must therefore be resolved by Council.

### Lease and Licence Management

- *Local Government Act 1995*
- *Residential Tenancies Act 1987 and Regulations*
- *Land Administration Act 1997*
- *Property Law Act 1969*

## Comment

The Shire is committed to ensuring effective use and management of Shire facilities. To fulfill this objective, the Shire delivers a variety of tenancy agreements that support community and commercial functions, fostering positive relationships between the community and the Council while strengthening community connections.

Amendments have been made to the policy to provide clear guidance to Shire Officers regarding the implementation and standards expected during negotiations. The changes ensure clear procedures for Officers in the negotiation process for any lease or licence agreements undertaken.

Key amendments to the Council Policy are summarised below:

<b>Key Amendment</b>	<b>Purpose of Amendment</b>
Removal of Structured Categories	Eliminate rigid categories to allow for a more flexible approach, recognising that a one-size-fits-all solution is often inadequate.
Cost-Benefit Consideration	Prioritise social and economic benefits over purely no-cost leases to the Shire, ensuring a comprehensive evaluation of community impact.



Key Amendment	Purpose of Amendment
Improved outline of processes	To ensure lines of responsibility and required processes between Council and Administration are set under the terms of the Policy.
Responsibility of outgoings	Inclusion of this section to outline what outgoings the tenant is responsible for.
Approval	Policy has been updated that all leases must be approved by Council.
Definitions updated	To reflect the updates and proposed amendments.

The current policy is included at **attachment 1** for comparative purposes. The revised policy is included at **attachment 3**.

### Options

#### Option 1

That Council ADOPTS the revised Council Policy - 5.1.3 - Lease and Licence Management, as contained in **attachment 3**.

#### Option 2

That Council ADOPTS the revised Council Policy - 5.1.3 - Lease and Licence Management, contained in **attachment 3** with the following amendments:

*[Amendments to be specified by the Elected Member moving the motion]*

#### Option 3

That Council DOES NOT ADOPT the revised Council Policy - 5.1.3 - Lease and Licence Management, as contained in **attachment 3**.

Option 1 is recommended.

### Conclusion

A review of Council Policy 5.1.3 - Lease and Licence Management has been undertaken in consultation with key stakeholders, with proposed amendments being presented for Council's consideration.

### Attachments (available under separate cover)

- **10.4.3 - attachment 1** - Council Policy - 5.1.3 - Lease and Licence Management – Current Policy (E17/11169)
- **10.4.3 - attachment 2** - Council Policy - 5.1.3 - Lease and Licence Management – Tracked Changes (E24/15958)
- **10.4.3 – attachment 3** - Council Policy - 5.1.3 - Lease and Licence Management – Revised Policy (E24/15482)



### Alignment with our Council Plan 2023-2033

Thriving	
4. Ensure sustainable and optimal use of Shire resources and finances	
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 are no significant risks associated with option 1.						
2	Amendments to the policy may not be reflective of community expectations.	Internal engagement with stakeholders and feedback from current lease and licence holders.	Social / Community Outcomes	Possible	Minor	MODERATE	Option 1
3	If Council does not adopt the revised Policy, the Shire will continue to have an out-of-date Policy. Outdated policies increase risks associated with compliance and efficiencies as they may not address the current operational environment.	Internal engagement with stakeholders and feedback from current lease and licence holders.	Organisational Performance	Possible	Minor	MODERATE	Option 1



**Voting Requirements:** Simple Majority

**OCM330/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council ADOPTS the revised Council Policy - 5.1.3 - Lease and Licence Management, as contained in attachment 3.**

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**



<b>10.4.4 - Award Request for Tender - RFT 11/2024 - Bushfire Mitigation Services (SJ4490)</b>	
<b>Responsible Officer:</b>	Coordinator Emergency Services
<b>Senior Officer:</b>	Director Community Engagement
<b>Disclosure of Officer's Interest:</b>	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.
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**Report Purpose**

The purpose of this report is to seek Council approval for the award of RFT 11/2024 – Bushfire Mitigation Services.

**Relevant Previous Decisions of Council**

Nil.

**Background**

The Shire released a public request for tender seeking Bushfire Mitigation Services for various reserves, road verges and private property within the Shire of Serpentine Jarrahdale.

The Services / Goods being procured on a schedule of rates basis are:

- Wet Hire of Machinery to conduct bushfire mitigation services:
  - Creating new or modification of existing firebreaks
  - Grading
  - Slashing
  - Rotary hoeing
  - Mechanical Mulching
  - Brush cutting
  - Minor Tree Pruning & Ladder Fuel Removal
  - Removal of Dead and Dying Vegetation / Fuel Load Reduction
- Rural verge slashing (incl. Traffic Management).

The Request for Tender RFT 11/2024 – Bushfire Mitigation Services was advertised on Wednesday, 14 August 2024 and closed at 2pm on Tuesday, 3 September 2024.



The Tender was advertised in the following papers:

- West Australian Newspaper
- Examiner (Serpentine Jarrahdale & Armadale)
- Pinjarra/Murray Times (Inc. Mandurah Coastal Times)
- Sound Telegraph (Rockingham & Kwinana)

### **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.

### **Comment**

#### **Submissions**

Five (5) submissions were received, and the submissions are summarised in **CONFIDENTIAL attachment 1**.

Tender submissions were received from the following companies:

#	Company Name
1	Downer EDI Works Pty Ltd
2	Fire Mitigation Services Pty Ltd
3	Martins Environmental Services Pty Ltd
4	Natural Area Holdings Pty Ltd
5	Preplan Pty Ltd T/A Absolute Mitigation

### **Evaluation Panel**

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

- Technical Officer Operations
- Manager Operations
- Coordinator Emergency Services



Prior to receiving submissions, all Evaluation Panel members completed a Declaration of Confidentiality and Interest form, with declarations managed in accordance with Shire's Conflict of Interest procedures as outlined in **CONFIDENTIAL attachment 1**. Each member of the panel assessed the submissions separately.

## **Evaluation Criteria**

### Compliance Criteria

All tender submissions comply with the request for tender guidelines and compliance criteria.

### 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				20%			
Demonstrated relevant experience of the Company in providing the same or similar services to local government or the private sector over the past five years. <ul style="list-style-type: none"><li>Detail experience in bushfire mitigation services including but not limited to; creation of new and or modification of existing firebreaks, grading, slashing, rotary hoeing, mechanical mulching, brush cutting, minor tree pruning, Removal of dead/dying vegetation, fuel load reduction.</li><li>Provide details of the capacity and availability that your company can service at any one time, and the time it takes to complete a service.</li></ul>							
Key Personnel, Skills and Resources				20%			
Provide information that explains the capacity of the Company to deliver the services including: <ul style="list-style-type: none"><li>a. Key personnel and their Professional Qualifications, Certifications, Accreditations and Relevant Experience; Number of total employees</li><li>b. Provide key details of the HSE (health, safety, and environment) provisions within the company including SWMS, Insurances, SDS etc.</li><li>c. Companies after hour's response capabilities.</li></ul> 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. <table><tr><td>Name</td><td>Years in Industry</td><td>Roles and Responsibility</td><td>Experience</td></tr></table>					Name	Years in Industry	Roles and Responsibility
Name	Years in Industry	Roles and Responsibility	Experience				
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.							
Demonstrated Understanding				10%			
Provide a detailed programme showing how the service will be delivered to.							



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.

Processes should be set out in a concise manner and the use of dot points or tabular schedule is acceptable

### **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 Martins Environmental Services 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 Martins Environmental Services Pty Ltd be accepted.

### **Options**

#### Option 1

That Council:

1. AWARDS the Tender RFT 11/2024 – Bushfire Mitigation Services to Martins Environmental Services Pty Ltd as recommended in **CONFIDENTIAL attachment 1** for the period of three (3) years (1 December 2024 till 30 November 2027) on the pricing schedule contained within **CONFIDENTIAL attachment 2**.
2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 11/2024 - Bushfire Mitigation Services.

#### Option 2

That Council DECLINES to accept any tender.

Option 1 is recommended.

### **Conclusion**

Martins Environmental Services 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 Resources 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 to Martins Environmental Services Pty Ltd.

**Attachments (available under separate cover)**

- **10.4.4 – CONFIDENTIAL attachment 1** – RFT 11/2024 - Bushfire Mitigation Services - Evaluation Report (E24/15756)
- **10.4.4 – CONFIDENTIAL attachment 2** – RFT 11/2024 – Bushfire Mitigation Services – Martins Environmental Services Pty Ltd Pricing Schedule (E24/15765)

**Alignment with our Council Plan 2023-2033**

Liveable
2. Improve maintenance and investment in roads and paths
3. Preserve and enhance our natural places, parks, trails and reserves

**Financial Implications**

The estimated cost of services to be delivered under this contract is \$228,000 per annum. These costs have been factored into the Shire's 2024-2025 annual operating budget.

**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 service delivery.	Tender documentation includes a copy of the proposed contract.  Individual procurement processes per job can be undertaken.	Organisational Performance	Unlikely	Minor	LOW	Nil.
2	Not awarding the tender will mean the services need to be individually procured which may lead to inefficiencies financially and with process.	Nil.	Organisational Performance	Possible	Minor	MODERATE	Nil.



**Voting Requirements:** Simple Majority

**OCM331/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council:**

- 1. AWARDS the Tender RFT 11/2024 – Bushfire Mitigation Services to Martins Environmental Services Pty Ltd as recommended in CONFIDENTIAL attachment 1 for the period of three (3) years (1 December 2024 till 30 November 2027) on the pricing schedule contained within CONFIDENTIAL attachment 2.**
- 2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 11/2024 - Bushfire Mitigation Services.**

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**

**10.5 Executive Services reports:**

<b>10.5.1 - Minutes of the Rivers Regional Council - Ordinary Council Meeting - 17 October 2024 (SJ581-3)</b>	
<b>Responsible Officer:</b>	Manager Waste and Fleet
<b>Senior Officer:</b>	Chief Executive Officer
<b>Disclosure of Officer's Interest:</b>	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.
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**Report Purpose**

The purpose of this report is to enable Council to note the minutes of the Rivers Regional Council Ordinary Meeting held on 17 October 2024.

**Relevant Previous Decisions of Council**

Nil.

**Background**

The Rivers Regional Council (RRC) is a regional local government established under s3.61 of the *Local Government Act 1995*. The Shire of Serpentine Jarrahdale (the Shire) is a member of the RRC.

The RRC provides waste services on behalf of member local governments.

**Community / Stakeholder Consultation**

Nil.

**Statutory Environment**

From a legislative perspective, the RRC is a distinct local government entity. Except for the sections listed in s3.66 of the Act, RRC is required to comply with the Act as any other local government.

**Comment**

The RRC Council Meeting was held on 17 October 2024. The Shire was represented by Cr Mack and Cr Jerrett.

The following items were discussed and carried unanimously:

- Payments for the Period 1 August 2024 to 30 September 2024;
- Financial Report for the Period 1 August 2024 to 30 September 2024;
- CEO Report.



The CEO's report included the final approved version of the Rivers Regional Subsidiary charter, which was approved by Officers of the member councils and Councillors at the meeting.

**Options**Option1

That Council NOTES the unconfirmed minutes of the Rivers Regional Council Ordinary Meeting held on 17 October 2024 as contained in **attachment 1**.

Option 2

That Council DOES NOT NOTE the unconfirmed minutes of the Rivers Regional Council Ordinary Meeting held on 17 October 2024.

Option 1 is recommended.

**Conclusion**

As a member of the RRC, the unconfirmed minutes of the RRC Ordinary Council Meeting held on 17 October 2024 are attached for Council's information.

**Attachments (available under separate cover)**

- **10.5.1 - attachment 1** – Rivers Regional Council Ordinary Council Meeting Minutes – 17 October 2024 (IN24/24992)

**Alignment with our Council Plan 2023-2033**

Liveable
5. Increase our capacity to reduce, recover and recycle waste to improve sustainability and reduce impacts on the environment

**Financial Implications**

Nil.

**Risk Implications**

Nil.

**Voting Requirements:** Simple Majority

**OCM332/11/24****COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council NOTES the unconfirmed minutes of the Rivers Regional Council Ordinary Meeting held on 17 October 2024 as contained in attachment 1.**

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**

**10.5.2 - Council Policy Review - Urban and Rural Verge Policy (SJ526-02)**

<b>Responsible Officer:</b>	Manager Operations
<b>Senior Officer:</b>	Executive Manager of Operations
<b>Disclosure of Officer's Interest:</b>	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.
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**Report Purpose**

The purpose of this report is to enable Council to, as part of the Shire's policy review cycle, consider adopting revisions of the below policies.

- Council Policy 2.2.6 – Permissible Urban Verge Treatments
- Council Policy 2.2.7 – Permissible Rural Verge Treatments

It is recommended to combine the two verge treatment policies into one comprehensive document, to be known as Council Policy 2.2.6 Urban and Rural Verge Policy.

**Relevant Previous Decisions of Council**

There are no previous Council decisions relating to this matter.

**Background**

In 2023, it was advised that a review of the policies relating to verge treatments be conducted. As a result of this review and consultation, it was decided to combine both verge treatment policies into one comprehensive document, to be known as Council Policy 2.2.6 Urban and Rural Verge Policy. The verge treatment guidelines were also combined into one document to be known as Verge Guidelines.

This report deals with the review of two documents:

- Council Policy 2.2.6 Permissible Urban Verge Treatments (**attachment 1**)
- Council Policy 2.2.7 Permissible Rural Verge Treatments (**attachment 2**)

**Community / Stakeholder Consultation**Policy Concept Forum

<b>Meeting Date</b>	07 October 2024
<b>Elected Members in Attendance</b>	President Coales, Cr Bishop, Cr Byas, Cr Duggin, Cr Mack, Cr Mazzini



## Statutory Environment

### Review of Council Policies

Section 2.7 of the *Local Government Act 1995* provides that the role of Council is to 'determine the local government's policies'. The amendment, adoption or rescindment of any Council Policy must therefore be resolved by Council.

The development of the revised verge policy provide direction in the maintenance and development of road verges within the Shire in accordance with *Public Places and Local Government Property Local Law 2019*.

## Comment

### Council Policy – Urban and Rural Verge

Amendments have been made to the Policies to offer clear guidance for Officers and property owners regarding the implementation of permissible verge treatments and their associated maintenance activities. While the overall intent of the Policy remains unchanged, these updates ensure alignment with current best practices and promote consistency in application.

The revised Council Policy, to be known as Council Policy 2.2.6 Urban and Rural Verge Policy defines the roles and responsibilities, along with a clear definition of a verge, its purpose, and functions within the Shire.

Key amendments to the Council Policy are summarised below.

Current Policies	Amendments	Purpose of Amendment
<b>Name</b> 1. Permissible Urban Verge Treatments, and 2. Permissible Rural Verge Treatments	Name change to Urban and Rural Verge Policy.	To combine both policy documents into one comprehensive document, for ease of use. This will also allow for consistent practices and functionality of Shire verges.
<b>Pedestrian Access Zone</b> Permissible Urban Verge Treatments - with footpath non-existent, without footpath 1.2m Permissible Rural Verge Treatments - 2.0m clearance	Verges that do not contain a footpath are required to leave a 2.0-metre-wide public access zone along the kerb line.  Verges with a centrally located footpath, the 2.0 metre access zone is not required. It is recommended to allow a setback of 0.5m from kerb line is kept level and clear to allow for utility access.  For verges with footpath immediately adjacent to the kerb, the 2.0 metre access zone is not required. It is recommended that a setback	To establish consistency between the urban and rural verges, and in accordance with <i>Public Places and Local Government Property Local Law 2019</i> .



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Current Policies	Amendments	Purpose of Amendment
	of 0.5m from the edge of the footpath is kept level and clear so not to obstruct the footpath.	
<b>Maximum Plant Height</b> Permissible Urban Verge Treatments and Permissible Rural Verge Treatments	Change the maximum plant height from 750mm to 600mm	The amendment ensures the sight lines are maintained in areas such as intersecting streets, rights of way, footpaths, and driveways.
<b>Hardstand Allocation</b> Permissible Urban Verge Treatments and Permissible Rural Verge Treatments	Change the maximum hardstand allocation from the mixed 35%-50%, to a consistent 35% of the property frontage (inclusive of crossovers but excludes footpaths).  If the resident wishes to install a hardstand material that exceeds the 35% area, they can apply for a variation.	This amendment ensures hardstand installation reflects industry best practice and supports the Street Tree Policy as well as the Urban and Rural Forest Strategy.
<b>Organic Mulch Size</b> Permissible Urban Verge Treatments and Permissible Rural Verge Treatments	Mulch size has been updated from 20mm thickness to 30-50mm	This amendment ensures industry best practice to install larger mulch size, as its less likely to breakdown and require replacement.

As part of the review process, 16 local government verge policies were assessed including those with similar urban and rural verge spaces. The revised areas included maximum plant height, sightline maintenance, maximum hardstand allocation and pedestrian access zones.

Reference	Pedestrian Access Zone (Rural)	Pedestrian Access Zone (Urban - with footpath)	Pedestrian Access Zone (Urban - No footpath)	Maximum Plant Height on Verge	Maximum Plant Height within Sight Line	Sightline Maintenance Owner Responsibility	Maximum Hardstand Allocation
City of Armadale	1.5m	-	1.5m	0.75m	0.75m	YES	33%
Town of Bassendean	2m	1m	2m	0.70m	0.70m	YES	30%
City of Bayswater	2m	-	2m	0.75m	0.75m	YES	30%
City of Belmont	1.5m	-	1.5m	0.75m	0.75m	YES	33%
City of Bunbury	2m	-	2m	-	-	YES	33%



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Reference	Pedestrian Access Zone (Rural)	Pedestrian Access Zone (Urban - with footpath)	Pedestrian Access Zone (Urban - No footpath)	Maximum Plant Height on Verge	Maximum Plant Height within Sight Line	Sightline Maintenance Owner Responsibility	Maximum Hardstand Allocation
City of Busselton	2m	-	2m	0.75m	0.75m	YES	33%
City of Canning	1.5m	-	1.5m	0.70m	0.70m	YES	33%
City of Cockburn	1.5m	0.50m	1.5m	1.2m	0.60m	YES	25%
City of Gosnells	2m	-	2m	0.60m	0.10m	YES	N/A
City of Kalamunda	1.5m	-	1.5m	-	-	YES	50%
City of Kwinana	2m	-	2m	-	-	YES	33%
City of Mandurah	2m	-	2m	0.50m	0.50m	YES	50%
Shire of Murray	2m	2m	2m	0.75m	0.75m	YES	33%
City of Nedlands	1.5m	-	1.5m	0.60m	0.60m	YES	40%
City of Rockingham	2m	-	2m	0.75m	0.50m	YES	50%
<b>Shire of Serpentine Jarrahdale</b>	<b>2m</b>	<b>-</b>	<b>1.2m</b>	<b>0.75m</b>	<b>0.75m</b>	<b>YES</b>	<b>35% - 50%</b>
City of Swan	1.2m	-	1.2m	0.50m	0.50m	YES	N/A

The revised policy follows industry best practice, standards and streamlines the application and approval processes.

Given the amendments are minor and demonstrates clear direction, Officers recommend adoption by Council of the Policy as contained in **attachment 3**.

### Options

#### Option 1

That Council ADOPTS the revised Council Policy 2.2.6 - Urban and Rural Verge Policy as contained in **attachment 3**.

#### Option 2

That Council ADOPTS the revised Council Policy 2.2.6 - Urban and Rural Verge Policy as contained in **attachment 3** with the following amendments:

*[Amendments to be specified by the Elected Member moving the motion]*

**Option 3**

That Council DOES NOT ADOPT the revised Council Policy 2.2.6 - Urban and Rural Verge Policy as contained in **attachment 3**.

Option 1 is recommended.

**Conclusion**

As part of the Shire's policy review, alignment with current best practice, public health and safety, social and environmental benefits, amenity and aesthetics, the amendments of the policy are presented for Council consideration.

**Attachments (available under separate cover)**

- **10.5.2 - attachment 1** - Council Policy 2.2.6 - Permissible Verge Treatments Urban (E24/16148)
- **10.5.2 - attachment 2** - Council Policy 2.2.7 - Permissible Verge Treatments Rural (E24/16147)
- **10.5.2 - attachment 3** - Revised Council Policy 2.2.6 - Urban and Rural Verge Policy (E24/10668)

**Alignment with our Council Plan 2023-2033**

Thriving	
4.	Ensure sustainable and optimal use of Shire resources and finances

The revised Policy provides clearer direction and guidance for Shire officers, enabling a more efficient maintenance schedule that positively impacts Council resources. This ensures the Shire is at the forefront of industry best practices and future resource allocations.

By establishing a clearer understanding of verge maintenance, the revised Policy will enhance resource management. It will facilitate the redirection of resources to effectively meet the current service level requirements for reserves.

**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 option 1						



2	If council does not adopt the revised Policy, the Shire will continue to have an out of date policy. This may increase risks associated with compliance and efficiencies that may not address the current operational requirements.	Current out of date Policies for Permissible Verge Treatments.	Organisational Performance	Possible	Moderate	MODERATE	NA
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**Voting Requirements:** Simple Majority

#### **OCM333/11/24**

##### **COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Jerrett**

**That Council ADOPTS the revised Council Policy 2.2.6 - Urban and Rural Verge Policy as contained in attachment 3.**

**CARRIED UNANIMOUSLY (en bloc at 8.40pm) 7/0**

#### **OCM334/11/24**

##### **COUNCIL RESOLUTION**

**Moved Cr Jerrett, seconded Cr Byas**

**That the meeting be closed to members of the public while items 10.6.1, 10.6.2 and 10.2.1 are discussed pursuant to section 5.23(2)(c), (d) and (f) of the *Local Government Act 1995*.**

**CARRIED UNANIMOUSLY 7/0**

**At 9.09pm, the meeting went behind closed doors.**

**Officers assisting the meeting stopped the recording of the meeting.**

**Cr Jerrett left at 9.10pm.**

**Cr Jerrett returned at 9.11pm**

**10.6 Confidential reports:**

<b>10.6.1 - CONFIDENTIAL - Commence Prosecution Proceedings under the <i>Criminal Procedures Act 2004</i> - Lot 887, 957 Jarrahdale Road, Jarrahdale (PA24/589)</b>	
<b>Responsible Officer:</b>	Manager Statutory Planning and Compliance
<b>Senior Officer:</b>	Director of Development Services
<b>Disclosure of Officer's Interest:</b>	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> .

**Confidentiality Provisions**

This report is confidential in accordance with Section 5.23(2)(d) and (f) of the *Local Government Act 1995*, which permits the meeting be closed to the public for business relating to the following:

- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
- (f) *a matter that if disclosed, could be reasonably expected to —*
  - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating, or dealing with any contravention or possible contravention of the law; or*
  - (ii) *endanger the security of the local government's property; or*
  - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety.*

A full report is provided to Councillors under a separate cover. The report is not available for publication.

**Voting Requirements:** Simple Majority

**OCM335/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Bishop**

**That Council resolves to AUTHORISE the prosecution proceedings under section 20(1)(b)(ii) of the *Criminal Procedure Act 2004* against the occupiers (Raymond Nisevich and Michael Soskan) and any companies occupying 957 Jarrahdale Road, Jarrahdale for unauthorised storage of materials and structures and any further charges as advised by the Shire's appointed Lawyers.**

**CARRIED UNANIMOUSLY 7/0**



<b>10.6.2 - CONFIDENTIAL - Commence Prosecution Proceedings under the <i>Criminal Procedures Act 2004</i> – Lot 718, 510 King Road, Oldbury (PA24/609)</b>	
<b>Responsible Officer:</b>	Manager Statutory Planning and Compliance
<b>Senior Officer:</b>	Director of Development Services
<b>Disclosure of Officer's Interest:</b>	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> .

### **Confidentiality Provisions**

This report is confidential in accordance with Section 5.23(2)(d) and (f) of the *Local Government Act 1995*, which permits the meeting be closed to the public for business relating to the following:

- (d) *legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and*
- (f) *a matter that if disclosed, could be reasonably expected to —*
  - (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating, or dealing with any contravention or possible contravention of the law; or*
  - (ii) *endanger the security of the local government's property; or*
  - (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety.*

A full report is provided to Councillors under a separate cover. The report is not available for publication.

**Voting Requirements:** Simple Majority

**OCM336/11/24**

### **COUNCIL RESOLUTION / Officer Recommendation**

**Moved Cr Duggin, seconded Cr Mazzini**

**That Council resolves to AUTHORISE the prosecution proceedings under section 20(1)(b)(ii) of the *Criminal Procedure Act 2004* against the landowners (Lisa Perry and Scott Perry) and any companies occupying 510 King Road, Oldbury for unauthorised development and structures and any further charges as advised by the Shire's appointed Lawyers.**

**CARRIED UNANIMOUSLY 7/0**

**10.2.1 - Award Request for Tender - RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade (SJ4525)**

<b>Responsible Officer:</b>	Manager Engineering Services
<b>Senior Officer:</b>	Director Infrastructure Services
<b>Disclosure of Officer's Interest:</b>	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.
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**Report Purpose**

The purpose of this report is to seek Council approval for the award of RFT 17/2024 - Karnup Road and Richardson Street intersection roundabout upgrade.

**Relevant Previous Decisions of Council**

The project was approved by Council as part of the 2024/2025 Annual Budget.

**Background**

Karnup Road and Richardson Street are classified as district distributor roads under the Main Roads WA Road Hierarchy. The posted speed limit on each of the two Karnup Road approaches to the roundabout as well as Richardson Street is 60km/h, With Richardson Street South being 50km/hr.

According to the crash data, there has been one Medical, 6 major property damage and one property damage minor severity crashes at the intersection. All crashes are right angle crashes due to the speeding when approaching the roundabout.

The proposed roundabout improvements include construction of the pre-deflection treatments on three approaches to the roundabout (North, South and East approaches), which will assist to reduce the vehicle approach speed to the roundabout where the crashes have been recorded. Improvements to the streetlighting at the roundabout are also part of the overall project, including the upgrade of one existing light and installation of two new street lights including light poles. The lighting improvements are not part of the tendered works and will be delivered separately by Western Power.



The location of the Karnup Road and Richardson Street intersection is shown in Figure 1 below:



**Figure 1: Intersection of Karnup Road and Richardson Street**

This project is 2/3 funded as part of the State Government (SBS) Black Spot Program and 1/3 funded by Council.

The Request for Tender RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade - was advertised on Saturday 14 September 2024 and closed at 2.00pm on Tuesday 8 October 2024.

The Tender was advertised in the following papers:

- West Australian Newspaper and Shire Website (Saturday 14 September 2024);
- Shire Notice Boards (Monday 16 September 2024);
- Serpentine Jarrahdale & Armadale Examiner Newspaper (Thursday 19 September 2024);
- Sound Telegraph and Mandurah Times Newspapers (Wednesday 18 September 2024).

### **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.

### **Submissions**

The five (5) submissions were received, and the submissions are summarised in **CONFIDENTIAL attachment 1**.

Tender submissions were received from the following companies:

#	Company Name
1	Civcon Civil & Project Management Pty Ltd
2	Industrial Roadpavers (WA) Pty Ltd
3	Raubex Construction Pty Ltd
4	Stabilised Pavements of Australia
5	WCP Civil Pty Ltd

### **Evaluation Panel**

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

- Senior Project Engineer;
- Infrastructure Projects Coordinator;
- Engineering Design Lead.

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 Criteria**

#### Compliance Criteria

All tender submissions comply with the request for tender guidelines and compliance criteria.

#### 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	55%
<b>Relevant Experience</b> Demonstrated relevant experience of the Company in providing the same or similar services to local government or the private sector over the past five years	15%



EVALUATION CRITERIA	WEIGHTING
<b>Key Personnel and Skills</b> Capacity to deliver the services including: Key personnel / Professional skills	15%
<b>Demonstrated Understanding</b> Tenderers should detail the process they intend to use to achieve the Requirements of the Specification. Use dot points to explain the process. The process should include a timetable for delivering 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 WCP Civil 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 WCP Civil Pty Ltd be accepted.

**Options**Option 1

That Council:

1. AWARDS the Tender RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade to WCP Civil Pty Ltd to the value of \$339,912.61 (ex GST) as contained in **CONFIDENTIAL attachment 1**;
2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade.

Option 2

That Council DECLINES to accept any tender.

Option 1 is recommended.

**Conclusion**

WCP Civil 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 to WCP Civil Pty Ltd.

**Attachments (available under separate cover)**

- **10.2.1 – CONFIDENTIAL attachment 1** – RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade - Evaluation Report (E24/15684)

**Alignment with our Council Plan 2023-2033**

<b>Thriving</b>	
2.	Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
3.	Strengthen and grow the local tourism industry
4.	Ensure sustainable and optimal use of Shire resources and finances
<b>Liveable</b>	
1.	Advocate for public transport and focus on connectivity within communities
2.	Improve maintenance and investment in roads and paths
4.	Invest in facilities and amenities to meet current and future needs
5.	Increase our capacity to reduce, recover and recycle waste to improve sustainability and reduce impacts on the environment

**Financial Implications**

The project was approved by Council as part of the 2024/2025 Annual Budget, and it is 2/3 funded as part of the State Government Black Spot Program (SBS) and 1/3 by Council.

The total budget allocation for the project is \$631,340 and the current available funds are \$594,188.

The quote provided by the preferred tenderer WCP Civil Pty Ltd is \$339,912.61. Street lighting improvements are separate to this tender and will be delivered by Western Power. The cost estimate for the street lighting works is \$120,000.

**Risk Implications**

Risk has been assessed on the Officer Options:

<b>Officer Option</b>	<b>Risk Description</b>	<b>Controls</b>	<b>Principal Consequence Category</b>	<b>Risk Assessment</b>			<b>Risk Mitigation Strategies (to further lower the risk rating if required)</b>
				<b>Likelihood</b>	<b>Consequence</b>	<b>Risk Rating</b>	
1	Not awarding the contract to the successful Tenderer and road works do not occur. losing MRRG funding	Tendering process, Procurement Policy, Due diligence by the Evaluation Panel	Financial	Almost Certain	Moderate	HIGH	Accept the officer's recommendation

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2	Not awarding the contract.	Tendering process, Procurement Policy, Due diligence by the Evaluation Panel	Reputation	Rare	Moderate	LOW	Accept Officer Recommendation
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**Voting Requirements:** Simple Majority

Officer Recommendation

That Council:

1. AWARDS the Tender RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade to WCP Civil Pty Ltd to the value of \$339,912.61 (ex GST) as contained in CONFIDENTIAL attachment 1;
2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade.

**OCM337/11/24****COUNCIL RESOLUTION****Moved Cr Byas, seconded Cr Bishop****That the meeting be reopened to members of the public.****CARRIED UNANIMOUSLY 7/0****At 9.28pm, the doors were reopened, and the public returned to the Gallery.****Officers assisting the meeting resumed the recording of the meeting.****Presiding Member, President Coales advised the public gallery of the Council Resolutions for items 10.6.1 and 10.6.2**



**OCM338/11/24**

**COUNCIL RESOLUTION**

**Moved Cr Duggin, seconded Cr Bishop**

**That Council:**

- 1. AWARDS the Tender RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade to Stabilised Pavements of Australia to the value of \$399,556.49 (ex GST) as contained in CONFIDENTIAL attachment 1;**
- 2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade.**

**MOTION LOST 1/6**

*In accordance with section 5.21(4) of the Local Government Act 1995, the individual vote of each member of the Council was as follows:*

*Councillor Duggin voted FOR the motion.*

*President Coales, Councillors Bishop, Byas, Jerrett, Mazzini, and Mack voted AGAINST the motion.*

**Director Corporate Services left the meeting at 9.33pm**

**Director Corporate Services returned to the meeting at 9.33pm.**

**OCM339/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved President Coales, seconded Cr Byas**

**That Council:**

- 1. AWARDS the Tender RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade to WCP Civil Pty Ltd to the value of \$339,912.61 (ex GST) as contained in CONFIDENTIAL attachment 1;**
- 2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 17/2024 - Karnup Road and Richardson Street Roundabout Upgrade.**

**MOTION CARRIED 6/1**

*In accordance with section 5.21(4) of the Local Government Act 1995, the individual vote of each member of the Council was as follows:*

*President Coales, Councillors Bishop, Byas, Jerrett, Mazzini, and Mack voted FOR the motion.*

*Councillor Duggin voted AGAINST the motion.*

**11. Urgent business:**

In accordance with clause 3.12 of the Shire's Standing Orders Local Law, the Shire President approved this as being urgent business prior to the meeting.

<b>11.1 - Contract Extensions for RFT 05/2021 Road Stabilisation and Bituminous Sealing, RFT 06/2021 Profiling and Asphalt Surfacing and RFT 07/2021 Insitu Concrete Footpaths and Kerbs (SJ3615)</b>	
<b>Responsible Officer:</b>	Manager Engineering Services
<b>Senior Officer:</b>	Director Infrastructure Services
<b>Disclosure of Officer's Interest:</b>	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.
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**Report Purpose**

The purpose of this report is for Council to consider extending the following contracts that expire 5 December 2024 by 1 year to 4 December 2025 in accordance with the provisions of the contract and Council resolutions:

- RFT05/2021 Road Stabilisation and Bituminous Sealing - Stabilised Pavements of Australia Pty Ltd;
- RFT06/2021 Profiling and Asphalt Surfacing - Fulton Hogan Industries Pty Ltd; and
- RFT07/2021 Insitu Concrete Footpaths and Kerbs - Dowsing Group Pty Ltd.

**Relevant Previous Decisions of Council**

<i>Special Council Meeting – 6 December 2021 - SCM082/12/21 - COUNCIL RESOLUTION That Council:</i>	
1.	<i>AWARDS Tender RFT 05/2021 - Road Stabilisation and Bituminous Sealing to Stabilised Pavements of Australia Pty Ltd as per CONFIDENTIAL attachment 1 for a period of three (3) years from Date of Award with an option of an additional 1 year at the Shire of Serpentine Jarrahdale Council's discretion with an option of a one (1) year extension; and</i>
2.	<i>AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 05/2021 - Road Stabilisation and Bituminous Sealing</i>



*Special Council Meeting – 6 December 2021 - SCM083/12/21 - COUNCIL RESOLUTION*

*That Council:*

1. *AWARDS Tender RFT 06/2021- Profiling and Asphalt Surfacing to Fulton Hogan Industries Pty Ltd as per CONFIDENTIAL attachment 1 for a period of three (3) years from Date of Award with an option of an additional 1 year at the Shire of Serpentine Jarrahdale Council's discretion; and*
2. *AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 06/2021- Profiling and Asphalt Surfacing.*

*Special Council Meeting – 6 December 2021 - SCM084/12/21 - COUNCIL RESOLUTION*

*That Council:*

1. *AWARDS Tender RFT 07/2021- Insitu Concrete Footpath and Kerbs to Dowsing Group Pty Ltd as per CONFIDENTIAL attachment 1 for a period of three (3) years from Date of Award with an option of an additional 1 year at the Shire of Serpentine Jarrahdale Council's discretion; and*
2. *AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 07/2021- Insitu Concrete Footpath and Kerbs.*

**Background**

At the December Special Council Meeting 6 December 2021, Council awarded the following tenders for a period of 3 years, with an option of an additional 1-year extension at the Council's discretion:

- RFT05/2021 Road Stabilisation and Bituminous Sealing - Stabilised Pavements of Australia Pty Ltd;
- RFT06/2021 Profiling and Asphalt Surfacing - Fulton Hogan Industries Pty Ltd; and
- RFT07/2021 Insitu Concrete Footpaths and Kerbs - Dowsing Group Pty Ltd.

The contracts 3-year period expires on 5 December 2024 and as per the resolution passed at the time, can only be extended by 1 year by a decision of Council.

As advised at the time of tender award, these contracts, commonly termed as 'annual supplier contracts' provide the Shire with the following benefits:

- Achieve better value for money outcomes for the Shire by aggregating the potential spend over an extended contract term to improve the tendered price;
- Further encourage open and fair competition between suppliers by offering potential suppliers' certainty of term and indicative spend over the term of the contract;
- Decrease the Shire's overall contract risk profile by having undertaken the one procurement process instead of embarking on several for the same (the Shire will have certainty of supplier delivery, known performance, systems in place for monitoring and payments don't need to be recreated);



- Decrease the Shire's operational costs – each time a procurement is undertaken there is significant cost and resource utilised by the Shire in terms of the procurement personnel undertaking the process, the finance personnel setting up accounts and systems for payment and invoice management and all others involved in the process (project personnel, works managers, admin staff etc). Reducing this requirement by 66% (which is equivalent to creating the same or similar contract for another 2 x single year terms as an example) assists the Shire in reducing operational expenditure;
- Increasing contract terms makes the contracts more financially attractive to the potential tenderer. There is an equivalent degree of operational cost invested in responding to tender requests and suppliers don't always have the luxury of being able to submit a response if a procurement is undertaken annually vs. a longer contract term (for example 3 or more years);
- The contracts have the flexibility of being structured in term-like periods to make extensions easy if an ongoing need is required and the supplier's performance is satisfactory. For example 3 years term, plus 1 year extension.

The scope of the contracts are detailed in the table below. The contracts do not cover capital projects that require a different nature of services. These capital projects are tendered and contracted separately on a case-by-case basis.

Contract	Contractor	Scope
RFT05/2021 Road Stabilisation and Bituminous Sealing	Stabilised Pavements of Australia Pty Ltd	Road projects that require pavement stabilisation and sealing as the method for pavement rehabilitation.
RFT06/2021 Profiling and Asphalt Surfacing	Fulton Hogan Industries Pty Ltd	Road projects that require pavement profiling and laying asphalt as the method for pavement rehabilitation and resurfacing.
RFT07/2021 Insitu Concrete Footpaths and Kerbs	Dowsing Group Pty Ltd.	Footpath and Kerbing projects that require the supply and placing of concrete and associated works.

### **Community / Stakeholder Consultation**

Nil.

### **Statutory Environment**

#### **Local Government (Functions and General) Regulations 1996**

*Regulation 11(2)(j) provides that tenders do not have to be publicly invited where the contract is a renewal or extension of the term of a contract (the original contract) providing:*

- the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*



- (ii) *the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*
- (iii) *the original contract contains an option to renew or extend its term; and*
- (iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised.*

Regulation 21A(b) states that if a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless the variation is a renewal or extension of the term of the contract as described in regulation 11(2)(j), (ja) or (jb).

#### Council Policy 3.3.10 – Contract Management

Council Policy 3.3.10 – Contract Management provides that the Contract Manager is responsible for making recommendations regarding contract extensions contemplated by Regulation 11(2)(j) of the Regulations. The Policy further notes that any contract extensions must be based on performance of the contractor being to the specified standard in the contract. The Chief Executive Officer is authorised to approve contract extensions contemplated by Regulation 11(2)(j) unless otherwise specified by Council resolution or limit on delegated power.

#### **Comment**

The contracts for RFT 05/2021, RFT 06/2021 and RFT 07/2021 expire 5 December 2024, and Officers are recommending they be extended by 1 year to 4 December 2025 as provided for in the original contract and based on the below rationale. Extension of the contract by 1 year will also enable projects to proceed without delay whilst a new tender process is undertaken.

#### Compliance to Regulation 11(2)(j)

Requirement	Officer Comment
The original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services.	RFT 05/2021, RFT 06/2021 and RFT 07/2021 were public tenders invited on 1 September 2021, awarded on 6 December 2021, and contracts executed on 15 December 2021.
The invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer.	The Contract Duration stated in the Invitation to Tender and Specification was “3 Years from Date of Award with an option of an additional 1 year at Council’s discretion”.
The original contract contains an option to renew or extend its term	Item 3 in Schedule 1 of the Minor Works Contract executed by the Shire and Contractor states the Date of Completion to be “5 December 2024 with an option of an additional year at the Shire of Serpentine Jarrahdale Councils Decision”.
The supplier’s tender included a requirement for such an option and specified the consideration payable, or the method by which	Each contractor submitted a schedule of rates as part of their tender submission, which is subject to rise and fall variations (i.e., CPI) for the term of the Contract in accordance with



the consideration is to be calculated, if the option were exercised.	section 1.20.1 of the Invitation to Tender and Specification. The extension option extends to the term of the contract as the Contract Duration stated in the Invitation to Tender and Specification was “3 Years from Date of Award with an option of an additional 1 year at Council’s discretion”.
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**Compliance to Regulation 21A(b)**

The contract is an extension as described in Regulation 11(2)(j).

**Compliance to Council Policy Council Policy 3.3.10 – Contract Management**

The Contract Manger has undertaken a review of each Contractor’s performance to the specified standard in the contract. A summary of this review is as follows.

<b>Contract</b>	<b>Contractor</b>	<b>Officer Comment</b>
RFT 05/2021 Road Stabilisation and Bituminous Sealing	Stabilised Pavements of Australia Pty Ltd	Over the past three years, the supplier has consistently performed to a high standard in road stabilisation activities, particularly in cement and foam bitumen stabilisation. An example of their work can be seen in the stabilisation work completed on Rowley Road, where they applied the Stabilisation technique to a 300 metre section between Kargotich Rd (SLK 2.97) and Tonkin Hwy, to enhance the road durability and performance. Their commitment to quality was evident in every phase, from thorough material testing to the precise application of stabilising agents, ensuring the road surface complied with engineering specifications. Compliance with relevant industry standards was always a priority, with the supplier ensuring that all stabilisation processes adhered to environmental and safety regulations. Furthermore, their focus on design accuracy ensured that the stabilisation treatments were applied precisely according to the engineered designs, resulting in a long-lasting, well-constructed road that stands up to heavy traffic and environmental conditions. Their reliable performance on Rowley Road highlights their proficiency in delivering stabilisation solutions that meet the expectations for quality and compliance.
RFT 06/2021 Profiling and Asphalt Surfacing	Fulton Hogan Industries Pty Ltd	Over the past three years, the supplier has consistently demonstrated strong performance in both asphalt and profiling activities, establishing a solid track record of quality and reliability. Their work has been characterized by meticulous attention to detail, ensuring that asphalt mixtures meet all specified standards, and that profiling tasks are



## Ordinary Council Meeting Minutes Monday, 18 November 2024

		<p>executed with precision and care. Communication has been a key strength, with the supplier maintaining clear and proactive contact at all stages of the project, from planning to execution, ensuring all concerns are addressed in a timely manner. Their effectiveness in managing resources and coordinating schedules has translated into consistent on-time deliveries and minimal disruption to project timelines. Furthermore, their commitment to time consciousness has been evident in their ability to adapt to shifting deadlines without compromising quality, making them a trusted contractor for complex and time-sensitive infrastructure projects. Some examples of their work in the past 12 months include:</p> <p><b>Jarrahdale Road</b> - Rehabilitation of 1.45 km of Road pavement, including Profiling and Asphalt</p> <p><b>Larsen Road</b> - Resurfacing of 1.43 Km of Road, including Profiling and Asphalt</p> <p><b>Gossage Road</b> - Resurfacing of 0.53 km of Road, including Asphalt</p>
RFT 07/2021 Insitu Concrete Footpaths and Kerbs	Dowsing Group Pty Ltd.	<p>Over the past three years, the supplier has consistently delivered exceptional results in concrete activities, particularly in footpath and kerbing installations. Notably, they completed the new footpaths on Adonis and Richardson Streets, consisting of 1.1 square kilometres of concrete footpath and 500 linear metres of kerbing. In both projects, the supplier maintained high-quality standards, ensuring smooth finishes and durable installations that met or exceeded specifications. Their proactive communication throughout each project allowed for seamless coordination with local residents, minimizing disruptions and addressing community concerns swiftly. Additionally, the supplier demonstrated a strong commitment to community awareness by working within designated time frames, ensuring minimal inconvenience to residents and pedestrians. Their attention to detail, clear communication, and respect for local residents have made them a reliable partner in delivering quality concrete infrastructure.</p>



Additional Considerations

There are several projects within the current year capital budget which are scheduled to be completed in the December 2024 to June 2025 period that are suitable for delivery under these contracts. These include:

Mundijong Road Rehabilitation- SLK 3.94 to 5.66 (MRRG Improvement project)

- Stabilisation - 25 – 30 November 2024;
- Sealing – 3 -13 December 2024;
- Profiling – 19 December 2024;
- Asphalt – 20 December 2024.

Larsen Road Rehabilitation– SLK 0.00 to 0.15 (MRRG Improvement project)

- Concrete – 6 January 2025;
- Profiling – 13 January 2025;
- Asphalt - 13 January 2025.

Rowley Road A & B Rehabilitation – SLK 2.0 to 2.60 (MRRG Improvement projects)

- Stabilisation – 2 – 4 December 2024;
- Sealing – 5 – 6 December 2024;
- Profiling – 19 December 2024;
- Asphalt – 20 December 2024.

Hopkinson Road Rehabilitation – SLK 1.71 to 2.0 (MRRG Improvement project)

- Profiling – 9 January 2025;
- Asphalt – 9 January 2025.

In addition to the above rehabilitation projects, the Medulla Road intersection widening and Linton Street North cul de sac upgrade also included in the current year capital budget and funded by the Roads to Recovery (R2R) program will require profiling & asphalt will be able to be delivered under the above annual supply contracts.

Extension of the contract by 1 year will enable these projects to proceed without delay whilst a new tender process to re-establish the annual supplier contracts is undertaken.

If Council do not wish to extend the contracts, the abovementioned projects will need to be individually procured and may not all be able to be delivered in the 2024-2025 financial year as the works must be completed in the current summer dry months.



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**Options****Option 1**

That Council:

1. In accordance with Regulation 11(2)(j) of the *Local Government (Functions and General) Regulations 1996*, EXTENDS the RFT 05/2021 Road Stabilisation and Bituminous Sealing, RFT 06/2021 Profiling and Asphalt Surfacing and RFT 07/2021 Insitu Concrete Footpaths and Kerbs contracts by 1 year to 4 December 2025;
2. AUTHORISES the Chief Executive Officer to issue the letter of extensions to Stabilised Pavements of Australia Pty Ltd, Fulton Hogan Industries Pty Ltd and Dowsing Group Pty Ltd;
3. NOTES a new procurement process will be undertaken to establish contracts post 4 December 2025.

**Option 2**

That Council:

1. DOES NOT EXTEND the RFT05/2021 Road Stabilisation and Bituminous Sealing, RFT06/2021 Profiling and Asphalt Surfacing and RFT07/2021 Insitu Concrete Footpaths and Kerbs contracts;
2. REQUESTS the Chief Executive Officer undertake a new procurement process to establish contracts post 5 December 2024;
3. REQUESTS the Chief Executive Officer undertake individual procurement processes for each project and service until new contracts are in place.
4. NOTES the delivery of capital road projects in the Budget and Corporate Business Plan will be impacted upon.

Option 1 is recommended.

**Conclusion**

Officers recommend the contracts for RFT 05/2021, RFT 06/2021 and RFT 07/2021 that expire 5 December 2024 be extended by 1 year to 4 December 2025 to enable scheduled projects to proceed without delay whilst a new tender process is undertaken. This extension is compliant to and allowed by the legislative and policy procurement frameworks.

**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

**Financial Implications**

Each project and service procured under the proposed extended contracts are provided for individually in the Shire's 2024-2025 annual budget and Long-Term Financial Plan 2024-2034. If additional funding for these projects and/or services are required, this is dealt with on an individual basis in accordance with the Project and Contract Management Frameworks.

**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 option 1.						
2	If the contracts are not extended the Shire will need to undertake multiple individual procurement processes which will result in the 2024-2025 capital works program being delayed.	Exempt procurement options such as the WALGA panel.	Social Community Outcomes /	Almost Certain	Moderate	HIGH	Nil.



**Voting Requirements:** Simple Majority

**OCM340/11/24**

**COUNCIL RESOLUTION / Officer Recommendation**

**Moved President Coales, seconded Cr Mazzini**

**That Council:**

- 1. In accordance with Regulation 11(2)(j) of the *Local Government (Functions and General) Regulations 1996*, EXTENDS the RFT 05/2021 Road Stabilisation and Bituminous Sealing, RFT 06/2021 Profiling and Asphalt Surfacing and RFT 07/2021 Insitu Concrete Footpaths and Kerbs contracts by 1 year to 4 December 2025;**
- 2. AUTHORISES the Chief Executive Officer to issue the letter of extensions to Stabilised Pavements of Australia Pty Ltd, Fulton Hogan Industries Pty Ltd and Dowsing Group Pty Ltd;**
- 3. NOTES a new procurement process will be undertaken to establish contracts post 4 December 2025.**

**CARRIED UNANIMOUSLY 7/0**

**12. Elected Member questions of which notice has been given:**

<b>12.1 – Elected Member questions of which Notice has been Given – Practical Completion Certificates in Oakford and Oldbury (SJ4382)</b>	
<b>Elected Member</b>	Councillor Byas
<b>Disclosure of Officers Interest:</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

The following question was received from Councillor Byas via email on Monday, 11 November 2024.

**Question 1**

How many properties in the localities of Oakford and Oldbury (postcode area 6121) currently have a valid building licence but are yet to be issued with a practical completion certificate?

Please provide the breakdown by Oakford, Oldbury, and total.

**Officer Response**

At present there are 127 building permits active in Oakford and Oldbury that have no Notice of Completion.

The breakdown is 117 in Oakford and 10 in Oldbury.

	<b>Oakford</b>	<b>Oldbury</b>
Total	194	17
No Notice of Completion Received	117	10

Please note that a local government only issues an Occupancy Permit on completed commercial buildings. We do not issue any form of certificate once residential work (dwellings, sheds, patios etc) are complete. Instead, the registered builder must notify the local government via a BA7 Notice of Completion that the building work mentioned in the building permit is now complete.

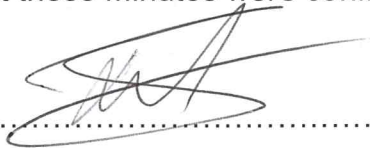


**13. Closure:**

There being no further business, the Presiding Member declared the meeting closed at 9.39pm.

Officers assisting the meeting stopped the recording of the meeting.

I certify that these minutes were confirmed at the Ordinary Council Meeting held on  
9 December 2024

  
.....Presiding Member – President Coales

  
.....Date