



Shire of
Serpentine
Jarrahdale

Ordinary Council Meeting Agenda

7pm

Monday, 19 May 2025

Contact Us

Enquiries

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In Person

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



www.sjshire.wa.gov.au



Councillor Attendance Register

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

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

Date	Type	President Coales	Cr Bishop	Vacant	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
8/5/25	WORKSHOP	A	✓		✓	✓	✓	✓
5/5/25	PCF	✓	A		✓	✓	A	✓
1/5/25	PCF	✓	A		✓	✓	✓	✓
1/5/25	WORKSHOP	✓	✓		✓	✓	✓	✓
28/4/25	WORKSHOP	✓	✓		✓	✓	✓	✓
28/4/25	PCF	✓	✓		✓	✓	✓	✓
14/4/25	OCM	✓	✓		✓	✓	✓	✓
14/4/25	Q&A (OCM)	✓				✓	✓	✓
7/4/25	Q&A (OCM)	✓	EP		✓	✓	✓	✓
3/4/25	WORKSHOP	✓	A		✓	A	✓	✓
Date	Type	President Coales	Cr Bishop	Cr Byas	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
24/3/25	PCF	✓	A	A	✓	✓	✓	✓
17/3/25	OCM	✓	✓	A	✓	✓	✓	✓
10/3/25	Q&A (OCM)	✓	EP	A	✓	✓	✓	✓
5/3/25	SCM	✓	A	LoA	✓	✓	✓	A
4/3/25	Q&A (SCM)	✓	EP	LoA	✓	✓	✓	A
24/2/25	PCF	✓	A	LoA	✓	✓	✓	✓
17/2/25	PCF	EP	EP	LoA	✓	✓	✓	✓
10/2/25	OCM	✓	✓	LoA	✓	✓	✓	✓
3/2/25	Q&A (OCM)	✓	EP	LoA	✓	✓	✓	✓



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Date	Type	President Coales	Cr Bishop	Vacant	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
28/1/25	PCF	✓	EP	A	✓	✓	✓	✓

Key:
✓ - Attended
A - Apology
LoA - Leave of Absence
NA - Non Attendance
EPNG - Electronic Participation Not Granted
EP - Electronic Participation



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

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

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.



Dear Elected Member

The next Ordinary Council Meeting of the Shire of Serpentine Jarrahdale will be held on Monday, 19 May 2025 in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong, commencing at 7pm.

Paul Martin

Chief Executive Officer

9 May 2025

Agenda

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

2. Public question time:

2.1 Response to previous public questions taken on notice:

General Meeting of Electors - Monday, 31 March 2025

Questions asked by **Mrs Michelle Rich** at the General Meeting of Electors, Monday, 31 March 2025. Correspondence was sent to Mrs Rich on 7 May 2025 (OC25/5924).

Question 1

Could the CEO please provide a listing of all internal and external committees that have Councillor representation, the frequency of meetings and a attendance register for each committee?

Response (Director Corporate Services)

The following Committees have Councillor representation, and their meeting frequency are as follows:

Committee	Meeting Frequency
<i>Regional Local Governments</i>	
<i>Rivers Regional Council</i>	<i>Dates for the following year are set at December Meeting. Generally third Thursday of the second month</i>
<i>Committees Of Council (Created Under S 5.8 Of The Local Government Act 1995)</i>	
<i>Audit, Risk and Governance Committee</i>	<i>Held every three months or more regularly as required</i>
<i>CEO Employment Committee</i>	<i>Held at least once a year</i>

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Committee	Meeting Frequency
Council Advisory Groups	
<i>Access and Inclusion Advisory Group</i>	<i>Quarterly and as required.</i>
<i>Equine Advisory Group</i>	<i>Six times per year and as required</i>
<i>Cemeteries Advisory Group</i>	<i>Twice yearly</i>
<i>Bush Fire Advisory Committee (BFAC)</i>	<i>Held April and November each year</i>
<i>Local Emergency Management Committee (LEMC)</i>	<i>Held quarterly on the second Tuesday of every third month).</i>
<i>Keirnan Park Stakeholder Reference Group</i>	<i>Four times per year and as required</i>
<i>Volunteer Bushfire Brigade Enhancement Working Group</i>	<i>The meetings will occur at least monthly or more frequently as determined by the Chair</i>
<i>Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group (SJCRCPRG)</i>	<i>Four times per year and as required</i>
External Groups with Council Representation	
<i>Metro Outer Joint Development Assessment Panel (MOJDAP)</i>	<i>When required</i>
<i>Western Australian Local Government Association (WALGA) - Peel Country Zone</i>	<i>Every two months</i>
<i>Metropolitan Regional Roads Sub Group (MRRG)</i>	<i>The Technical Committee and Councillors' meetings are held twice per year in March/April and October/November. Sub-Group meetings are held in advance of these</i>
<i>South East Regional Energy Group</i>	<i>At least five times per year</i>
<i>Peel Harvey Biosecurity Group Committee (Incorporated)</i>	<i>4th Wednesday of the month</i>



Committee	Meeting Frequency
Community Groups with Council Delegates	
<i>Keysbrook Community Consultative Group</i>	<i>1st Wednesday quarterly with meetings in February, May, August and November</i>
<i>Darling Range Regional Park Advisory Group</i>	<i>Quarterly - March, June, August, November</i>
<i>Peel Harvey Catchment Council</i>	<i>There shall be a minimum of six meetings annually set yearly in advance by the Board</i>
<i>Karnet Prison Farm Group</i>	<i>6 monthly</i>

A Councillor attendance register for the period July 2024 - current has been attached to this email.

Questions asked by **Mr Bill Denholm** at the General Meeting of Electors, Monday, 31 March 2025. Correspondence was sent to Mr Denholm on 10 April 2025 (OC25/4682).

Question 2

How much does the Shire spend approximately on traffic management outsourcing in the past financial year?

Response (Executive Manager Operations)

Please find below a summary of the Shire's expenditure on traffic management services:

<i>Period</i>	<i>Amount ex GST</i>
<i>Jul 2023 -June 2024</i>	<i>\$451 ,672</i>
<i>Jul 2024-24 Feb 2025</i>	<i>\$397,631</i>

These figures reflect payments made to the Shire's contracted traffic management provider, based on internal reporting. The amounts include both operational and most capita/ road project works where the Shire has provided traffic management services directly via its contracted provider for its road subcontractors. A number of major road upgrade projects, such as the Hope/and Road A & B upgrade project and the current Kargotich Road/Orton Road upgrade have been tendered as one project, awarded to a lead contractor which include the provision of traffic management services being provided by the lead contractor as part of the project scope and cost. This expenditure is not included in the above figures.



Questions asked by **Ms Vanessa Reynolds** at the General Meeting of Electors, Monday, 31 March 2025. Correspondence was sent to Ms Reynolds on 8 April 2025 (OC25/4689).

Question 1

As per the March Ordinary Council Meeting, President Coales put forward a motion for the Shire to cover the additional costs of Keirnan Park Stage 1, being \$15 million from memory. I am wondering where this money will come from?

Response (Director Corporate Services)

Keirnan Park Stage 1A is funded as follows:

<i>Total Expenditure</i>	\$35,260,229
<i>Grant</i>	\$22,000,000
<i>Developers - Mundijong Traditional Developer Contribution Plan and Community Infrastructure Developer Contribution Plan (CIDCP)</i>	\$10,650,381
<i>Shire (including matching CIDCP contribution)</i>	\$2,609,848

Please note, the Shire amount is made up of a matching \$1,026,891 contribution required from the Shire under the terms of the CIDCP and \$1,582,957 of additional municipal funds.

Questions asked by **Ms Karina Baker** at the General Meeting of Electors, Monday, 31 March 2025. Correspondence was sent to Ms Baker on 8 April 2025 (OC25/4680).

Question 1

On 14 February I rang the Shire and spoke to someone in planning about the Wormal signage on their actual operations building. Have they received retrospective approval to be able to have that amount of signage?

Response (Director Development Services)

Thank you for the question. They have not been granted any approvals for this signage. Officers have since contacted Wormal and arranging for the signage to be removed.

Questions asked by **Mrs Lee Bond** at the General Meeting of Electors, Monday, 31 March 2025. Correspondence was sent to Mrs Bond on 10 April 2025 (OC25/4679).

Question 1

What is the reason for islands being constructed down Nicholson Road and Peters Way Oakford? What is the cost for this work and who ordered the work to be done? Was the stockfeed business in Peters Way consulted before proceeding with this?



Response (Acting Director Infrastructure Services)

The islands currently being constructed along Nicholson Road and Peters Way are to address vehicle crashes along this section of road. The site is a pre-qualified black spot site, identified by Main Roads WA recorded crash data. Subsequently, as a pre-qualified site, the Shire submitted a Blackspot funding application to Main Roads WA. The project was successful in being approved for Australian Federal Government funding, that is, the works are 100% funded by the Federal Government.

The works include widening of Nicholson Road locally at the intersections with Pony Place, Foxton Drive, Peters Way and Blair Road to formalise right turn pockets and left turn slip lanes into the side streets, channelising and managing traffic movements at the intersections.

The treatments are to address the high incidents of rear crashes and right-angle crashes.

The project being a pre-qualified blackspot site was identified by Main Roads WA based on recorded crash data. On this basis, Shire Officers prepared and submitted a Blackspot application to Main Roads WA which was recommended for support by Main Roads WA. As part of the 2024/25 budget process, Council awarded the Tender at the 18 November 2024 Ordinary Council Meeting for the project to proceed to construction.

The total project budget is \$1,523,460, which is 100% funded by the Federal Government as part of the Blackspot Program. As at today's date, 10 April 2025, the total expenditure is \$1,031,212 with a further \$255, 809.60 in funds committed to the project.

The stockfeed business on Peters Way was not directly consulted before proceeding with the project. Shire Officers met with the stockfeed business owner on 2 April 2025 to discuss the project and any access issues affecting the business.

The project also includes upgrade to street lighting along the section of road, including upgrading existing street lights at the four intersections as well as the installation of additional new street lights. The street light improvements are to be delivered by Western Power who has been engaged by the Shire, however the lighting upgrade works will take up to a further 12 months to complete based on Western power timeframes.

Questions asked by **Mr Shannon Summers** at the General Meeting of Electors, Monday, 31 March 2025. Correspondence was sent to Mr Summers on 10 April 2025 (OC25/4681).

Question 1

Are there upgrades planned for water drainage for the areas affected (particularly Cardup) from the existing housing developments in Byford built over the last 10 years?

Response (Director Development Services)

There is a major infrastructure project proposed in the form of the new Tonkin Highway extension. This will necessitate a significant drainage redirection for the landscape, as the creation of that infrastructure will naturally influence the current



management of water on the flood plain. Shire Officers have continued to raise the importance of regional water flows with the Alliance who are delivering the project, to ensure drainage is managed appropriately. Shire Officers are meeting regularly with the project design team and are providing all available drainage and flood mode//ing held by the Shire, including Water Management plans of developments to ensure the Shire's drainage needs are considered and provided for. In the northern parts of Byford, the Shire will be delivering the Indigo Parkway project which will include the missing link of the multi-use drainage corridor for Oak/ands North Main Drain being addressed.

Ordinary Council Meeting - Monday, 14 April 2025

Questions asked by **Mrs Lee Bond** at the Ordinary Council Meeting, Monday, 14 April 2025. Correspondence was sent to Mrs Bond on 24 April 2025 (OC25/5577).

Question 1

Do Council employees use Council vehicles for personal use? If so, how many vehicles are involved, what controls are in place to vet this personal use, who pays for any damage to a vehicle or fines involving said vehicle when it is used for personal use, how many of the employees live in the Shire?

This question was largely answered on the night; however, one aspect was taken on notice.

Response (Chief Executive Officer)

There are 62 Shire staff who live in the Shire.

Questions asked by **Ms Kelly Berry** at the Ordinary Council Meeting, Monday, 14 April 2025. Correspondence was sent to Ms Berry on 28 April 2025 (OC25/5618).

Question 2

What were the Library staff hours for the 2023, 2024 and 2025 (year to date) financial years, broken down by Full time, part time and casual.

Response (Director Community Engagement)

Over the past three financial years, the library staffing levels are as follows:

Year	Full Time	Part Time	Casual
2022/23	4 FTE <i>Hours per FTE per week: 38hrs x 4 = 152</i> <i>Hours per FTE per annum: 1976 x 4 = 7904</i>	3.40 FTE <i>Hours part time staff per week: 129.4 (38 x 3 = 114 + 15.4)</i> <i>Hours per FTE per annum: 5928 + 790.4 = 6718.4</i>	0.75 FTE <i>Casual hours per week: 28.50</i> <i>Casual hours per year: 1482</i>



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2023/24	3 FTE Per week: 114 Per annum: 5928	3.39 FTE Per week: 114 + 14.82 = 128.82 Per annum: 5928 + 770.64 = 6698.64	0.75 FTE Casual hours per week: 28.50 Casual hours per year: 1482
2024/25	3 FTE Per week: 114 Per annum: 5928	3.27 FTE Per week: 114 + 10.26 = 124.26 Per annum: 5928 + 533.52 = 6461.52	0.75 FTE Casual hours per week: 28.50 Casual hours per year: 1482

Questions asked by **Ms Belinda Dunkley** at the Ordinary Council Meeting, Monday, 14 April 2025. Correspondence was sent to Ms Dunkley on 28 April 2025 (OC25/5620).

Question 2

Does the Shire acknowledge that within the State and Local Government Agreement for the Provision of Public Library Services in Western Australia, that the Shire holds a responsibility to work towards achieving established benchmarks stated within the Guidelines, Standards and Outcome Measures for Australian Public Libraries, including support of the on-going development of library services in Western Australia, and the provision of physical and technological infrastructure, staffing and meeting operating costs, to agreed standards?

Response (Director Community Engagement)

Yes, the Shire acknowledges the Provision of Public Library Services in Western Australia.

2.2 Public questions:

3. Public statement time:

4. Petitions and deputations:

5. President's Report:

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

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

7.1 Ordinary Council Meeting - 14 April 2025

That the minutes of the Ordinary Council Meeting held on 14 April 2025 be CONFIRMED (E25/4449).



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

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

9.1 - Notice of Motion - Children's Library Service (SJ4565)	
Elected Member	Councillor Mazzini
Disclosure of Officers Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Notice of Motion

A Notice of Motion was received from Councillor Mazzini via email on Friday, 2 May 2025:

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

- 1. Allocate \$16,000 within the draft 2025-26 budget to support the delivery of a Saturday morning children's library program for 0-4 year olds e.g. story time or toddler time. The funding would provide for a part time staff member (6 hours per week x 40 weeks) to develop and operate the program and a budget for minor resources to undertake the program.*
- 2. Present a program review to Elected Members at a Policy Concept Forum by March 2026 to inform the viability and ongoing need for the program into future budget years."*

Relevant Previous Decisions of Council

There are no previous Council decisions relating to this matter.

Officer Comment

The Shire delivers Story Time and Rhyme Time at the SJ Library Service on a weekly basis during school terms.

Story Time

Story Time is a free weekly session designed to support parents in reading to their children while building early literacy and social skills. Each session includes stories, songs, and a take-home craft activity. Story Time helps young children develop listening and language skills, fosters creativity, and encourages a love of books in a fun and welcoming environment. Suitable for children 2 to 5 years, but children of all ages and abilities are welcome.

Attendance for the 2024/25 FY for the Story Time program is provided below:

Month	Number Children	of	Number parents/caregivers	of	Total
July	28		21		49
August	25		19		44
September	35		26		61
October	29		21		50
November	29		24		53
December	13		11		24



February	42	35	77
March	41	26	67
April	29	27	56
May	8	10	18
TOTAL	279	220	499

Rhyme Time

Rhyme Time is a free session that happens weekly during school term, designed to help parents connect with their little ones through rhythm, rhymes and movement. Each session features playful songs, well-known rhymes and interactive play that encourages early language development and social interaction. Suitable for children aged 0 to 2 years, but children of all ages and abilities are welcome.

Attendance for the 2024/25 FY for the Rhyme Time program is provided below:

Month	Number Children	of Number parents/caregivers	of Total
July	17	17	34
August	40	39	79
September	25	24	49
October	36	33	69
November	15	15	30
December	13	13	26
February	69	66	135
March	45	45	90
April	27	28	55
May	10	10	20
TOTAL	296	290	586

Other programming

In addition to the above, the Shire also provides the following programs and activities for children aged 0-11:

- Lego Club
- Book Bounty
- Better Beginnings
- School Holiday activities

Saturday morning children's library program

With regards to the Notice of Motion to provide additional Officer hours to deliver Saturday morning programming for 0-4 year olds, the Shire has not received any formal requests for Rhyme Time or Story Time programming on a Saturday, or any other programs.



No community consultation has occurred regarding Saturday morning programming at the Library. If the Notice of Motion is supported, this would represent an increase in service level provided by the Library Service for young families in the Shire.

The Notice of Motion is presented for Council's consideration.

Attachments (available under separate cover)

Nil.

Voting Requirements: Simple Majority

Elected Member Recommendation

That Council REQUESTS the Chief Executive Officer to:

1. **Allocate \$16,000 within the draft 2025-26 budget to support the delivery of a Saturday morning children's library program for 0-4 year olds e.g. story time or toddler time. The funding would provide for a part time staff member (6 hours per week x 40 weeks) to develop and operate the program and a budget for minor resources to undertake the program.**
2. **Present a program review to Elected Members at a Policy Concept Forum by March 2026 to inform the viability and ongoing need for the program into future budget years.**

**10. Chief Executive Officer reports:****10.1 Development Services reports:**

10.1.1 - Scarp and Plateau Woodland and Forest Management Plan - Release for Public Comment (SJ816)	
Responsible Officer:	Manager Strategic Planning
Senior Officer:	Director Development Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.
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Report Purpose

The purpose of this report is to request Council to consider releasing the draft Scarp and Plateau Woodland and Forest Management Plan (**attachment 1**) for public comment. The draft Management Plan contains information relevant to managing any area of scarp or plateau woodland or forest, plus Action Plans for the six Shire reserves which contain scarp or plateau woodland or forest. If endorsed for community consultation, it is proposed this be for 60 days and include a 'Your Say SJ' page and written feedback. Comments and feedback received will then be presented to Council, along with any recommended changes to the draft Management Plan, for consideration for final endorsement.

Relevant Previous Decisions of Council

There are no previous Council decisions relating to this matter.

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 draft Scarp and Plateau Woodland and Forest Management Plan is the fourth 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, clay-based wetlands and scarp/plateau forest. The Banksia Woodland, Marri Woodland and Clay-Based Wetland Management Plans have been produced and endorsed by Council.



The draft Scarp and Plateau Woodland and Forest Management Plan contains information relevant to managing any area of scarp or plateau woodland or forest, plus Action Plans for the six Shire reserves which contain such area. These reserves are:

- Korribinjal Brook Reserve, Jarrahdale
- Scrivener Road Gravel Reserve, Serpentine
- Rifle Range Reserve, Byford
- Jarrahdale Oval Reserve, Jarrahdale
- King Jarrah Circle Reserve, Jarrahdale
- Jarrahdale Skate Park Reserve, Jarrahdale.

Community / Stakeholder Consultation

The draft Scarp and Plateau Woodland and Forest Management Plan has been produced in consultation with internal staff and is proposed to be advertised for public comment on Your Say SJ for not less than 60 days and promoted on social media.

Statutory Environment

Nil.

Comment

Two Shire natural area reserves which contain scarp or plateau woodland or forest have had individual Management Plans prepared and one adopted by Council: Scrivener Road Gravel Reserve (draft 2015) and Korribinjal Brook Reserve (second edition 2021). The Reserve Management Plans are written in an outdated style, going into great detail on the reserve 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 (DBCA), 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, clay-based wetlands and scarp/plateau forest. The Banksia Woodland, Marri Woodland and Clay-Based Wetland Management Plans have been produced and endorsed by Council.

All of these reserves (Korribinjal Brook Reserve, Scrivener Road Gravel Reserve, Rifle Range Reserve, Jarrahdale Oval Reserve, King Jarrah Circle Reserve and Jarrahdale Skate Park Reserve) are dominated by vegetation types characteristic of the scarp or plateau.

The draft Scarp and Plateau Woodland and Forest Management Plan contains information relevant to managing any area of scarp or plateau woodland or forest, plus Action Plans for the six Shire reserves which contain scarp or plateau woodland or forest. The concept is that the first part of the draft Management Plan can be used by anyone wishing to manage an area of scarp or plateau woodland or forest, while the four Action Plans are brief enough to be easily used by Shire Officers responsible for managing the reserve and user groups.



The draft 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 draft Scarp and Plateau Woodland and Forest Management Plan that can be used for any area of scarp or plateau woodland or forest covers. This is followed by a brief description of the Shire reserves that contain scarp or plateau woodland or forest and an Action Plan that is applicable to any area of scarp or plateau woodland or forest. Appendices contain lists of flora and fauna found in the scarp or plateau woodland or forest reserves, and a general fire management strategy for scarp or plateau woodland or forest.

The individual reserve Action Plans contain a number of maps detailing the reserve locations, management zones, soils, biodiversity and water resources, lists specific threats and pressures, and details the reserve 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 scarp or plateau woodlands or forests are 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 will ensure that stakeholders are engaged in the management of an important natural asset.

Options

Option 1

That Council:

1. RESOLVES to release the draft Scarp and Plateau Woodland and Forest Management Plan for public comment for a period of 60 days.
2. REQUESTS that, following the public comment period, the revised Scarp and Plateau Woodland and Forest Management Plan be presented back to Council (inclusive of recommended changes emanating from community consultation) for endorsement.

Option 2

That Council does not release the draft Scarp and Plateau Woodland and Forest Management Plan for public comment.

Option 1 is recommended.

Conclusion

The draft Scarp and Plateau Woodland and Forest Management Plan contains information relevant to managing any area of scarp or plateau woodland or forest, plus Action Plans for the six Shire reserves which contain scarp or plateau woodland or forest. While scarp or plateau woodlands or forests are 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 will ensure that stakeholders are engaged in the management of an important natural asset.

Attachments (available under separate cover)

- **10.1.1 - attachment 1** - Scarp and Plateau Woodland and Forest Management Plan (E25/4517)



Alignment with our Council Plan 2023-2033

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

Financial Implications

The public comment period will have no direct financial implications for the Shire.

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 release draft Scarp and Plateau Woodland and Forest Management Plan for public comment, delaying best practice management of the six natural area reserves.	Council has existing management plans for two of the six reserves which will continue to represent Council's position.	Organisational Performance	Unlikely	Moderate	MODERATE	Implement the existing management plans.

Voting Requirements: Simple Majority

Officer Recommendation

That Council:

- RESOLVES** to release the draft Scarp and Plateau Woodland and Forest Management Plan for public comment for a period of 60 days.
- REQUESTS** that, following the public comment period, the revised Scarp and Plateau Woodland and Forest Management Plan be presented back to Council (inclusive of recommended changes emanating from community consultation) for endorsement.

**10.1.2 - Consideration to Establish a Shire Food Security and Peri - Urban Agriculture Advisory Group**

Responsible Officer:	Health, Building and Community Safety
Senior Officer:	Director Development Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.
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Report Purpose

The purpose of this report is to advise Council of options to establish a Shire Food Security and Peri-Urban Agriculture Advisory Group. The report responds to the motion passed at the March 2025 Council meeting, which was in response to a notice of motion seeking information on how the Shire could position itself to promote fresh food produce and security, primary production and community driven fresh food produce.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 17 March 2025 - OCM054/03/25 - COUNCIL RESOLUTION / Elected Member Recommendation

That Council REQUESTS the Chief Executive Officer to:

- 1. Prepare a report to the May Council meeting to investigate options to establish a Food Security and Peri-Urban Agriculture Action Group within the Shire of Serpentine Jarrahdale.*
- 2. Address in the report how formation of the group may occur, including membership and reporting expectations, what purpose / aims such a group will seek to achieve and what a draft terms of reference would include; and*
- 3. Engage with the SJ Food and Farm Alliance in preparing the report for Council consideration.*

Background

On 26 February 2025 a Notice of Motion was received pertaining to the establishment of a Food Security and Peri-Urban Agriculture Action Group within the Shire. The proposal was supported by a letter from the SJ Food and Farm Alliance (**attachment 1**) stating the group could work collaboratively with the Shire on essential matters relating to food security, food policies, and regenerative agriculture.

In response to the notice of motion, Council resolved to request an options report to establish a Food Security and Peri-Urban Agriculture Action Group, and address how formation of the group may occur, including membership and reporting expectations, what purpose / aims such a group will seek to achieve and what a draft terms of reference would include.



Community / Stakeholder Consultation

Policy Concept Forum

Nil.

Officers engaged with the SJ Food and Farm Alliance on a number of occasions in April 2025 to further discuss the possible intent and structure of a Food Security and Peri-Urban Agriculture Action Group. Officers also met with Sustain: the Australian food Network.

Statutory Environment

As part of commencing work on the notice of motion, Officers performed an initial process of investigation to determine if this kind of group would be suited as a formal committee of Council. In this regard, section 5.8 of the *Local Government Act 1995* provides for the establishment of committees and provides, in summary, as follows:

Establishment of Committees and Delegation of Power (Section 5.8, 5.16-5.18)

- A local government may, by absolute majority, establish committees of three or more persons.
- Committees can be standing (ongoing) or occasional (temporary, formed for specific tasks).
- A local government can delegate powers or duties to a committee, except for powers that must be exercised by the council itself.

Membership and Appointment (Section 5.10, 5.12)

- Council appoints the committee members by absolute majority
- A committee elects its presiding member and deputy (if required), unless the council designates one.

Meetings and Procedures (Sections 5.22-5.25)

- Committee meetings are to be minuted, with minutes presented to the council.
- Committees must follow prescribed meeting procedures, including notice requirements, quorum, and voting.
- The *Local Government (Administration) Regulations 1996* apply to committee meetings, especially in regard to public access, agenda publication, and confidentiality (subject to certain exemptions under the *Act* and *Regulations*).¹

Legislation

Public Health Act 2016

Local Government Act 1995

State Government Policies

- *State Public Health Plan 2025-2030*

Local Policies

Shire of Serpentine Jarrahdale Health and Wellbeing Strategy 2020-2024

Shire of Serpentine Jarrahdale Local Food Action Plan 2020-2024



Comment

In terms of the initial consideration of form and function, Officers carefully considered whether the type of group anticipated by the March decision of Council, would suit that of a formal committee type structure. In this regard, it was considered that at this stage the idea of a structured committee under the Act would not be necessary. This was decided on the following basis:

- It wasn't anticipated that Council would be delegating any of its work or strategic focus to the group.
- It would not be set up to make decisions on behalf of Council.
- It was not a particular activity which would warrant high degrees of formality for accountability or transparency purposes, and indeed this could limit effectiveness of the group.

Officers do however consider that the word 'Action Group' is not appropriate to the intended function of the group. Specifically, the group would be set up to provide advice to Council, especially in the setting of policy, strategic direction and actions specific to food production, security and peri - urban agriculture. Accordingly, it is considered it would be best suited as an advisory group, making clear that its focus is to provide advice for Council's consideration.

Food Security and Peri - Urban Agriculture Advisory Group

There is no statutory requirement to establish such a Group within the Shire. However, in the unique case of the Shire, the formation of such a group has strong alignment with the Shire's current *Local Food Action Plan 2020-2024* and *Health and Wellbeing Strategy 2020-2024*. Both of these are proposed to be updated by the *SJ Public Health Plan 2025-2030*. This new Public Health Plan is being presented to the June 2025 Council meeting.

The establishment of such an Advisory Group also reflects the unique geographic and socio-economic circumstances of the Shire, where an extensive history of agricultural production coexists with a continuing urban transition. This evolving context presents a complex interplay of factors that directly influence food security, local food production systems, and the viability of peri-urban agriculture. These factors include:

- Fragmentation of agricultural land as a result of urban encroachment and land-use change, leading to pressures on traditional farming operations.
- Increasing land values and speculation, which reduce the economic feasibility of continuing primary production in proximity to urban growth areas.
- Shifts in water availability and access, particularly for small-scale growers, due to regulatory constraints and competition for water.
- Changing community expectations, with a growing interest in local food systems, farmers' markets, and urban gardening as part of sustainable living.
- Loss of agricultural knowledge and workforce capacity, especially as generational farming declines.
- Regulatory and planning complexities, including the need to balance competing priorities such as land use compatibility and environmental sustainability.
- Opportunities for innovation and diversification, including controlled environment agriculture, agritourism, and community-supported agriculture models.



In light of the above, having Elected Member delegate(s) on this Advisory Group is consistent with the *Local Government Act 1995* which provides that the role of a Councillor includes representing the interests of electors, ratepayers and residents of the district, including taking into account the interests of other persons who work in, or visit, the district. and facilitating communication between the community and the Council.

The aim of a Food Security and Peri-Urban Agriculture Advisory Group is to work collaboratively with the Shire on matters relating to food security, food policies, and regenerative agriculture within the Shire of Serpentine Jarrahdale. Officers consider the aims of this group as being strongly aligned with the Shire's existing Local Food Action Plan 2020-2024 and the proposed SJ Public Health Plan 2025-2030.

Coinciding with the suggested formation of this Advisory Group, researchers from Edith Cowan University have been in contact with Shire officers regarding a proposed research project of the same topic. The project titled 'Food Secure Communities: Creating innovative solutions for community food security' is subject to a funding application with the Australian Research Council. The proposed project, with a focus on the Peel district, is well-aligned with the Shire of Serpentine Jarrahdale's Public Health Plan and the aims of this Advisory Group. Particularly the 'Provide easy access to information that empowers and enables residents to make informed healthy choices for themselves and their families' objective. This project aspires to increase understanding of the community and consumer food environments and generate community-led solutions. As such, the project would support the provision of information about community food access in the Local Government Area.

As an advisory group that could support Council in shaping its strategic planning and policy framework for local fresh food security, officers consider there to be great opportunities in identifying practical, evidence-based approaches to enhancing food resilience across the Shire. In this capacity, having an Advisory Group structure that provides a forum for informed dialogue industry stakeholders and community representatives, will help to precipitate awareness and advice to help positioning in the short, medium and long terms. Such themes expected to be addressed include:

- The current and future viability of local food production, including trends in small-to-medium scale farming, market gardening, covered cropping and horticulture.
- Supply chain vulnerabilities and opportunities.
- Land use planning implications, such as zoning constraints, buffers between agriculture and residential development, and mechanisms for protecting high-quality soils.
- Access to water and sustainable irrigation, including how water licensing and emerging technologies may influence growing capacity.
- Local food system development, such as community gardens, urban agriculture initiatives, school-based food programs, and farmers' markets.
- Economic diversification and workforce development, with an emphasis on supporting emerging agri-entrepreneurs and building local food industry skills.
- Climate resilience and environmental sustainability, focusing on how food systems can adapt to changing climatic conditions while maintaining productivity and biodiversity.
- Community health and wellbeing outcomes, recognising the broader benefits of fresh, locally sourced food for nutrition, education, and social cohesion.

Make up of an advisory group

Group member representation is based on consultation with the Food and Farm Alliance, and a research paper titled “Shaping Effective Food Action Groups: Participant Perspectives on Structure and Stakeholder Involvement in Regional and Remote Western Australia by Godrich, S.L et al (**attachment 2**). Outlined in this research paper is the following figure indicating best practice attributes and stakeholders for Food Action Groups in regional and Remote Australia.



Figure 1: Attributes and stakeholders of desirable Food Action Groups in Regional and Remote Australia.

Officers consider the following stakeholder representation from the food system would be suitable in the advisory group:

- Elected member representatives (2)
- members from the Food and Farm Alliance as community representatives (2).
- Shire officers to help facilitate the meetings and be a conduit to other service teams in the Shire or other State agencies (2).
- representation from the education sector as higher education researchers and school education providers as the conduit to the youth demographic of the Shire (2).
- representation of local producers to provide insight on the local challenges and opportunities (2).
- representation of local businesses to provide insight on the local challenges and opportunities (2).



- representation from not for profit groups with particular consideration on the local needs of food security (2).
- representation from the Peel Development Commission and Business SJ (2).

As there is strong alignment of this group's purpose with the objectives of the Shire's Public Health Plan, any small costs involved in running the advisory group (facility hire or catering) can be considered by the operational budget allocated for implementation of the Shire's Public Health Plan.

Importantly, as an Advisory Group, there would be no specific decision making powers or powers to direct specific actions to be undertaken. Ultimately this is the responsibility of Council in its allocation of resources, and in the various plans and programs that come from such decisions. But the Advisory Group would be able to assist Council in considering the range of initiatives available for consideration.

A draft terms of reference are provided in **attachment 3**. This sets out key terms for the Advisory Group.

The terms of reference secure matters such as:

- Role and purpose
- Scope
- Membership
- Representation
- Term
- Appointment of members
- Forfeiture of membership
- Chairperson
- Appointment of Chairperson
- Administration (including reporting of minutes to Council)
- Meetings (including frequency, location, invitations to attend, observers)
- Code of conduct (including managing conflicts of interest).

Options

Option 1

That Council:

1. SUPPORTS the formation of a Food Security and Peri-Urban Advisory Group.
2. ENDORSES the draft Terms of Reference as contained in attachment 3 and REQUESTS the Chief Executive Officer to call for nominations for inaugural membership for future Council consideration, in accordance with the Terms of Reference.
3. NOTES the proposed reporting process will occur to Council quarterly following each quarterly meeting of the Advisory Group.
4. NOTES that Councillor membership will be decided as part of the future report on membership consistent with Part 2 of this resolution.



5. REQUESTS the Chief Executive Officer to review operations of the Advisory Group after 12 months, including recommendations for any changes to the group structure or terms of reference.

Option 2

That Council DOES NOT SUPPORT the formation of a Food Security and Peri-Urban Advisory Group.

Option 1 is recommended.

Conclusion

The formation of a Food Security and Peri-Urban Agriculture Advisory Group is strongly aligned with the ongoing implementation of the Shire's Local Food Action Plan. Officers consider the opportunity to collaborate and advise Council on related community driven projects, as an effective use of resources in proactive public health promotion. By leveraging the knowledge and input of a diverse stakeholder group on a common theme, officers consider there is a high likelihood of successful outcomes in food security, the local agricultural economy and enhanced community understanding of healthy, local nutritious food.

Attachments (available under separate cover)

- **10.1.2 - attachment 1** - Food and Farm Alliance letter proposal for Food Security Action Group (IN25/4612)
- **10.1.2 - attachment 2** - research paper - Shaping Effective Food Action Groups: Participant Perspectives on Structure and Stakeholder Involvement in Regional and Remote Western Australia by Godrich, S.L et al (E25/4589)
- **10.1.2 - attachment 3** - draft terms of reference - Food Security and Peri-Urban Agriculture Advisory Group (E25/4588)

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2. Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
3. Strengthen and grow the local tourism industry
Liveable
3. Preserve and enhance our natural places, parks, trails and reserves
5. Increase our capacity to reduce, recover and recycle waste to improve sustainability and reduce impacts on the environment
Connected
1. Invest in community recreation and support local clubs and groups to increase opportunities for participation
2. Contribute to a well-connected, accessible and healthy community
3. Empower the community to engage with the Shire and collaborate on matters that are important to them

**Financial Implications**

Any small costs involved in running the advisory group (facility hire, catering, calling for expressions of interest for membership etc) can be considered by the operational budget allocated for implementation of the Shire's Public Health Plan. As an advisory group, there would be no decision making powers that allocate resources. Rather, any projects discussed by the Advisory Group that require resource allocation will need to be considered by Council through the relevant budget processes.

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 group operates ineffectively and fails to implement change	Draft terms of reference provides the group with structure and governance.	Social Community Outcomes /	Unlikely	Moderate	MODERATE	Nil.
2	By not supporting the request to form this action group, Council could be seen to be dismissive of the importance of the issue.	Local Food Action Plan 2020-2024 which outlines a similar set of objectives to the group	Reputation	Possible	Minor	MODERATE	Accept option 1.



Voting Requirements: Simple Majority

Officer Recommendation

That Council:

- 1. SUPPORTS the formation of a Food Security and Peri-Urban Advisory Group.**
- 2. ENDORSES the draft Terms of Reference as contained in attachment 3 and REQUESTS the Chief Executive Officer to call for nominations for inaugural membership for future Council consideration, in accordance with the Terms of Reference.**
- 3. NOTES the proposed reporting process will occur to Council quarterly following each quarterly meeting of the Advisory Group.**
- 4. NOTES that Councillor membership will be decided as part of the future report on membership consistent with Part 2 of this resolution.**
- 5. REQUESTS the Chief Executive Officer to review operations of the Advisory Group after 12 months, including recommendations for any changes to the group structure or terms of reference.**

**10.1.3 - Jarrahdale Trails Centre - Consideration for Acceptance of State Government Grant - Lots 814 And 815 Millars Road, Jarrahdale (SJ2201)**

Responsible Officer:	Director Development Services
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 how to proceed with the Jarrahdale Trails Centre, in light of two recent funding commitments received, being:

- \$5 million from the State Government; and
- \$100,000 from Alcoa.

While it is pleasing to receive both funding commitments, it is noted that the concept that was adopted by Council in June 2024 was based upon a total build cost of between \$24m to \$30m, comprising a three staged development. Stage 1, forming the foundation of the trails centre and including enabling works, was for a build cost of between \$7m to \$10m (excluding internal Shire costs), with enabling works of a further \$620,000.

Given the gap in available funds and the adopted concept, this report provides Council with options in how it may wish to consider delivery of the trails centre. The Officer recommendation sets out embarking on the development of a new concept, which details and analyses two discrete options in which to determine the most effective manner to deliver a trails centre for Jarrahdale. These options are:

1. Adaptive Reuse of the former Jarrahdale Mill Manager's House, which is a State Heritage Listed Place, including a separate public amenities facility at the RV Park, and;
2. A new build, scaled-down trails centre, at or nearby the RV Park including integrated public amenities.

Undertaking the new concept, which will analyse two options, seeks to give advice to Council on what level of facility can be developed based on the total available capital grant of \$5.1m. This analysis must also include a full costing breakdown, which helps to demonstrate which option is most effective and can be delivered in a manner that does not require any capital contribution from the Shire. Officers recommend that no municipal funds be allocated to the capital cost of the trails centre, given full ongoing operational costs will need to be met by the Shire and will be significant in their own right.



Relevant Previous Decisions of Council

Ordinary Council Meeting - 17 June 2024 - OCM162/06/24 - COUNCIL RESOLUTION / SUBSTANTIVE MOTION

That Council:

- 1. REQUESTS the Jarrahdale Trails Centre Concept Design and Operational Model, as contained in attachment 2 and attachment 3, be updated to add sufficient end of trail facilities as part of the initial Stage;*
- 2. Following (1) being undertaken, ENDORSES the Jarrahdale Trails Centre Concept Design and Operational Model for the purposes of election advocacy;*
- 3. TAKES NO FURTHER ACTION in respect of detailed design at this stage.*

Ordinary Council Meeting - 19 June 2023 - OCM121/06/23 - COUNCIL RESOLUTION / SUBSTANTIVE MOTION

That Council:

- 1. RECEIVES the report Election Commitment Priorities prepared by GRA Partners at attachment 1.*
- 2. ENDORSES the recommendations for priorities for the upcoming State and Federal Government Elections in 2025 as follows:*
 - a. Hypergrowth Road upgrades;*
 - b. Expansion of the SJ Recreation Centre with two additional Basketball Courts;*
 - c. Caravan Park and Visitors Centre at Jarrahdale on Lot 814 Millers Road.*
- 3. REQUESTS the Netball Courts at Keirnan Park Recreation Precinct be reconsidered as a potential election priority once the water issues for Stage 1 A are resolved.*
- 4. REQUESTS the Chief Executive Officer include funding to progress the following election priorities in the draft 2023/24 FY budget for Councils consideration:*
 - a. Hypergrowth Road Upgrades Peer Review of Road Priorities;*
 - b. Planning for the Expansion of the SJ Recreation Centre to include two additional Basketball Courts;*
 - c. Caravan Park and Trails Centre in Jarrahdale.*
 - d. Netball Courts at Keirnan Park.*
- 5. REQUESTS the Chief Executive Officer present the feasibility and potential development of a Regional Destination Playground and Public Open Space area as a major initiative for Councils consideration in the Strategic Community Plan and the review of the Corporate Business Plan occurring later in 2023.*



*Ordinary Council Resolution - 11 October 2021 - OCM286/10/21 - COUNCIL RESOLUTION
That Council:*

- 1. NOTES the submissions received at attachment 3 on the Jarrahdale Trail Town Business Case;*
- 2. ENDORSES the Jarrahdale Trail Town Business Case as contained in attachment 2; and*
- 3. REQUESTS the Chief Executive Officer to advocate for external funding to deliver the recommendations within the Jarrahdale Trail Town Business Case at attachment 2.*

*Ordinary Council Meeting - 17 August 2020 - OCM268/08/20 - COUNCIL RESOLUTION
That Council:*

- 1. NOTES the letter from the National Trust extending an opportunity to negotiate a lease for a component of Lots 200, 801 and 2090 Jarrahdale; known as Jarrahdale Heritage Park.*
- 2. REQUESTS the Chief Executive Officer negotiate a lease with the National Trust for Lot 200 Foster Way, Jarrahdale, a portion of Lot 801 Jarrahdale Road, Jarrahdale; excluding the No1 Jarrahdale Mill and a portion of Lot 2090, Jarrahdale; with the following terms:*
 - A lease period of 21 years with an option of extension of 21 years;*
 - The Shire be given the power to sub-lease;*
 - A \$1 annual lease fee to be payable to the National Trust by the Shire of Serpentine Jarrahdale for the term of the lease with no rent review or CPI increases;*
 - The Shire to include the leased portion of Heritage Park (and the Mill Managers House if secured) on the Shire's insurance policies and meet the costs associated with this;*
 - All funds generated through commercial lease of the land to be placed into a reserve account to offset maintenance, additional development works or major asset renewals at the Park.*
 - The Shire to incur all costs associated with the maintenance and provision of utilities to the leased area.*
- 3. REQUESTS the Chief Executive Officer prepare an expression of interest submission for the Mill Managers House as a multi-use facility with the above terms;*
- 4. REQUESTS the Chief Executive Officer prepare a Business Plan pursuant to section 3.59 of the Local Government Act 1995;*
- 5. AUTHORISES the Chief Executive Officer to advertise the draft Business Plan pursuant to section 3.59 of the Local Government Act 1995 and;*
- 6. REQUESTS the Chief Executive Officer provide a report to Council as soon as practicable outlining the results of the negotiations with the National Trust, a formal operational cost estimate, the submissions received for the draft Business Plan, the outcome of the expression of interest submission, and further recommendations in regards to the development of a lease.*
- 7. RESOLVES that the key commercial terms of the negotiated lease will be subject to Council approval, before proceeding to final lease negotiations.*



Special Council Meeting - 7 May 2018 - SCM005/05/18 - COUNCIL RESOLUTION

That Council:

- 1. Accepts the draft Byford Local Development Strategy, Mundijong Local Development Strategy, Serpentine Local Development Strategy and Jarrahdale Local Development Strategy as the basis for future development of the four locales.*
- 2. Agrees that the consultation process as outlined in the report should commence for Byford Local Development Strategy, Mundijong Local Development Strategy, Serpentine Local Development Strategy and Jarrahdale Local Development Strategy for a period of two months after which submissions to be presented to Council for its consideration and the initiation of a formal advertising process in accordance with Town Planning Regulations.*

*Ordinary Council Meeting - 16 October 2017 - OCM145/10/17- **extract***

That Council:

- 4. Requests business plans be prepared to attain the following land parcels, where not already, in freehold ownership, and develop land prospectus to seek immediate tourism and economic development opportunities:*
 - a. Jarrahdale Heritage Park (including Shire and National Trust Owned Land).*

Background

The subject site (27ha) at Lot 814 and 815 Millars Road, Jarrahdale are two adjacent, undeveloped freehold lots owned by the Shire, located in the Jarrahdale Townsite. Historically, the site has been used for a range of timber milling purposes, with a range of infrastructure that has come and gone from the land overtime.

Since the Shire's purchase of the site in 2000, it has been considered for a range of opportunities. The site currently remains undeveloped and used for an RV stopover area which a chemical toilet and freshwater standpipe facilities.

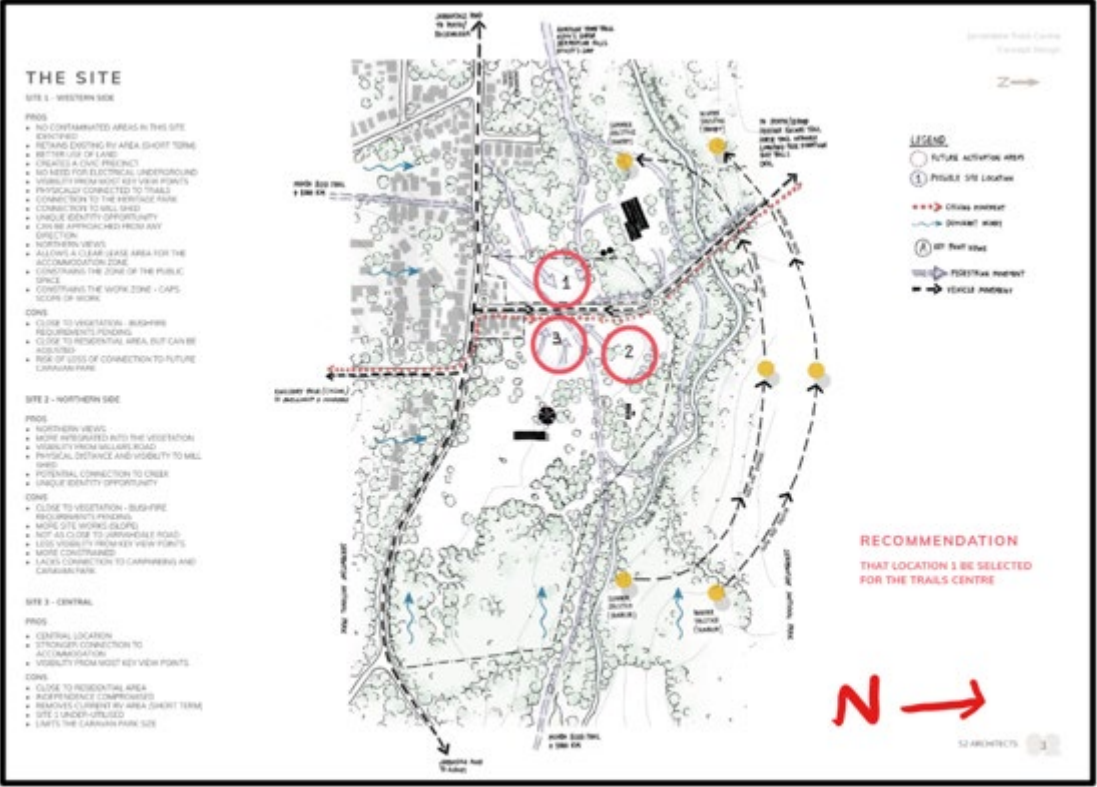
In terms of the commitment to tourism for Jarrahdale, there is an ambition to become a Trails Town of which, inter alia, a high-quality tourism and visitor experience would be essential. As part of a previous business case that examined the capacity for a caravan park on the land, it was found that such could not be viable without firstly establishing, operating and evolving a visitors centre / trails centre that further builds brand awareness and understanding of Jarrahdale.

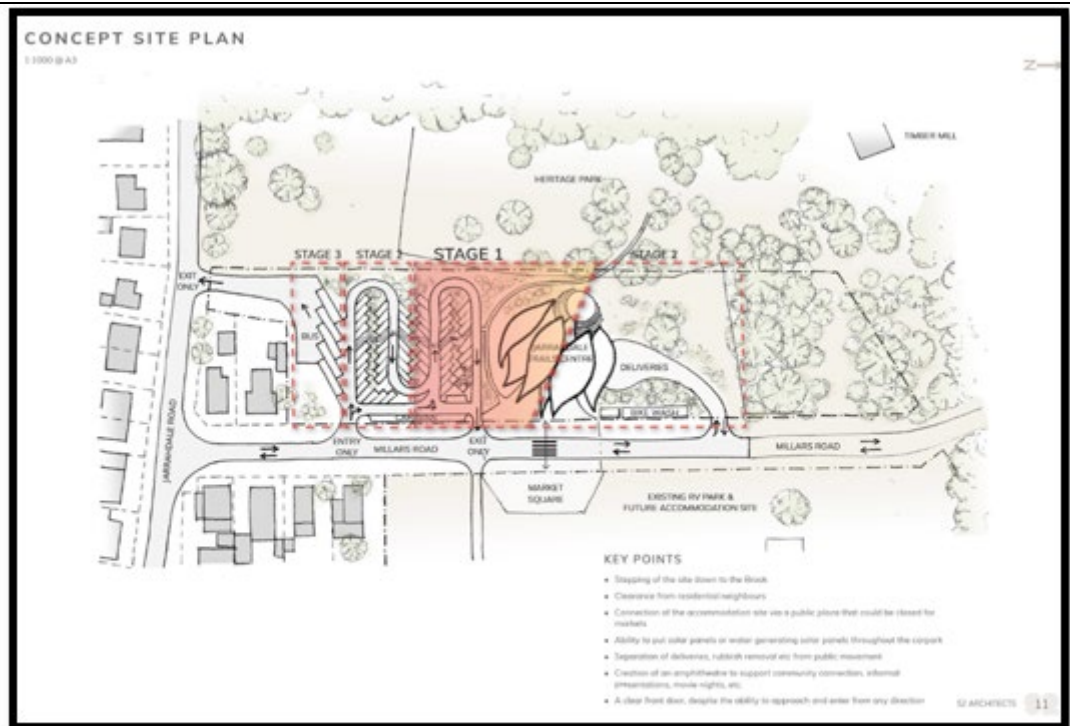
This was the basis of a project undertaken in the 2024/25 financial year, whereby a Jarrahdale Trails Centre concept was prepared as a new build, including operational model.

The concept that was prepared was based upon a range of informing documents, including the previous business case which highlighted the strong opportunity for a trails centre to shape Jarrahdale growing to become a premier trails destination. That previous business case also pointed to the opportunity for the centre to help continue to expand tourism services within the Shire, to support visitation and growth.

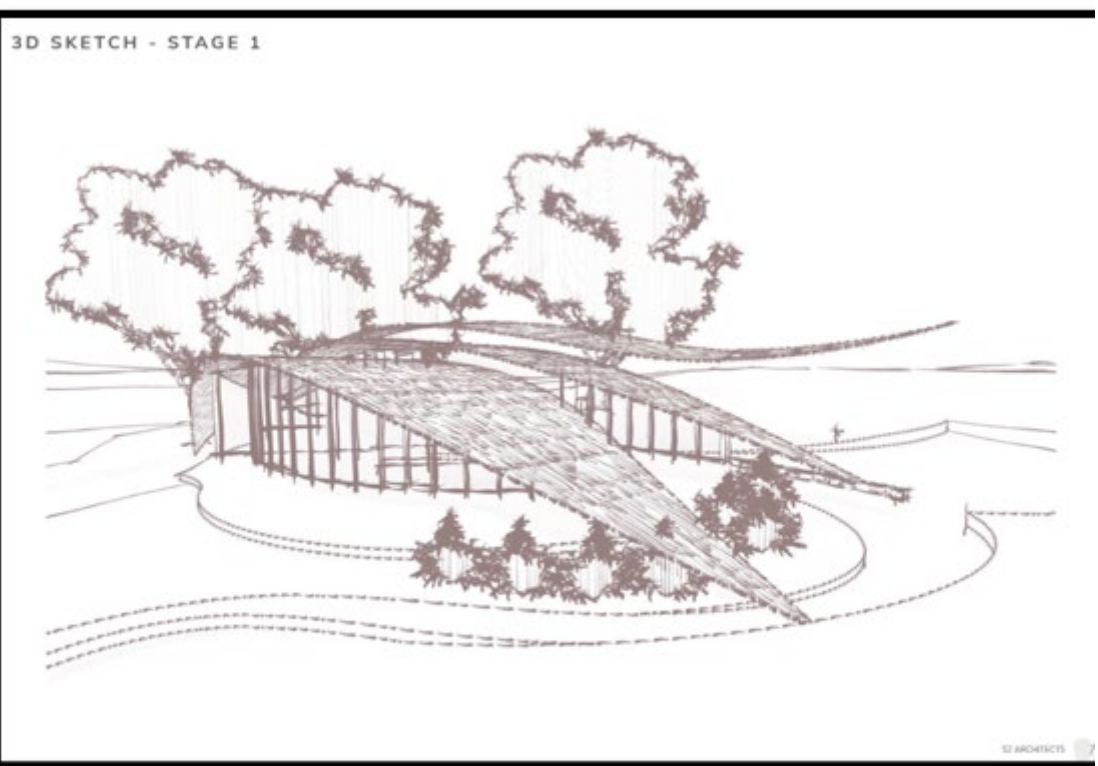


The ultimate concept which was adopted was based on the following:

<p>Location</p>	<p>Site 1 was adopted, being on portion of Lot 814 on the west side of Millars Road. This is shown following:</p>  <p>Preferred Location</p> <p>Site 1 was considered most viable in enabling retention of the Jarrahdale RV Area (located east side of Millars Road where the number 3 is denoted). It was also considered important to create a strong presence to Jarrahdale Road, rather than Gooralong Brook, which was a potential located denoted by the number 2.</p> <p>Site 1 provided for vehicle, bike and pedestrian access in all directions, and had some better separation from existing single dwellings nearby, enabling amenity to be carefully managed.</p>
<p>Stages and capital cost</p>	<p>The adopted concept was to undertake the trails centre in three stages. This was particularly focussed on assessing the viability of the future Stage 2 and 3, once Stage 1 (the trails centre and enabling works) was established. Stage 1 is shown following, as a component of the whole centre:</p>



Stage 1 - Visitor Information Centre Only



Stage 1 - Visitor Information Centre Only



Ultimate centre extent

In order to deliver Stage 1, a QS estimate arrived at a project cost of between \$7.62m and \$10.62m, including enabling works but not including Shire internal costs. Adding in internal costs to deliver the project, Stage 1 was valued at between \$9m and \$12.54m.

Each subsequent stage would be valued in a similar range to stage 1, except for the enabling works component not being required again (\$620,000).

Stages and operational cost

For Stage 1, the Shire is forecast to have to subsidise operations of the centre. These costs include:

- Shire Staff - 2 permanent FTE and 1 casual staff FTE, who will have primary responsibility for provision of general visitor information. Total cost of this would be:

Resourcing Costs	Position	Assumed Cost	Resource
1 FTE	Coordinator of Facility	\$130,000	
0.5 FTE	Casual Staff	\$65,000 plus loading	15%
Total		\$167,000	

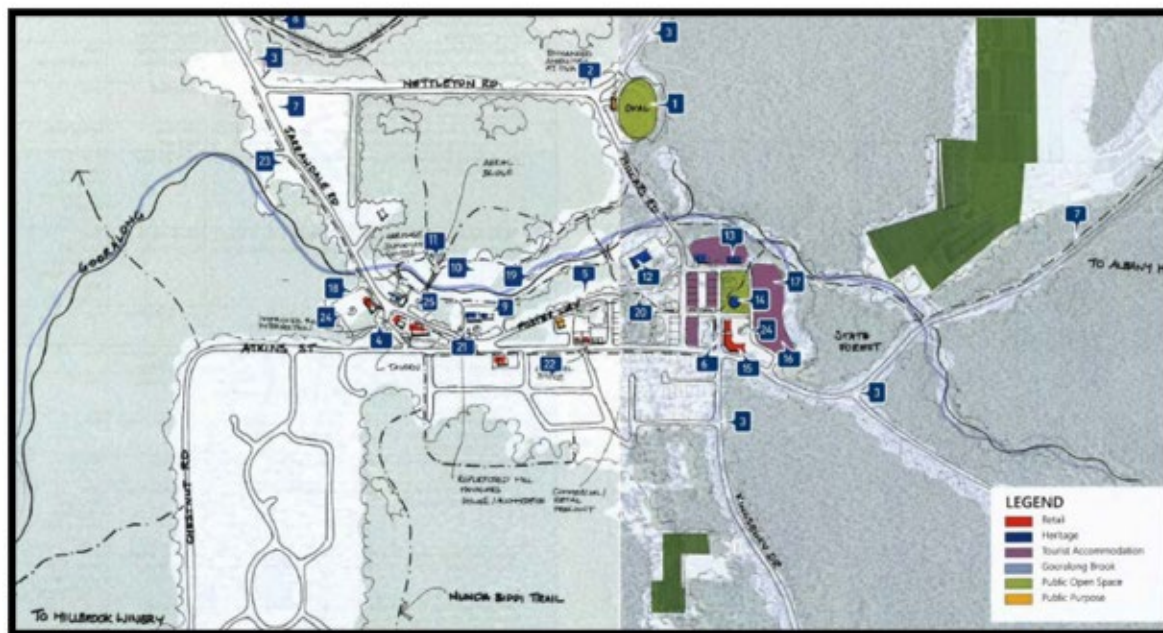
- Operational costs
 - \$20,000 in Year 1 for content development and delivery.
 - \$10,000 per annum for content development.
 - \$10,000 for per annum for technology support
 - \$10,000 per annum Community Support (Activities and Events)
 - \$20,000 annual operational contingency
 - Total per year = \$50,000 excluding year 1 set up**



	<ul style="list-style-type: none">Potential revenue options to offset operational costs <p>Small cafe with limited coffee, drinks and premade food (not a commercial kitchen)</p> <p>Equipment hire</p> <p>Total estimate of annual revenue = \$20,000</p> <p>Total running costs of centre comprising Stage 1 only, with 3% indexing:</p> <p>Year 1 \$207,000.</p> <p>Year 2 \$193,000.</p> <p>Year 3 \$199,000.</p> <p>Year 4 \$205,000.</p> <p>Year 5 \$211,000.</p> <p>...</p> <p>Year 10 \$244,500.</p>
Future revenue options	<p>Stage 2 once built was intended to deliver a high-quality food and beverage type tenancy, which could attract rent of circa \$85,000 per year. This could also attract broader visitor spend to the facility, seeking a potential longer-term scenario of far less operational costs needing to be subsidised by the Shire. Such is an uncertain assumption, but important to consider given this Stage 2 would incur a further capital cost of circa \$8.38m (9-0.62) and \$11.92m (12.54-0.62).</p>

It is important to note that the concept did not explore the potential of an adaptive reuse of the Mill Manager's House. This was on the basis that the National Trust, who own that facility, were pursuing private leasing and activation of the Mill Manager's House, which appeared to remove the opportunity to be considered as a trails centre.

Council has previously identified strategic opportunities associated with the Mill Manager's House, and its potential use by the Shire. For example, at the Ordinary Council Meeting held in May 2018, Council considered a Local Development Strategy for Jarrahdale as the basis for future development direction. This included the following plan, with Action 9 specific to the Mill Manager's House:

**Jarrahdale Future Direction Plan**

Number	STRATEGIC PRIORITY	
1	Improve facilities at Jarrahdale Oval - creating a Trail Hub and event space (i.e. log chopping, concerts in the forest) connecting with existing bridle, walking and cycling trails and enhanced amenities.	13 Restoration of Single Mens Quarters for eco-tourism.
2	Improve connections and signage to the Jarrahdale Oval from Nettleton Road and Millars Road.	14 Re-purposing of Timber Mill Rotunda to provide a gathering space within the Heritage Park and tourism area.
3	Traffic calming 'entry statement' into the town centre – to slow vehicles down and link the place identity to its local heritage and environment.	15 Prepare business case and EOI over council owned land for eco-tourism precinct (i.e. boutique café/restaurant showcasing local produce) – anchoring activities at the eastern entry to Jarrahdale townsite at Kingsbury Drive.
4	Road safety audit to assess safety, access and road geometries at Jarrahdale Road and Oak Way intersection in relation to increasing traffic volumes and the nature of vehicles likely to use the route.	16 Encourage development of caravan park and camping ground for events and trails accommodation.
5	Enable Fosters Way to safely link vehicle movements to adjacent activities– investigating the opportunity for a one way connection to Staff Road or Millars Road.	17 RV Park incorporated into tourism development to ensure continued provision of services.
6	Extend Kingsbury Drive north to link with Millar Road – providing access through the Heritage Precinct and attractions	18 Investigate opportunities to consolidate activities at the western entry to the town centre, such as new commercial/conference facilities within easy access to the centre.
7	Link existing walking trails back into the town centre – consolidating start and end point with local amenities.	19 Pedestrian bridges to allow better connections to walking trails north of the town.
8	Improve existing walking trails, including access along the old timber railway line, through the conversation/heritage park linking them back to activities within the town centre and heritage park.	20 'Space Elevator' lookout - to consider glass elevator that ascends to the average height of Jarrahdale trees at peak of the milling period providing views to the scarp, city, ocean and surrounds.
9	Re-purposing of Mill Managers House to enable the development of a sustainable facility integrating cultural/heritage values i.e. Rail to Trails, Bridle Trails, Mountain Bike Cafe.	21 Re-establish local markets – providing the opportunity to showcase local produce and celebrate reference to 'Little Italy' gardens which existed in the area.
10	Amphitheatre set within the sloping terrain linked to a pedestrian bridge over the brook and connected back to Mill Managers House – providing a space for the community to gather i.e. Ghost walk tours.	22 Preserve the historic 'country feel' of Jarrahdale - respecting the built form of existing workers cottages and heritage structures and opportunities to reference the unique history of Jarrahdale.
11	Proposed flying fox set within the forest treetops providing a unique attraction for visitors to engage within the Jarrahdale context.	23 Establish a machinery museum within a suitable location within easy access from the town centre – showcasing the local history and enabling residents to share their story's.
12	Potential re-purposing of Timber Mill to support adventure tourism or other sustainable facility integrating cultural heritage values of the town.	24 Establish parking location east and west of the town centre - providing for short stay easy access to town centre and new tourism activities, as well as longer term parking for walkers and cyclists, tourist coaches and event parking.
		25 Relocation of access and parking to the Old Post Office Building and St Paul's Anglican Church – to establish recognisable Information Centre on arrival to the township.

Action Table

Prior to this, in October 2017, Council had resolved to pursue tourism and economic development opportunities specific to the Jarrahdale Heritage Park.

Of recent note has been the work of the Shire in respect of the Jarrahdale trails town initiative. This included, in August 2020, formal resolution to seek an expression of interest to lease the Mill Managers House as a multi-use facility, and then in October 2021, the adoption of the Jarrahdale Trails Town Business Case.

The 2021 Jarrahdale Trails Town Business Case noted the opportunity that the Mill Manager's House could play in respect of trails. The document included the following statement:

“There was strong support for the Mill Manager's House and the No.1 Jarrahdale Mill having a role to play in the activation of Jarrahdale as a Trail Town”



“Initial planning for the Mill Manager’s House has resulted in an intention to use the facility for community, tourism, history and arts purposes. The House sits central to the Heritage Park and would provide an ideal location for a centralised trailhead, with a possible visitor centre, gallery, bike cafe and other activation opportunities. The proposed amphitheatre development as shown in strategic planning documents is indicated as being located in close proximity to the house.”

“The Mill Manager’s House should be activated for tourism purposes.”

Recently the National Trust has approached the Shire to discuss a formal long term lease agreement which includes the Mill Manager’s House. This creates a significant new addition of information that was previously not available, insofar that it indicates the potential availability of the Mill Manager’s House. This is recommended to be explored through a revised concept, as one of the options.

Community / Stakeholder Consultation

Statutory Environment

Local Government Act 1995

Shire of Serpentine Jarrahdale Local Planning Scheme No.3

Comment

In order to support a broader tourism presence which is based upon the unique experience of Jarrahdale trails, Officers agree with the key importance of delivering a trails centre for Jarrahdale. A centre comprising visitor information, public amenities like toilets, showers and end of trail facilities, education and interpretation opportunities, café offering, program of continued events etc, will be essential for trails to evolve to reach their full potential in Jarrahdale. Such will also form the initial step for broader tourism offerings like a caravan park, which was previously shown to be reliant on first having an established trails and visitor information centre on the ground in Jarrahdale.

In light of the Shire’s adopted Long Term Financial Plan, the capacity to deliver the previous concept is no longer viable, as the allocated funding is around half of what Stage 1 of the adopted concept was forecast to cost. This however creates an opportunity for the Shire and the community, to collaborate on what a revised and refined trails centre that meets current funding could represent. This includes an additional new option of an adaptive re use of the Mill Manager’s House in Jarrahdale.

With respect of embarking on a new concept, it is important to have alignment on what both options, and the ultimate endorsed concept from either option, needs to achieve. In this regard, Officers have had preliminary engagement with the funding provider (Peel Development Commission on behalf of the State Government) and local member, with a high degree of alignment on the following aspects:

- A desire to deliver a centre as soon as possible;
- A desire to improve visitor experience, trail safety, and accessibility for diverse user groups (families, seniors, disabled persons);
- A desire to include relevant information for tourism and the community alike, such as information point with maps, trail conditions, interpretive materials, visitor information, things to see and do in Jarrahdale;



- A desire to include a small café and supporting retail presence, offering refreshments, trail merchandise, local produce and arts and crafts;
- A desire to include toilet facilities, drinking water stations, shaded rest areas, secure bicycle storage and basic repair stations;
- A desire to strongly link into the town centre, as a way of generating the desired increased visitor spend, employment opportunities, and stimulation of local businesses;
- A desire to embody a unique built form that talks to the natural character of the Jarrahdale townsite.

Based on this, Officers recommend embarking on a new concept, which entails a detailed analysis of two options. These options being:

1 - Adaptive Reuse of the former Jarrahdale Mill Manager's House, which is a State Heritage Listed Place, including a separate public amenities facility at the RV Park

This option will investigate repurposing the former Mill Manager's House as the physical base for the Trails Centre. The building would undergo a conservation-sensitive fit-out to deliver:

- A welcoming visitor orientation space with digital and physical trail information, inclusive of small café and supporting retail presence (offering refreshments, trail merchandise, local produce and arts and crafts);
- Interpretive elements reflecting the natural, cultural, and historical context of local trails and the broader townsite;
- Multi-purpose indoor areas for trail education sessions, workshops, or small group events;
- Modest visitor amenities such as toilets, hydration points, seating, and storage;
- A visible and authentic connection to place through heritage values and adaptive reuse;
- Additionally, a decoupled new toilet infrastructure facility located on the site of the current RV park (east of Millars Road). This notes the limitations of being able to secure a toilet facility which compatibly deals with the cultural heritage values of the Mill Manager's House, and such being a distance from the RV Park.

This option leverages existing infrastructure and cultural capital, enabling a Trails Centre to commence operations within a shortened timeframe and capital outlay focussed on adaptive re-use, rather than new capital building. Whilst there would be an additional toilet infrastructure item to be built at the RV park, its scope would be limited and feasibly able to be delivered in conjunction with the adaptive re-use of the Mill Manager's House.

2 - A new build, scaled-down trails centre, at or nearby the RV Park including integrated public amenities

This option involves progressing a revised, new-build Trails Centre, scaled down from the original 2024 concept, but retaining where possible some of the core functional and experiential elements necessary to achieve the project's intended outcomes. The revised concept would focus on:

- A contemporary visitor welcome and orientation space with high-visibility trail mapping, digital engagement tools, interpretive storytelling as well as a small café and supporting retail presence (offering refreshments, trail merchandise, local produce and arts and crafts);
- Public amenities appropriate to the scale of visitation and trail use, including accessible toilets which are open to the public and users of the RV park;



- A new location on the eastern side of Millars Road within the RV Park;
- Indoor and outdoor activation areas for school groups, events, and trail-based programs;
- Flexible space for local businesses or social enterprises to co-locate or operate (e.g. refreshments, bike hire);
- Integration with surrounding landscape and trails infrastructure to maximise usability and connectivity.

This option provides greater flexibility in design, compliance, and long-term functionality, while also supporting potential staging or future expansion. However, it requires a capital investment and longer lead times for planning and delivery, and based on meeting the limited funding available, a far more modest scaled back centre.

The new concept

In undertaking a new concept, based on developing and analysing two options, the following approach is recommended.

1. Both options to investigate and detail how full capital delivery can be achieved up to, but not exceeding, the allocated external funding committed of \$5.1m (\$5m Government \$100k Alcoa). This to include all internal Shire costs, design costs, construction costs, fit out costs, enabling works, etc;
2. That in order to do this (noting that it will be a detailed level of concept analysis needed for both options) Council requests a two-stage funding agreement. This would be:
 - a. Stage 1 - to release a portion of money being \$250,000, in order to undertake the new concept (which is the option 1 and option 2 analysis), including processes of detailed community and stakeholder consultation on both options. This concept and the two detailed options must ensure sufficient design confidence, including QS, site and geotechnical investigations, to determine the form of centre that could be achieved with the funds available under, noting that the budget all up cannot exceed funds available of \$5.1m;
 - b. Stage 2 - subject to Council endorsing either option 1 or option 2 undertaken as part of the concept, a Stage 2 funding agreement would be for the balance of remaining funds, to undertake detailed design, construction, delivery and fit out of the endorsed option for the trails centre.

Developing the new concept

The above discusses the two options, that a revised concept would be exploring. Spatially the following image shows the Mill Manager's House, and potential new build options, for the trails centre:



Site Options

Undertaking a structured investigation of the two options as part of this concept approach represents a prudent and strategic step in ensuring the Shire's Trails Centre project remains aligned with its original objectives, while responding to current financial constraints and emerging opportunities.

The value of further investigation lies in the ability to:

- **Align scope with funding realities:** With the State Government and Alcoa funding allocation now known, reassessing the project scope through both options allows the Shire to calibrate its vision within realistic cost parameters, thereby avoiding potential budget overruns or under-delivery of key functions.
- **Preserve strategic outcomes:** Both options maintain the central objectives of the original Trails Centre concept - namely, to support trail-based tourism, serve as a regional hub for visitor orientation, enhance community participation, and promote local economic development. Investigating alternative delivery models ensures these objectives remain achievable despite changes in project scale.
- **Maximise asset utilisation and sustainability:** Exploring adaptive reuse (Option 1) allows the Shire to evaluate how existing heritage assets may be activated in ways that honour local character while minimising environmental and financial cost. Conversely, a new scaled facility (Option 2) provides an opportunity to examine modern design innovations, flexible construction techniques, and potential co-location with other uses.



- **Support robust decision-making:** A comparative analysis of the two options - examining cost implications, functional capacity, visitor experience, planning and heritage considerations, and future scalability - will enable Council to make an evidence-based and transparent decision that delivers best value for the community.

In summary, conducting a new concept comprising and comparing two options at this juncture is not only considered necessary, but essential to ensuring the Trails Centre remains a catalyst for tourism, economic activation, and community pride.

Options

Option 1

That Council:

1. NOTES that the June 2024 endorsed Jarrahdale Trails Centre Concept is unable to be advanced based on the available funds for the project;
2. AUTHORISES the Chief Executive Officer to negotiate the funding partnership with Alcoa, based initially on \$100,000 over two years, and present this to Council for authorising;
3. AUTHORISES the Chief Executive Officer to negotiate a two stage funding agreement with the State Government, based on the following criteria:
 - a. Stage 1 - \$250,000, to re-generate a new concept for the trails centre based on analysing and comparing two options (adaptive re-use versus new build), including processes of community consultation, sufficient design confidence, detailed QS and site investigations, to determine the form that could be built with the funds available;
 - b. Stage 2 - subject to Council endorsing a revised concept (a choice between adaptive re-use versus new build), the balance of funds to undertake detailed design and delivery of the trail centre.
4. REQUESTS the Chief Executive Officer to ensure detailed community and stakeholder engagement takes place as part of generating the new concept for the trails centre;
5. NOTES that ongoing operational costs for a facility will be needing to be met by the Shire.

Option 2

That Council DOES NOT PROCEED with accepting either the State Government or Alcoa funding offers, on the basis that it seeks to undertake further advocacy over the coming years in order to attract further funding for the project in order to deliver the January 2024 endorsed concept.

Option 1 is recommended.

Conclusion

This report sets out the current status and recommended way forward in respect of the Jarrahdale Trails Centre. The approach recommended will support adherence to the original vision and principles, whilst delivering ultimately an option that is able to be afforded with the funds available.

Attachments (available under separate cover)

Nil.

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

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

Financial Implications

The capital delivery of this project, as mentioned above, will need to fit to the available external grant monies. This is currently \$5.1m.

In order to access the \$5m State Government portion, it is recommended that a two-stage funding agreement be pursued. This being:

Stage 1 - \$250,000, in order to re-generate a new concept for the trails centre, including processes of community consultation, sufficient design confidence, detailed QS and site investigations, to determine the form of centre that could be built with the funds available;

Stage 2 - subject to Council endorsing a revised concept, balance of funds to undertake detailed design and delivery of the trail centre.

In order to access the funding offered by Alcoa of \$100,000, there is a need for a funding partnership to be agreed. This is recommended to be negotiated and the final agreement presented to Council for authorisation to proceed.

If the Shire is ultimately able to deliver a revised concept, based on the funding available, Council will need to fund the ongoing operations of the centre. This is estimated as follows:

- Shire Staff - 2 permanent FTE and 1 casual staff FTE, who will have primary responsibility for provision of general visitor information. Total cost of this would be:

Resourcing Costs	Position	Assumed Resource Cost
1 FTE	Coordinator of Facility	\$130,000
0.5 FTE	Casual Staff	\$65,000 plus 15% loading
Total		\$167,000

- Operational costs

\$20,000 in Year 1 for content development and delivery.

\$10,000 per annum for content development.

\$10,000 for per annum for technology support

\$10,000 per annum Community Support (Activities and Events)

\$20,000 annual operational contingency

Total per year = \$50,000 excluding year 1 set up

- Potential revenue options to offset operational costs

Small cafe with limited coffee, drinks and premade food (not a commercial kitchen)



Equipment hire

Total estimate of annual revenue = \$20,000

Total running costs of centre comprising Stage 1 only, with 3% indexing:

Year 1 \$207,000.

Year 2 \$193,000.

Year 3 \$199,000.

Year 4 \$205,000.

Year 5 \$211,000.

...

Year 10 \$244,500.

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	Risk is managed by this option, on the basis that a two-stage funding agreement is being proposed. This will give Council the ability to consider a revised concept, and whether it wishes to proceed with the project.						
2	If Council does not proceed with the project at this stage and undertakes further advocacy to secure more funds to deliver the concept endorsed in June 2024, there is a risk that no further funds will be delivered and that the project will not occur, resulting in the vision for a	Nil.	Reputation	Possible	Moderate	MODERATE	Accept Option 1



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	
	trails town being delayed.						

Voting Requirements: Simple Majority

Officer Recommendation:

That Council:

1. **NOTES** that the June 2024 endorsed Jarrahdale Trails Centre Concept is unable to be advanced based on the available funds for the project;
2. **AUTHORISES** the Chief Executive Officer to negotiate the funding partnership with Alcoa, based initially on \$100,000 over two years, and present this to Council for authorising;
3. **AUTHORISES** the Chief Executive Officer to negotiate a two stage funding agreement with the State Government, based on the following criteria:
 - a. **Stage 1** - \$250,000, to re-generate a new concept for the trails centre based on analysing and comparing two options (adaptive re-use versus new build), including processes of community consultation, sufficient design confidence, detailed QS and site investigations, to determine the form that could be built with the funds available;
 - b. **Stage 2** - subject to Council endorsing a revised concept (a choice between adaptive re-use versus new build), the balance of funds to undertake detailed design and delivery of the trail centre.
4. **REQUESTS** the Chief Executive Officer to ensure detailed community and stakeholder engagement takes place as part of generating the new concept for the trails centre;
5. **NOTES** that ongoing operational costs for a facility will be needing to be met by the Shire.

**10.1.4 - Byford Administration Presence Investigation - Presentation of Final Report for Consideration**

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 to present Council with the completed consultant investigation of options for a future Shire administration presence in Byford.

As per the project approach that was considered by Council at the 21 October 2024 meeting, Officers engaged Urbis to identify and analyse four potential options in which to approach a Byford administration presence. This included site analysis, financial modelling and multi criteria analysis. The investigation has arrived at a preferred option for consideration.

If Council endorses this investigation report, then the preferred option of an interim office lease space is presented on this same agenda, under Item 10.6.1.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 21 October 2024 - COUNCIL RESOLUTION

Officer Recommendation Moved Cr Mazzini, seconded Cr Jerrett

That Council ENDORSES this report as the basis of the Project to investigate options for a Shire Administration presence in Byford and REQUESTS the Chief Executive Officer to proceed with the project.

CARRIED UNANIMOUSLY (en bloc at 8.17pm) 7/0

Background

As part of the Shire's commitment to planning for growth and delivery, an organisational KPI was undertaken in the 2023/24 financial year. The recommendation was to assess options for establishing a Shire presence in Byford.

Council, at its 21 October Ordinary Council Meeting in 2024, resolved to investigate options for a Shire administration presence in Byford. This aimed to examine office space options for the Shire, with a focus on customer service and enhanced accessibility of our community to the Shire.



In terms of the identity of a Byford presence, the Shire's civic and governance functions are identified to remain in Mundijong which is identified as a future activity centre. As Mundijong develops, the main growth area of the Shire will shift south from Byford, with Mundijong to grow to 58,000 people by 2050. However, at this point, most of the growth is occurring in Byford, with about 75% of new homes being built there each year, and therefore, population density is currently highest in Byford.

This presents the opportunity for a physical presence and services offered by the Shire in the Byford Town Centre, alongside the future Byford Train Station and activity centre. Whilst remaining subordinate to the main presence in Mundijong, it would in the interim recommended period function as a notable and accessible part of the organisation.

Community / Stakeholder Consultation

Policy Concept Forum

Meeting Date	Thursday 1 May 2025
Elected Members in Attendance	President Rob Coales, Cr Tricia Duggan, Cr Shaye Mack, Cr Courtney Mazzini, Cr Reece Jerrett

In addition to collaborating with Officers throughout developing their investigation, Urbis engaged in market sounding processes as part of preparing their study. This included market sounding of three sites that were deemed feasible for the Shire's needs.

Statutory Environment

Local Government Act 1995

Council Plan 2023-2033

Corporate Business Plan 1 July 2024-30 June 2028

Comment

The project methodology was set upon achieving a range of criteria, pertaining to size, location, timing and availability. These high-level criteria formed the structure around site and development options, but also enabled alternative options that would still meet overall objectives to be considered.

The key criteria used in guiding the project were as follows:

- 50 staff by 2030
- 100 staff by 2040
- A customer service component
- Within 800m of the Byford rail station;
- Accessible by pedestrians, public transport and private motor vehicle;
- Sufficient land to accommodate staff and customer parking
- Preference for a multi level building with undercroft parking
- Contemporary office layout, with safe and secure amenities, and internal office environment that is healthy building and efficiency based.



This helped define a range of project parcels to be considered, which are shown following:



Figure 1 – Site Options – Surrounding Byford Train Station

Development Models

There were four key development model approaches assessed. These are summarised below:

Option	Issue and opportunity
Leasing Existing Office Space	Leasing existing office space can offer short-term benefits in terms of cost, flexibility, speed of occupancy. It may also present challenges in relation to customisation, long-term costs, and control.
Purchasing Land to Build New Office Space	Purchasing land to build new office space involves acquiring a parcel of land and constructing a custom-designed building tailored to the needs of the Shire. This requires significant upfront investment and longer timeline however it offers long-term benefits such as asset ownership and asset value appreciation.




Purchasing Land with Existing Office Space to Redevelop	Purchasing land with existing Office Space to redevelop involves acquiring a property that already has a building in place, which is then renovated or repurposed to meet the specific needs of the development. This approach can be cost effective, however challenges are design limitations, time and complexity and unforeseen building issues.
Build to Rent Model	This build-to-rent model involves entering into an agreement with a developer to lease office space, where the developer builds, owns and operates a new office building specifically for long-term lease to the Shire. This approach would ensure the Shire has office space designed to meet the specific needs of the local government.

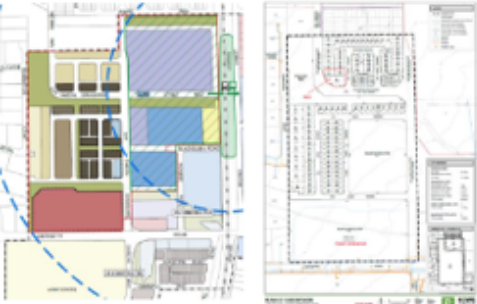
Urbis investigated 13 sites within Byford and profiled eight of these. Considering factors such as size, location, ownership and known interest, three sites were shortlisted. These sites were:

- **Site 1 – Lot 500 Abernethy Road**

MARKET SOUNDING | SITE 1

**Key Details**

ATTRIBUTE	DETAILS
Address	Lot 500, Abernethy Road
Lot Details	Lot 500 on Deposited Plan 427715
Area (sq m)	144,927
Owner	Aigle Royal
Zoning	Urban, Urban Deferred
Current land use/s	Vacant Land
Distance to train station	350 m
Existing building condition	N/A



In principle, Aigle Royal is interested to explore an opportunity further with the Shire.

Currently the site has a structure plan in place and is currently awaiting subdivision approval (by end of March 2025).

There are 3 potential sites for the Shire to consider:

1. Childcare Centre Site 1,467sqm or 2,365 sqm if amalgamate with 2 adjoining residential lots (350 m to train). Structure plan amendment would be required.
2. Subdivide a super-lot from balance of Lot 500 (fronting San Simeon Boulevard (approx. 400m to train)
3. Subdivide a super-lot from balance of Lot 500 (fronting Abernethy Road (approx. 550m to train) - Land use permissibility would need to be investigated based on current structure plan and lodged subdivision plan to ensure office/civic use is permissible or if a structure plan amendment is required.

Aigle Royal are open to considering

- Sale of land, or
- Build to rent.


Next Steps

Aigle Royal are able to move quickly as they are not a real estate interment trust (REIT). They have one shareholder (Tony Poli) to make decisions.


To facilitate a transaction, Aigle Royal requires an Expression of Interest (EOI) from the Shire detailing their site preference and terms for Aigle Royal to consider.

**• Site 2 – 26 Abernethy Road; and**

MARKET SOUNDING | SITE 2

**Key Attributes**

ATTRIBUTE	DETAILS
Address	26 Abernethy Road
Lot Details	Lot 9001 on Deposited Plan 414923
Area (sq m)	58,645
Owner	Region Group
Zoning	Urban Development
Current land use/s	Vacant Land
Distance to train station	100 m
Existing building condition	N/A



In principle, Region Group is interested to explore an opportunity further with the Shire.

Region Group took over Byford Village and the adjacent vacant lot late November 2024. At that time, Centuria did not have any plans for the vacant land.

Region Group are about to commence work on asset strategy and master planning of the site. Timing is good to commence discussions with the Shire to incorporate their office into the masterplan.

For an interim solution, the ex Byford Medical Centre is available for lease (further information on next page).

Region Group are open to considering:

- Sale of land;
- Build to rent; or
- Joint Venture

Region Group advised that tenure is not an issue, but the Internal Rate of Return (IRR) for the investment team is a concern.


Next Steps:

Introduction to Region Group has been provided as per Shire's request. Region Group to send lease details of ex-Medical Centre in Byford Village for the Shire's consideration.


Region Group is part of a Joint Venture, therefore any Expression of Interest (EOI) would need to be taken to the Investment Committee for review/approval. The Shire is required to send their preferred location on their site and terms.

• Site 3 – 797/799 South Western Highway

MARKET SOUNDING | SITE 3

**Key Attributes**

ATTRIBUTE	DETAILS
Address	797/799 South Western Highway
Lot Details	Lot 12 on Diagram 024405
Area (sq m)	7,140
Owner	Private – Eren Dervish
Zoning	Service Commercial
Current land use/s	House, Auto Repair workshop
Distance to train station	230 m
Existing building condition	Poor



The site has garnered interest and was under an exclusive due diligence period (which ended 25 February 2025).

The landowner is interested to explore an opportunity with the Shire. His preference would be for a straight sale of property or build to rent.

Sale of land: Price \$4.3m + GST, no diligence period, 20 days settlement.


Build to rent: Development proposal: Proposed lot 1 approximately 2,921 sqm land area to comprise of a childcare centre fronting George Street and Shire office fronting South Western Highway with onsite parking. Shire Office Building configuration: 2 storey office building with undercroft parking and exclusive use of half of onsite parking. (see below proposed site plan)

- NLA: 1,300 sqm
- Rent: \$1.4m + GST rent per annum + Variable Outgoings (VOs)
- Rent review: 2 years rent free, then per annum greater of CPI or 3.5%
- Tenure 15 years + 15 years or 20 years + 20 years

Note: Panel and paint workshop is currently under a lease. They are looking to vacate the property in 2-3 years.

Next steps:

The landowner requires the Shire to send an Expression of Interest (EOI) with their deal structure preference. Urbis has advised the Shire has due process they need to follow and cannot respond in a short timeframe.



As part of these investigations, an immediately available option presented itself, in the form of a lease of a commercial tenancy located within the Byford Village Shopping Centre.



This was identified as follows:

ATTRIBUTE	DETAILS
Address	20 Abernethy Road (fronting Pioneer Rd)
Lot Details	Lot 100 on Plan 414922
Area (sq.m)	261
Owner	Region Group
Zoning	Urban Development
Current land use/s	Byford Village
Distance to train station	200 m
Existing building condition	Good



These options were considered against the set multi criteria analysis, including a bespoke interim leasing option as shown previously. This analysis is shown following:

Site Assessment						
SITE	APPROPRIATE SIZE	SUITABLE LOCATION	SHIRE OWNED	KNOWN INTEREST	EASE OF DEVELOPMENT	SHORTLIST FOR MARKET SOUNDING
Site 1 - Lot 500 Abernethy Road	Y	Y	N	Y	High	Yes
Site 2 – 26 Abernethy Road	Y	Y	N	Y	High	Yes
Site 3 – 797/799 South Western Highway	Y	Y	N	Y	Moderate	Yes
Site 4 – 3 Bushman Glade	Y	Y	N	N	Moderate	No
Site 5 – Lot 101 Hammermill Drive	Y	N	N	N	Moderate	No
Site 6 – 858 South Western Highway	Y	Y	Y	N	Moderate	No Market Sounding required
Site 7 – 20 Abernethy Road	Site is available for short-term lease. This has been considered as a potential interim option and was market-sounded by the Shire.					
Site 8 – 859 South Western Highway	N	N	N	N	Low	No

Assessing Development Options

The multi criteria assessment considered the range of location, space and financial implications, in order to arrive at its recommendations.



In this regard, funding strategies were identified in order to test how each option could be advanced, in the most financially sound way possible. For example, considering lower costs options of an interim lease being paid by municipal funds, to a longer-term land and building project being paid via debt financing.

Key findings were that in the longer term, a Byford land purchase and build scenario was the most advantageous for the Shire, which enabled space constraints to be managed whilst also creating a high-quality commercial building asset within close proximity to the new Byford Station and town centre. Officers agree with this finding, recognising that purchasing land and building an office facility would result in a range of strategic benefits including:

- Proximity to a growing population;
- Equity in service delivery;
- Embedded presence in a growth area helping catalyse business growth;
- Embedding staff and functions for more responsive planning and community engagement;
- Asset appreciation with potential for diversified income streams over time;
- Improved employee retention through offering flexible or decentralised work arrangements;
- Strategic risk and continuity planning by establishing a second administration site that can function as a backup facility or support hub during emergencies;
- Enabling place-based governance; and
- Incentivising private sector investment.

In terms of a purchase and build option, the Urbis report identified a likely cost to purchase land of approximately \$1.1m, with a cost of construction close to \$6.9 million. Being debt funded, this represented a total cost of \$11m over a 10 year lease term, or \$14.9m over a 20 year term, based on 100% debt funding. Compared to a built to rent option, which would not result in an asset for the Shire, this was forecast to cost either \$9.3m over 10 years, or \$22.4m over 20 years.

Whilst this shows a land purchase and build scenario to be most optimal, officers consider that this is not an immediate or interim option that can be afforded. Not only would it be reliant upon a specific parcel of land being created to suit the needs of the Shire, but also the Shire's borrowing capacity would not extend to being able to afford such in the immediate period. Accordingly, this has been the basis to explore an innovative bespoke solution, in the form of an interim lease of existing commercial space.

The interim leasing option

The interim leasing option has been identified as an immediate, ten year opportunity that could provide time and flexibility for the Shire to determine how best to fund the ultimate long-term option. This interim leasing option provides a scenario that achieves most of the Byford presence objectives, but which smoothes the upfront capital cost impact of the preferred ultimate scenario.

Details of this lease are presented in a high-level way following. Given the opportunity available and need for consideration of such opportunity, a separate report on this agenda deals with Council considering to enter into the leasing agreement.



Term	10 years with 5 year option
Base rent	\$126,089.10 / year
Base rent review	3.5% on each lease anniversary date Market review option at end of 10 years
Outgoings	Approx. \$41,000 / year RENT PLUS OUTGOINGS = \$167,089
Parking	Staff could catch public transport, reducing parking needs. Also parking permits for street bays. Customers would be able to visit the location as part of going about broader shopping functions, thus no direct need for customer parking as this is already factored into overall shopping centre.
Contribution to fit out	\$220,000 + GST Expected fit out plus IT costs likely to exceed \$400,000 total.
Area of tenancy	261sqm. Likely to provide space for up to 20 to 30 staff plus customer service plus meeting room.
Toilets	Communal toilets accessible directly from our tenancy

This is considered a sound option for Council to pursue, whilst still pursuing the ultimate long-term solution.

Options

Option 1

That Council **ENDORSES** the Byford Administration Presence Investigation as attached in **attachment 1**, to satisfy the project approach as adopted by Council at the October 2024 meeting.

Option 2

That Council **DOES NOT ENDORSE** the Byford Administration Presence Investigation as attached in **attachment 1**.

Option 1 is recommended.

Conclusion

There is a strong opportunity for the Shire to expand its administration services to the Byford Town Centre to accommodate the growing population around Byford and expand service delivery to residents. To achieve this, Urbis has researched options and arrived at a recommended ultimate option, as well as interim option. It is recommended these be supported.

Attachments (available under separate cover)

- **10.1.4 - attachment 1** - Byford Administration Presence Investigation (E25/4784)



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

As mentioned previously in the report, the recommended option to purchase land and build an office facility is not able to be afforded at this point in time. It is recommended this remain the long-term preferred option, with a strategy to approach this through Deb funding over a 20-year term. The interim period however, the 10 year lease option is considered to represent an affordable and viable solution to address the needs of the Shire. This is presented for consideration in a report later on this agenda.

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	The significant risks are highlighted within the Byford Administration Presence Investigation. If the lease is entered into or development project is undertaken, there are specific risk analysis developed as part of the project management framework.						
2	If Council do not endorse the Byford Administration Presence, this will impede the Shire's ability to progress with the project.	Nil.	Social Community Outcomes /	Likely	Moderate	MODERATE	Accept Option 1.

Voting Requirements: Simple Majority

Officer Recommendation:

That Council ENDORSES the Byford Administration Presence Investigation as attached in attachment 1, to satisfy the project approach as adopted by Council at the October 2024 meeting.

**10.1.5 - Economic Development and Tourism Strategy 2024-2034 - Final Adoption**

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 Shire of Serpentine Jarrahdale Economic Development and Tourism Strategy 2024-2034 for final adoption, following community and stakeholder consultation.

Officers embarked on preparing the new ten-year strategy in mid-2024, with a key focus to update and strategically guide actions and initiatives that will help the Shire form a strong and diverse economy. The Draft Strategy outlines the priorities to facilitate economic growth of the Shire, and how such growth is planned and maximised in order to secure long-term economic resilience.

The Draft Strategy was adopted for stakeholder and community consultation at the November 2024 Council meeting and has been subsequently advertised. A number of stakeholder interviews have also taken place, providing valuable feedback on the Draft Strategy.

In light of the feedback obtained, Officers recommended the Draft Strategy be adopted by Council, subject to minor modifications as set out in this report.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 18 November 2024 - OCM317/11/24 - COUNCIL RESOLUTION / Officer Recommendation

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.*

Background

The new Draft Economic Development and Tourism Strategy 2024-2034 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.

At the 18 November 2024 Ordinary Council Meeting, Council considered the Draft Strategy for consent to advertise. This public consultation period has been completed, including stakeholder interviews, with all feedback carefully considered by the Officers. The feedback has been very valuable, particularly with respect of identifying the importance of pathways to continually promote human capital in the Shire, through investment in education and post-secondary school pathways.

This feedback has resulted in recommended updates for inclusion into the revised Strategy, which are explained following.

Community / Stakeholder Consultation

The review and development of the Draft Economic Development and Tourism Strategy was advertised for a period of eight weeks, with an additional extension of time concluding on 28 February. It was important to promote a robust and inclusive engagement process, to capture the range of community and stakeholder feedback that is pivotal to economic development.

The engagement methods utilised were as per the Communications Plan, and included:

- Written submissions via your say SJ;
- Targeted stakeholder meetings (business groups, industry representatives and government agencies).

These resulted in the following engagement outcomes:

Your Say SJ Submissions

- Total Reach: 189 visitors (11 per day)
- 34 downloads of the Draft Strategy
- A total of three public submissions were received.

Stakeholder Interviews

Stakeholder interviews were conducted with business groups and industry stakeholders to gather insights on key challenges and opportunities identified within the Draft Strategy. This included the following participants:

- Wormall Civil
- Owner of Byford Village
- Alita Constructions
- Parcel Property
- Satterly Property Group
- Peel Chamber of Commerce and Industry
- Peel Development Commission



The submissions, as per **attachment 2**, provided valuable insights into local business growth, infrastructure and investment attraction. This ensures that the Draft Strategy is aligned with community, stakeholders and economic needs.

Statutory Environment

Local Government Act 1995

Economic Development Framework - WALGA

Council Plan 2023-2033

Comment

The current Economic Development Strategy (2018-2024) was developed a number of years ago, and since this time significant economic changes have occurred. The purpose of updating the Economic Development and Tourism Strategy was to ensure responsible and ongoing economic development, attracting infrastructure to meet business needs, growing businesses and both creating and sustaining jobs.

Overall, the Draft Strategy was well-aligned with the feedback received from the public/stakeholder engagement processes. The key themes identified below were all shared and core priorities that the Draft Strategy needed to focus on.

This alignment reinforces the Strategy's relevance, such as the focus and action plans developed, the focus on utility investment, the importance of strategic economic investment attraction, job creation, productivity and competitiveness, and innovation.

As part of the engagement process, a number of themes emerged. These were as follows:

Key Themes	Summary of Recommendations
Accommodation and Visitor Experience	Identified gaps in short-stay accommodation and tourism offerings.
Advocacy for Residential and Industrial Development	Strong feedback on the importance of strategic infrastructure planning and investment to support future growth. Stakeholder interviews emphasised need for funding to facilitate residential and business expansion.
Skills and Workforce Development	Concerns around skills shortages, education infrastructure and workforce attraction. Advocacy for a TAFE facility was considered essential.
Tourism Development and Destination Appeal	Strong interest in leveraging natural assets, improving visitor infrastructure in Jarrahdale and enhancing digital marketing to boost tourism.



Business and Investment Growth	Stakeholders emphasised the need for incentives and support for small business and to attract further mixed use (commercial, retail) offerings within the Shire.
Digital Innovation	Shire to be ready for smart city technology and emerging digital industries.

These themes were generally well covered in the Draft Strategy, with detailed actions to address the issues. One such issue of importance, which received more focussed feedback, was on the importance of a TAFE for the future economy of the Shire.

In this regard, feedback explained that investment in human capital through enhanced post-secondary educational opportunities, particularly via a major TAFE institution focused on the construction sector, was critical to the sustained economic growth and resilience of the Shire. It was seen that a specialised TAFE facility would directly address local skills shortages, equipping residents - especially younger community members - with industry-relevant qualifications, thus improving employment outcomes. By ensuring education and training opportunities closely aligned with these key economic sectors, notably construction, the community would be better positioned to capitalise on emerging economic opportunities, maintain competitive advantages, and foster long-term job security.

Officers agree with this sentiment, and of note the Shire has been engaging with government on this issue. A targeted educational institution within the Shire will stimulate broader economic benefits beyond individual employment outcomes. It encourages local retention of young talent, reducing outward migration while simultaneously attracting new students and professionals into the area. The presence of a major TAFE facility strengthens the linkage between education providers, industry partners, and local businesses, facilitating collaborative innovation, practical training initiatives, and tailored workforce development strategies.

Based on this feedback from the community/stakeholder consultation, Officers recommended additional inclusions under the theme 'Planning for the Future'. These inclusions strengthen delivery outcomes for advocacy for infrastructure for a Future Byford TAFE Facility, within the Byford Town Centre. These are as follows:

Strategic Theme

Planning For the Future	Proposed Inclusion
1.1 Proactive Planning to Encourage Investment	1.1.5 - Advocate for a TAFE facility to take place within the Byford Station Precinct with a key focus on construction and trade based skills.



1.3 Ensure Infrastructure supports the economy and community.	1.3.3 - Prioritise for advocacy over the short term, State Government Investment in a Byford TAFE Facility.
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Advocacy - Business Case - TAFE Campus

The Shire has already been focussed on this issue. The Shire engaged Urbis in November 2020 to undertake a business case that demonstrated the need for a campus and presented an opportunity to create local jobs, support skills development, and improve liveability. The study also revealed that the development would catalyse private sector development in the Byford Town Centre and leverage the significant investment from the Metronet Byford Train Station. Continuing to focus on this is an essential aspect to be captured in the Draft Strategy.

Implementation and Monitoring

The Strategy, once adopted, will be implemented over a ten year period and will be reviewed and updated after five years (2029). Officers will implement the actions through a coordinated approach involving internal teams from business units within the Shire, external stakeholders and government agencies.

The action plan will be regularly reviewed to ensure specific actions and tasks are completed. These actions are prioritised into immediate (next 1-2 years), medium (next 5 years) and long-term (5 years) timelines, as well as ongoing.

These are the action elements of the Strategy, and shown following:

STRATEGIC THEME/INITIATIVE/TASK	TIMEFRAME
1. PLANNING FOR THE FUTURE	
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
1.1.5 - Advocate for a TAFE facility to take place within the Byford Station Precinct with a key focus on construction and trade-based skills.	Immediate



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
1.3 Ensure infrastructure supports the economy and community	
1.3.1 Explore funding opportunities available from State and Federal government for projects that support local economic development, with a particular focus on infrastructure investment and tourism infrastructure expansion.	Immediate
1.3.2 Conduct ongoing research, analysis and project evaluation to demonstrate business case for public infrastructure investment within the Shire.	Immediate
1.3.3 - Prioritise for advocacy over the short term, State Government Investment in a Byford TAFE Facility.	Immediate

STRATEGIC THEME/INITIATIVE/TASK	TIMEFRAME
2. STAKEHOLDER ENGAGEMENT	
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	Ongoing



the Shire can offer to assist SMEs to grow within the Shire.	
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
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 one 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
3.2 Advocate and lobby state and federal government	
3.2.1 Develop and maintain an advocacy booklet highlighting critical projects for State and Federal Government support, with this adopted by Council in the lead up to all state and federal elections.	Ongoing
3.2.2 Work collaboratively with surrounding LGAs on joint lobbying efforts with a particular focus on key road and infrastructure upgrades.	Ongoing



3.2.3 Develop and submit funding submissions and business case documents to government for funding of utility and tourism related infrastructure within the Shire.	Ongoing
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STRATEGIC THEME/INITIATIVE/TASK	TIMEFRAME
4. BUSINESS SUPPORT AND INNOVATION	
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 Strategy be adopted.

**Options**Option 1

That Council ADOPTS the Economic Development and Tourism Strategy 2024-2034 as per **attachment 1**.

Option 2

That Council ADOPTS the Economic Development and Tourism Strategy 2023-2034 as per **attachment 1** SUBJECT TO the following further modifications:

[list modifications]

Option 1 is recommended.

Attachments (available under separate cover)

- **10.1.5 - attachment 1** - Economic Development and Tourism Strategy 2024-2034
- **10.1.5 - attachment 2** - Summary of Submissions

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

Implementation of the finalised strategy will be considered annually through the normal service planning and budget development process.

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	This is considered the lowest risk option.						



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	
2	By adopting the Draft Economic Development and Tourism Strategy 2024-2034 with further modifications, this could impact on the community and stakeholder engagement processes that occurs.		Reputation	Possible	Moderate	MODERATE	Accept Option 1.

Voting Requirements: Simple Majority

Officer Recommendation:

That Council ADOPTS the Economic Development and Tourism Strategy 2024-2034 as per attachment 1.



10.1.6 - Mundijong Town Centre (Precinct F1) Precinct Structure Plan Update (SJ307)	
Responsible Officer:	Manager Strategic Planning
Senior Officer:	Director Development Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.
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Report Purpose

The purpose of this report is to update Council following the recent completion of the Mundijong District Structure Plan (DSP) modifications, as required by the WAPC approval. These modifications were completed in early March, enabling the DSP to be submitted back to the WAPC and to enable officers to recommence work on Area F1 Precinct Structure Plan. This Precinct Structure Plan had been delayed pending the need to work on the DSP modifications.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 20 November 2023 - OCM281/11/23 - COUNCIL RESOLUTION / Officer Recommendation

That Council:

- 1. NOTES the recent approval, subject to modifications, of the Mundijong District Structure Plan by the Western Australian Planning Commission.*
- 2. NOTES the progress to be made in completing the modifications using funds within the Area F1 Precinct Structure Plan Project.*

Ordinary Council Meeting - 19 June 2023 - OCM138/06/23 - COUNCIL RESOLUTION / Officer Recommendation

That Council:

- 1. In response to the Area F1 Precinct Structure Plan KPI, NOTES that a consultant was not able to be engaged, despite three attempts, due to the situation in the current market which lacks spare capacity to deliver the project.*
- 2. NOTES and ENDORSES a revised approach to undertake the project in house.*
- 3. NOTES that consistent with the Shire's Project Management Framework, the pre-project phase of feasibility will be re-started based on the revised project approach, and this*



restart/review will inform updates to project timing; capacity of current project budget to deliver revised approach and; staff resource implications.

4. *NOTES that a future report will be presented as part of the Corporate Business Plan, to update the project based on the outcomes of Part 3.*

Background

During the past 12 months, increasing engagement has been occurring with the State Government, and what future prospects may arise in respect of delivering infill sewer for the approximate 400 unsewered allotments within the broader townsite of Mundijong. This has indicated that there is no dedicated State Government infill sewer program, and thus no timeline available as to provision.

As part of revisiting the next important planning document for Mundijong town centre, being the Area F1 Precinct Structure Plan, Officers are seeking Council consideration to what if any further structure planning should be taken.

Specifically, there are further Area F precincts awaiting structure planning, which if prioritised could help raise awareness about infill sewer and gain greater chance of support from the State Government. However such could also not result in this, and could rather create expectations for development that otherwise cannot occur until infill sewer is completed.

Community / Stakeholder Consultation

Nil.

Statutory Environment

Planning and Development Act 2005

Local Government Act 1995

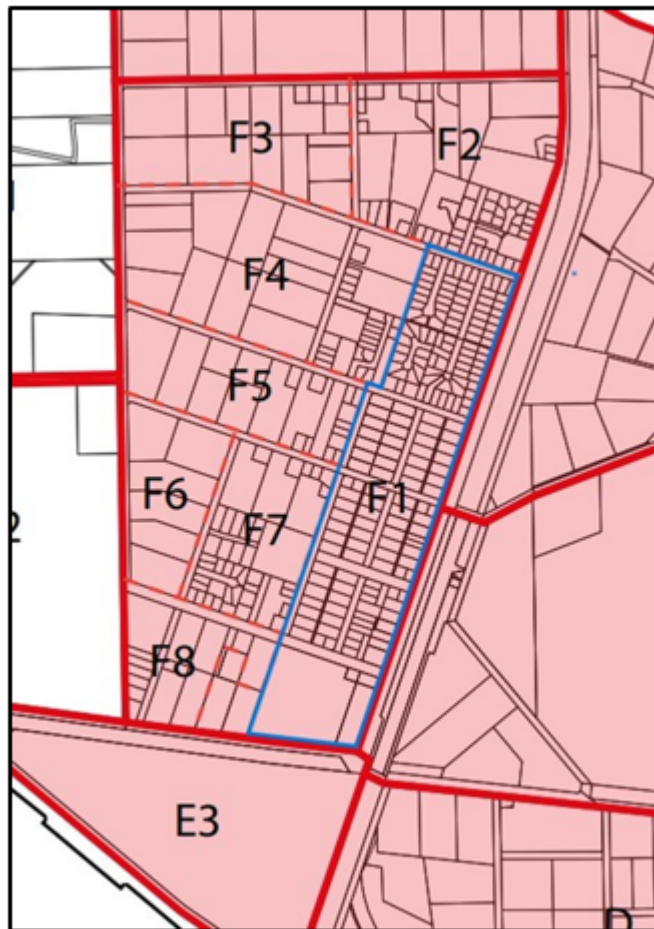
Comment

The WAPC, at its Statutory Planning Committee meeting held 15 August 2023, approved the Mundijong DSP subject to a range of modifications. This final determination was a significant step in the development process as it provided the framework for the development of Mundijong, and took into consideration the infrastructure projects and other matters that have been initiated around Mundijong and the need for subsequent local and precinct structure planning to be coordinated.

Council had also previously identified Officers to prepare, using mainly inhouse resources, the Area F1 Precinct Structure Plan. This was seen as an important proposal for Officers to lead, on the basis of delivery the urban design and spatial land use structure for the town centre. Area F1 comprised the town centre, which the Shire had a significant presence in, and also the future District Centre to help serve retail and commercial demands of the growing population.



Area F1, in the context of the broader Area F, is shown following:



Remaining precincts in Area F with Area F1 shown

Officers have prepared a project plan to be delivering the required Precinct Structure Plan for Area F1, with mainly in house resources, over the coming months. This project involves a stronger urban design and character aspect to be created, versus what normally occurs with non-precinct structure plans. Non-precinct structure plans are what is required for the remaining areas in Area F.

In raising the question of the balance of Area F, Officers have considered whether there could be a role for the Shire to fund and undertake the further structure planning beyond Area F1. In this regard it is noted that the balance area is less fragmented, but also less unlikely to attract a single entity or group of entities to drive the required structure planning across them. Thus a move for the Shire to do this, could help to further enhance the prospects of convincing State Government to commit funds for deep sewer.

Such work would come at a significant cost, estimated to be between \$300,000 and \$350,000. Such costs would not be recoverable, and would essentially be returned only through the tacit relationship by which new development occurs. Of some risk is that such structure planning doesn't convince the Water Corp to deliver infill sewer, and thus would pose a large opportunity cost that otherwise could have been allocated to another project.



Officers consider that, given the absolute importance and uniqueness of the Area F1 Precinct Structure Plan, it should be progressed as currently planned, in house. Officers also recommend that a future business case, for the 26/27 budget, be prepared for Council to better understand what advantage delivering structure planning across the remaining Area F, could pose.

By embarking on the Area F1 Precinct Structure Plan, the Shire will provide the detailed planning framework for the Mundijong Town Centre, and its capability to remain the symbolic and strategic main centre for Mundijong.

Options

Option 1

That Council:

1. NOTES that Officers will begin preparation of the Precinct Structure Plan for Area F1;
2. REQUESTS the Chief Executive Officer to present a business case for the 26/27 budget, to set out the advantage of delivering structure planning across the remaining of Area F, and what cost this would likely be.

Option 2

That Council NOTES that Officers will begin preparation of the Precinct Structure Plan for Area F1.

Option 1 is recommended.

Conclusion

The WAPC's recent approval of the Mundijong District Structure Plan with modifications now complete, enable Officers to restart work on the F1 Precinct Structure Plan. As part of advocating for infill sewer, Officers also consider some advantage to completing remaining structure planning over Area F, but which comes at a significant cost and with greater complexity.

It is recommended that Area F1 Precinct Structure Plan be continued in house, but a separate business case be presented to the 26/27 budget exploring the cost and prospects of structure planning the remaining of Area F.

Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2. Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
3. Strengthen and grow the local tourism industry
Liveable
1. Advocate for public transport and focus on connectivity within communities
4. Invest in facilities and amenities to meet current and future needs
Connected



- | |
|---|
| 3. Empower the community to engage with the Shire and collaborate on matters that are important to them |
| 4. Facilitate an inclusive community that celebrates our history and diversity |

Financial Implications

As discussed in the report, attempting to undertake the balance Area F (outside Area F1) could represent a cost of \$300,000 to \$350,000. This would not be recoverable.

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	This is considered the lowest strategic risk option.						
2	Delaying actioning of the balance of Area F could limit the success of advocacy for infill sewer.	Planning framework	Organisational Performance	Possible	Moderate	MODERAT	Nil

Voting Requirements: Simple Majority

Officer Recommendation

That Council:

1. **NOTES** that Officers will begin preparation of the Precinct Structure Plan for Area F1;
2. **REQUESTS** the Chief Executive Officer to present a business case for the 26/27 budget, to set out the advantage of delivering structure planning across the remaining of Area F, and what cost this would likely be.

**10.2 Infrastructure Services reports:**

10.2.1 - Roads Forward Works Plan - Project Priority Listing (SJ4111)	
Responsible Officer:	Acting Manager Engineering Services
Senior Officer:	Acting Director Infrastructure Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.
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Report Purpose

The purpose of this report is for Council to adopt the Roads Forward Works Plan for the Shire.

Relevant Previous Decisions of Council

There are no previous Council decisions relating to this matter.

Background

Asset Management is flagged in the Shire's Strategic risk register. Developing effective asset management strategies and maintaining adequate levels of service for roads, planning for asset renewal is critical.

The Shire maintains 797 kilometres of road assets with a replacement cost of \$440 million as of 30 June 2024. Most of the strategic improvements identified in the current Roads Asset Management Plan (AMP) are underway and will be completed by 2025. Further improvements have been identified that will enhance future revisions of the AMP and provide greater financial alignment with the Long Term Financial Plan (LTFP).

The Roads Forward Works Plan 2026-2036 is a plan that will guide organisational priorities in implementation of Asset Lifecycle Management to obtain quality long-term roads asset life. The approaches in the Roads Forward Works Plan are based on the Shire's current business context and its future service delivery models.

Community / Stakeholder ConsultationPolicy Concept Forum

Meeting Date	17 February 2025
Elected Members in Attendance	President Coales, Cr Bishop, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini



Statutory Environment

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

The Roads Forward Work Plan will reference to the Asset Management Framework, which is an intrinsic part of the Shire's Integrated Planning and Reporting Framework and works in tandem with the development of the Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan and Workforce Plans.

Comment

A comprehensive surface condition assessment of the Shire's sealed roads more than 10 years of age commenced in 2022 and was completed in 2023. The condition assessment was measured using the Western Australia Local Government Association (WALGA) Road Visual Condition Assessment Manual 1 - 5 road grading system. Condition grading per the manual is ratings of 1 to 2 being Very Good to Good, 3 being Fair and 4 to 5 being Poor to Very Poor respectively.

Table 1 below provides a summary of road condition assessment survey data. Majority of the road assets have reached the intervention level of condition 3, 4, and 5. Whilst the 31% of road assets may offer a level of service in that is in good condition and remain trafficable, they may still be subject to load restrictions, lower or reduced speed limits or compromised user safety.

The 40% of road assets with a condition rating of Poor and Very Poor (condition 4 & 5) form the basis of this Roads Forward Works Plan.

Number of Inspected Sites	Condition 1 Very Good	Condition 2 Good	Condition 3 Fair	Condition 4 Poor	Condition 5 Very Poor
2805	224	645	813	617	505
%	8%	23%	29%	22%	18%

Table 1 - Condition rating

The road condition, Shire financial capacity and other multiple constraints and criteria were used to develop the Roads Forward Works Plan and prioritisation of projects within the plan.

Road renewal plans face numerous constraints and require careful consideration of various criteria. Constraints can include budget limitations, traffic flow disruptions, community concerns, and regulatory requirements. Criteria for evaluating renewal options should encompass economic, environmental, social, and technical factors, including road condition, traffic volume, maintenance costs, and potential impacts on road users.

Infrastructure Australia, Guide to multi-criteria analysis was used to develop the Shire's constraints and criteria to prioritise the roads improvements and develop the Roads Forward Works Plan priorities for 114 roads identified with a condition rating 5 (very poor).



The following criteria were measured and weighted:

- **Strategic Fit** - Priority is given to roads/projects which align with the Shire's Council Plan 2017/27 along with other Structure Plans proposed within the Shire.
- **Road Hierarchy** - Priority is given to the Higher order Street and Avenue type Roads per the Metropolitan Regional Road Hierarchy, where their classification and vehicle volumes provide eligibility for State Government funding, as opposed to local access roads which do not meet minimum criteria for external funding eligibility.
- **Social Impact** - An impact of traffic volume, use of public transport, opportunity for walking and cycling and improvement in road safety were measured and weighted to select the projects.
- **Funding Opportunity** - Funding Opportunity/Strategy and the sources from which the Shire may receive funds have been considered as a decisive factor to develop the list and prioritisation of projects. Priority is given to projects which meet a minimum criterion to receive State Government funding on a 2/3 State, 1/3 Local Government basis.
- **Handover to Main Roads Western Australia (MRWA)** - MRWA undertaking classification assessment of some Shire's roads to become a State Road, and these roads have been considered as a lower priority.

Furthermore, the Shire's financial capacity to implement Asset Lifecycle Management and obtain quality long-term asset outcomes have been assessed and the budget availability and funding sources considered. The Roads Forward Works Plan has been prepared based on a balanced budget approach and the following assumptions:

- Proposed Budget Allocation from the Shire's Municipal LTFP to remain beyond 2039.
- Metropolitan Regional Road Group (MRRG) Grant for Roads Safety Program, Road Rehabilitation and Road Improvement Program.
- \$2.0M/year for MRRG funded projects based on 2/3 State Government and 1/3 Shire contribution of \$1.33Mil and \$0.66Mil respectively approved for the projects meeting MRRG minimum criteria for funding.
- MRRG Direct Grant will be continuing in the future.
- Roads to Recovery Grant to remain constant beyond 2028/29.

The Municipal LTFP, MRRG Direct Grant, MRRG Rehabilitation and Road to Recovery (RTR) allocation per year are listed in Table 2 below.

	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	Total
Without 2%											
Muni Road Funding	1,594,096	2,503,829	2,018,134	2,168,366	2,619,022	3,347,812	3,903,456	4,835,012	5,519,906	6,282,409	34,792,042
Total Muni Funding	1,594,096	2,503,829	2,018,134	2,168,366	2,619,022	3,347,812	3,903,456	4,835,012	5,519,906	6,282,409	34,792,042
Grants to Recovery	1,017,921	1,208,781	1,272,401	1,272,401	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	10,771,504
Total Road Works	5,800,209	8,720,268	7,326,803	7,777,499	8,857,066	11,043,436	12,710,368	15,505,036	17,559,718	19,847,227	115,147,630

Table 2 - Funding Sources



Based on the Shire's financial capacity assumptions and funding availability the roads and projects that scored 5 under the road condition survey have been separated into two tables within the Roads Forward Works Plan as noted below:

- Local Government Road Funding Program Projects (meeting MRRG Rehabilitation and Black Spot minimum criteria for funding);
- Shire's Funding Sources Program (Municipal LTFP funds, MRRG Direct Grant & RTR)

16 roads being 31 projects that scored 5 under the road condition survey meet MRRG Rehabilitation grant funding minimum criteria and will be considered for 1/3 Municipal, 2/3 State Government funding. Improvements to these roads are estimated to cost \$32,990,100 (2024/25 rates), consisting of \$10,996,700 municipal contribution (1/3) and \$21,993,400 State Government finding (2/3).

The remaining condition 5 roads classified as Access roads under the MRWA road hierarchy classification do not qualify for funding under the MRRG Road Rehabilitation Program. The Shires funding sources such as Municipal LTFP funds, MRRG Direct Grant and RTR allocations are to be considered to fund these projects. 98 Roads being 104 projects fall into this category with improvements estimated to cost \$81,565,900 (2024/25 rates).

Based on the costs noted above to improve the condition 5 rated roads, it will take 10 years to complete the improvements under today's funding sources identified in Table 2 above.

Review of the future municipal LTFP budget allocation and availability of external funding sources is recommended for the roads improvement program to increase road funding by \$2 million per year starting from the 2026/27 financial year to complete the program sooner, noting that the condition of roads will continue to deteriorate each year if not improved.

The make up of this proposed additional \$2m funding model is based on an additional annual budget allocation of 2% municipal funding from rates (approximately \$640,000 in 2024/25) to increase the roads upgrade capital budget by approximately \$2M per year from 2026/27 (\$640,000 municipal funds enables an additional funding contribution of \$1,280,000 on a 1/3 Shire, 2/3 State Government basis).

Under this model it will take 7 to 8 years to complete all the projects which rated 5 in the road condition survey.

This funding model is shown in Table 3 below:

	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	Total
With 2%											
Road Reserve	647,479	694,000	740,000	-	-	-	-	-	-	-	
Muni Road Funding	1,594,096	3,181,815	3,448,120	4,432,352	4,986,008	5,822,798	6,490,441	7,538,997	8,347,891	9,238,393	55,080,911
Total Muni Funding	2,241,575	3,875,815	4,188,120	4,432,352	4,986,008	5,822,798	6,490,441	7,538,997	8,347,891	9,238,393	57,162,390
Roads to Recovery	1,017,921	1,208,781	1,272,401	1,272,401	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	10,771,504
Total Road Works	7,742,646	12,836,226	13,836,761	14,569,457	15,958,024	18,468,394	20,471,323	23,616,991	26,043,673	28,715,179	182,258,674
Potential Additional Road Works	1,942,437	4,115,958	6,509,958	6,791,958	7,100,958	7,424,958	7,760,955	8,111,955	8,483,955	8,867,952	67,111,044

Table 3 - Funding Sources with additional \$2m

The projects under condition rating 4 were estimated by using average renewal cost per kilometre and included in the Roads Forward Works Plan. The Shire requires funds of \$260M to renew 174 Km of 220 roads and complete 284 projects on these roads.



It is recommended that the Shire review its Municipal LTFFP and propose an increased budget allocation for the road's improvement program of \$2 million per year starting from the 2026/27 financial year to enable completion of all the Condition 5 projects by 2038, complementing the Shire's current level of funding sources (Municipal, MRRG Direct Grant & RTR). This increased budget allocation would consist of an additional 2% municipal funding from rates (approximately \$640,000 in 2024/25) to increase roads upgrade budget by approximately \$2Mil per year from 2026/27 (\$640,000 municipal funds enables funding contribution of \$1,280,000 on 1/3 Shire, 2/3 State government basis).

Table 4 below provides a high-level summary of the number of roads rated 5 (very poor), number of roads rated 4 (poor), length in kilometres of each, and the total estimate cost to upgrade to total projects (2024/25 rates).

#	Condition 5	Very Poor	Condition 4
	Local Government Road Funding Program (BSP, Road Rehab, Road Improvement)	Shire's Funding Sources Municipal LTFFP, MRRG Direct Grant & RTR	Poor
Number of Roads	16	98	220
Length /KM	31.40	73.60	174
Number of Projects	31	104	284
Renewal Cost (\$000)	115,000		264,000

Table 4 - Road condition and cost summary

The Roads Forward Works Plan is a program of roads capital projects anticipated to be undertaken by the Shire in the future. The Plan will be reviewed during annual budget planning processes and updated to incorporate any changes in level of service or resources availability (continued availability of external funding sources) to provide those services as a result of budget decisions.

To achieve maximum value for money and deliver a higher number of road improvements sooner, it is suggested that the 16 Roads rated condition 5 that are eligible for grant funding on a 1/3 Shire, 2/3 State Government basis which are listed in Figure 3.6 of the Roads Forward Works Plan are delivered first.

This would mean the 94 access roads rated condition 5 that are not eligible for external grant funding will need to wait until the Shires municipal funding becomes available to improve them, that is they wait until the first 16 grant funded roads are upgraded. This will likely see their condition continue to deteriorate and level of service continue to decline. Options to commence improving the access roads sooner should also be considered. To enable this, further funding opportunities from the State and Federal Government will be explored.



As continued deterioration of the condition 5 rated roads is noted above, the same can be expected for all of the other Shire roads, meaning, the roads rated condition 3 and 4 in the 2023 survey will likely deteriorate to a condition 5 before the improvements to the current condition 5 roads are able to be delivered. An example of this is Hopeland Road in Hopeland, which was rated a condition 4 in 2023 and has experienced extensive surface and pavement failures over the past 12 months in a number of sections immediately south of Karnup Road and immediately north of Elliott Road. If assessed today the assessment would rate these sections of Hopeland Road as a 5. In considering the criteria used to prioritise the roads in the RFWP, the strategic fit, road hierarchy, social impact and funding opportunities, Hopeland Road would rate as a very high priority in this RFWP. To address the failing sections of Hopeland Road, a reactive approach to apply for funding to upgrade these sections has had to be taken to seek funding for improvements to be delivered in the 2026/27 financial year.

Therefore to maintain and accurate and current details of the Shires Road Asset condition rating, enabling review and re-prioritisation of the Shires Roads Forward Works Plan, it is recommended that road condition assessments of the Shires 3, 4 and 5 condition roads be undertaken on a 2 yearly basis, in lieu of the recommended 5 year assessments.

Options

Option 1

That Council:

1. ADOPTS the Roads Forward Works Plan 2026-2036 - Project Priority Listing as attached in **attachment 1**, and;
2. REQUESTS the Chief Executive Officer amend the Long Term Financial Plan (LTFP) and draft Budget documents to include an extra 2% from rates for the next 3 financial years commencing 2025/26 years, and;
3. REQUESTS the Chief Executive Officer investigate additional funding and advocacy opportunities from the State and Federal Government for increased levels of road upgrades and bring a report back to council for consideration, and;
4. IMPLEMENTS 2 yearly road condition assessments of condition rated 3, 4 and 5 roads, includes the updated assessment data in the Corporate Business Plan to inform review and re-prioritisation of the Roads Forward Works Plan and annual budget business case submissions.

Option 2

That Council:

1. ADOPTS the Roads Forward Works Plan 2026-2036 - Project Priority Listing as attached in **attachment 1**; and
2. REQUESTS the Chief Executive Officer investigate additional funding opportunities from the State and Federal Government for increased levels of road upgrades and bring a report back to council if successful

Option 1 is recommended.



Conclusion

As part of the Shire's Asset Management journey, a continued focus on asset data integrity is critical to enable informed management of Shire assets. The Shire recognises the importance of its responsibility to manage road assets to achieve optimum fit for purpose assets.

This will be achieved through a combination of process improvements, reviewing asset conditions and resource allocation to ensure that the Shire implements Asset Lifecycle Management to obtain quality long- term roads asset life.

This is proposed to be delivered by a number of initiatives including a 2% increase in rates, exploring additional funding and advocacy opportunities from State and Federal Government, undertaking continued Hypergrowth road upgrade advocacy funding and maintaining up to date road asset condition information.

Attachments (available under separate cover)

- **10.2.1 - attachment 1** - Roads Forward Works Plan 2026-2036 - Project Priority Listing (E25/3717)

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2. Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
3. Ensure sustainable and optimal use of Shire resources and finances
Liveable
1. Improve maintenance and investment in roads and paths
2. Invest in facilities and amenities to meet current and future needs
Connected
1. Contribute to a well-connected, accessible and health community

Financial Implications

There is nil cost to Council at this stage in adopting the Roads Forward Works Plan 2026-2036. Business cases will be presented to the Council on the numerous project initiatives over the coming years which will have various financial implications to Council.

Section 3.3 (Appendixes C&E) in **attachment 1- Roads Forward Works Plan - 2026-2036 - Project Priority Listing** shows indicative costs associated with implementing each road project.

In order to bring forward and complete the renewal of condition 5 projects earlier, it is necessary to increase budget allocation by \$2 million per year starting from 2025/26 financial year partly funded by a 2% rate increase for the next 3 years. This should be considered in the long term financial planning.



Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	The Shire fails to undertake Roads Asset Improvement initiatives	<ul style="list-style-type: none"> The roads condition assessment of 10 year old road network was completed. Project nomination and listing in a priority order has been complete. Integrated Planning and Reporting Framework (Asset Management Strategy, LTFP, Budget) 	Financial	Almost Certain	Major	HIGH	Review Shire's financial capacity and strategy that will provide greater financial alignment with LTFP.



Voting Requirements: Simple Majority

Officer Recommendation

That Council:

- 1. ADOPTS the Roads Forward Works Plan 2026-2036 - Project Priority Listing as attached in attachment 1, and;**
- 2. REQUESTS the Chief Executive Officer amend the Long Term Financial Plan (LTFP) and draft Budget documents to include an extra 2% from rates for the next 3 financial years commencing 2025/26 years, and;**
- 3. REQUESTS the Chief Executive Officer investigate additional funding and advocacy opportunities from the State and Federal Government for increased levels of road upgrades and bring a report back to council for consideration, and;**
- 4. IMPLEMENTS 2 yearly road condition assessments of condition rated 3, 4 and 5 roads, includes the updated assessment data in the Corporate Business Plan to inform review and re-prioritisation of the Roads Forward Works Plan and annual budget business case submissions.**



10.3 Corporate Services reports:

10.3.1 - Confirmation of Payment of Creditors - April 2025 (SJ801)	
Responsible Officer:	Manager Finance
Senior Officer:	Director Corporate Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Legislative	Includes adopting local laws, local planning schemes and policies.
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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 April 2025 to 30 April 2025 is provided in **attachment 1**.

OptionsOption1

That Council RECEIVES the Schedule of Accounts as paid under delegated authority from 01 April 2025 to 30 April 2025, totalling \$5,302,136.97 as contained in attachment 1.

Option 2

That Council DOES NOT RECEIVE the Schedule of Accounts as paid under delegated authority from 01 April 2025 to 30 April 2025, totalling \$5,302,136.97 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 30 April 2025 (E25/4821)
- **10.3.1 - attachment 2** - Westpac Purchasing Card Report - 28 February 2025 to 27 March 2025 - Redacted (E25/4822)
- **10.3.1 - attachment 3** - Fuel Purchasing Cards Report - 01 March 2025 to 31 March 2025 - Redacted (E25/4823)

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 April 2025 to 30 April 2025 totalled \$5,302,136.97

**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

Officer Recommendation

That Council RECEIVES the Schedule of Accounts as paid under delegated authority from 01 April 2025 to 30 April 2025 totalling \$5,302,136.97 as contained in attachment 1.

**10.3.2 - Monthly Financial Report - March 2025 (SJ4229)**

Responsible Officer:	Manager Finance
Senior Officer:	Director Corporate Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Legislative	Includes adopting local laws, local planning schemes and policies.
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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 31 March 2025.

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



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 31 March 2025.

The municipal surplus as at 31 March 2025 is \$11,216,189 which is a favourable variance of \$882,280 (including an opening surplus of \$335,425).

Further information on material variances are listed in the analysis below.

Operating Activities

Operating Revenue

Rates

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

Operating Grants, Subsidies and Contributions

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

Fees and Charges

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

Interest Earnings

Favourable permanent variance of \$381,286 primarily due to:

- Higher than anticipated interest received on Reserve Term Deposits - \$290,679.
- Higher than anticipated interest received on overdue rates for the period - \$65,983.

Other Revenue

Favourable permanent variance of \$187,607 primarily due to:

- Reimbursement on workers compensation claim from Local Government Insurance Scheme (LGIS) - \$147,543.
- 2023/2024 Unbudgeted Annual Profit Share from YMCA for Serpentine Jarrahdale Recreation Centre - \$38,170.

Profit on Asset Disposal

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

Operating Expenses

Employee Costs

Favourable variance of \$231,143 primarily due to vacancies across organisation.



Materials and Contracts

Favourable temporary variance of \$127,924 is primarily due to disputed facility cleaning contract invoices related to incorrect charges. Payment is pending the receipt of amended invoices.

Utility Charges

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

Depreciation

Unfavourable permanent variance of \$808,496 primarily due to a higher than anticipated asset value following the 2022/23 revaluation, resulting in higher than anticipated depreciation.

Finance Costs

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

Insurance Expenses

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

Other Expenditure

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

Loss on Disposal of Assets

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

Investing Activities

Contributions/Grants for the Construction of Assets

Favourable permanent variance of \$1,161,099 due to:

- Byford DCP - \$502,176.
- Community Infrastructure DCP - \$361,560.
- The Shire received a contributed fire truck for the Keysbrook Fire Station from the Department of Fire and Emergency Services (DFES) in accordance with the provisions outlined in the DFES LGGS Capital and Operating Grants Manual. This is a non-cash contribution, offset by the corresponding capital expenditure - \$498,089.

Proceeds from Disposal of Assets

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

Capital Expenditure

Unfavourable variance of \$580,477 primarily due to:

- 80460 Depot Refurbishment - Outdoor Canopy - Unfavourable permanent variance due to additional expenditure on drainage and project management - \$17,592.
- 80523 Rowley Road - Unfavourable permanent variance due to CPI increases over recent years, rising bitumen costs, new government regulations regarding traffic management, and higher market prices for traffic control and sealing services. Additional grant funding has been approved to offset increased costs - \$81,491.
- 80371 People Mover - Favourable permanent variance due to the purchase of the replacement vehicle being acquired at a lower cost than anticipated - \$11,353.



- 80440 Ausroad Patching Truck - Replace 51086 - Favourable permanent variance primarily due to the replacement truck being acquired at a lower cost than anticipated - \$22,571.
- 80540, 80544 and 80549 Fleet Replacement SUV Hybrid - Favorable permanent variance due to hybrid vehicles price being lower than anticipated - \$30,407.
- 89996 Capital Contributions - Gift Fleet Assets - The Shire received a contributed fire truck for the Keysbrook Fire Station from the Department of Fire and Emergency Services (DFES) in accordance with the provisions outlined in the DFES Capital and Operating Grants Manual. This is a non-cash transaction, offset by the corresponding capital grants and contributions - \$498,089.

Financing Activities

Proceeds from new Borrowings

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

Transfer from Reserve

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

Repayment of new Borrowings

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

Payment for principal portion of lease liabilities

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

Transfer to Reserve

Permanent variance of \$1,154,418 due to:

- Byford DCP - \$502,176.
- Community Infrastructure DCP - \$361,560.
- Higher than anticipated interest received on Reserve Term Deposits - \$290,679.

Options

Option 1

That Council RECEIVES the Monthly Financial Report for March 2025 in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* as contained in **attachment 1**.

Option 2

That Council DOES NOT RECEIVE the Monthly Financial Report for March 2025, in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* as contained in **attachment 1**.

Option 1 is recommended.

Conclusion

Nil.



Attachments (available under separate cover)

- **10.3.2 - Attachment 1** - Monthly Financial Report - March 2025 (E25/4801)

Alignment with our Council Plan 2023-2033

Thriving	
1.	Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2.	Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
3.	Ensure sustainable and optimal use of Shire resources and finances
Liveable	
1.	Improve maintenance and investment in roads and paths
2.	Invest in facilities and amenities to meet current and future needs
Connected	
1.	Invest in community recreation and support local clubs and groups to increase opportunities for participation

Financial Implications

As at 31 March 2025, the Shire's respective cash position was as follows:

Municipal Fund:	\$2,103,193
Cash Reserve:	\$6,560,509
Keirnan Park Grant Account:	\$1,601,101
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 March 2025 leading to the Shire not meeting legislative requirements on financial reporting.	Provision of sufficient information and records to support the recommendation	Financial	Unlikely	Insignificant	LOW	Accept Officer Recommendation



Voting Requirements: Simple Majority

Officer Recommendation

That Council RECEIVES the Monthly Financial Report for March 2025 in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* as contained in attachment 1.

**10.3.3 - Differential General Rates and Minimum Payments (SJ3909)**

Responsible Officer:	Manager Finance
Senior Officer:	Director Corporate Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i>

Authority / Discretion

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 the report is for Council to consider a proposal for the setting of the rate in the dollar for the differential rating categories, to be applied to the proposed Budget for the 2025/2026 financial year and advertised in accordance with Section 6.36 of the *Local Government Act 1995* for 21 days.

Relevant Previous Decisions of Council

There is no previous Council decision relating to this matter.

Background

The Shire's Council Plan 2023-2033 articulates the vision for the Shire with the Corporate Business Plan describing how that vision will be achieved over the next four years.

The Annual Budget describes how services and infrastructure will be funded for the next year, with the Long-Term Financial Plan setting out the financial plan for the next ten years.

The adoption of the Annual Budget is expected to be considered at a Special Council Meeting in July 2025.

Rate revenue is a substantial source of revenue for the Shire of Serpentine Jarrahdale, accounting for approximately two thirds of operating revenue in the 2024/2025 Budget.

The Local Government Act 1995 (the Act) empowers local governments to impose general rates and minimum payments on rateable land. Local governments can impose either uniform general rates or differential general rates.

Uniform general rates set a single general rate in the dollar for each valuation category of either Gross Rental Value (GRV) and Unimproved Value (UV) being a uniform general rate in the valuation dollar and applied to all properties within a valuation category.

As an alternative to adopting a uniform general rate, a local government may apply different rates in the dollar within each valuation category known as a differential general rate which may be applied using the following characteristics, or combination thereof:

- The purpose for which the land is zoned;



- The predominant use (as determined by the Local Government);
- If the land is vacant or not; and
- Any characteristics prescribed (currently only relevant to amalgamations).

The Shire of Serpentine Jarrahdale has traditionally adopted differential general rates.

The overall objective of a rating model is to provide for the net funding requirements of the Shire's services, activities, financing costs and the current and future capital requirements of the Shire as outlined in the Council Plan 2023-2033, Corporate Business Plan, Long Term Financial Plan (LTFP) and the Annual Budget, ensuring to fund these requirements in an equitable way, in accordance with the Shire's rating strategy.

Community / Stakeholder Consultation

The Shire, in accordance with Section 6.36 of the *Local Government Act 1995*, is required to give notice of certain rates and invite submissions for a period of 21 days or such longer period as specified in the notice.

The Shire is required to prepare a document describing the objects of, and reasons for, each proposed rate and minimum payment and to publish the document on the Shire's official website, the Shire's Library, and the local Examiner- refer **attachment 1**.

The Shire is required to consider any submissions received before imposing the proposed rate or minimum payment with or without modification.

Statutory Environment

Part 6, Division 6 of the Act and Part 5 of the *Local Government (Financial Management) Regulations 1996* provides the head of power for the levying of local government rates. The legislation is quite prescriptive in its application, with the following aspects of particular note:

- Except as provided for in Section 6.26, all land within a district is rateable land (s6.26).
- In order to make up the "budget deficiency" a local government is to impose a general rate which may be imposed uniformly or differentially. A local government may also impose a specified area rate, a minimum rate and a service charge (s6.32).
- A local government may impose a differential general rate according to land zoning, land use, whether the land is vacant or not, or a combination of each characteristic (s6.33).
- No differential general rate in each category (UV or GRV) is to be more than twice the lowest differential general rate, unless approved by the Minister (s6.33(3)).
- The local government can impose differential minimum rates however, it is not to be applied to more than 50% of the properties within a district or within each category (s6.35).

Comment

Economic Environment

The Australian Bureau of Statistics (ABS) has reported that the Consumer Price Index (CPI) in Perth has risen by 2.8% over the twelve months to the March 2025 quarter, with the Shire not immune to the impact of rising costs.



Emergency Services Levy

The Emergency Services Levy (ESL) is a charge applied to property owners across Western Australia and is determined by the Department of Fire and Emergency Service (DFES). The funds collected are used to finance emergency services, including:

- Career and volunteer Fire & Rescue Services
- State Emergency Service (SES)
- Bush Fire Brigades (in some areas)
- Volunteer Marine Rescue Services
- Hazard management planning and coordination

The ESL is calculated based on:

1. **Property's Gross Rental Value (GRV)** - as assessed by the WA Valuer-General. This is the same value used to calculate council rates, reflecting the annual rental income the property could reasonably generate.
2. **ESL Category** - properties are assigned to one of several categories depending on the level of emergency service coverage in your area. For example:
 - Category 1: Career Fire and Rescue Service (metro areas).
 - Category 2: Volunteer Fire and Rescue Service (VFRS) or a combination of Career & Volunteer services
 - Category 3: Volunteer Bush Fire Brigade coverage
 - Category 4: State Emergency Service (SES) coverage only
 - Category 5: No direct local emergency service - minimum fee applies.

The higher the property's GRV and the closer a property is to fully staffed emergency services, the higher the ESL will be.

Although ESL appears on the annual rates notice, the Shire simply collects the ESL on behalf of the State and have *no control* over the amount or what the levy is funding.

The Cardup Career Fire & Rescue Service Station officially opened in February 2025. This \$14.5 million facility was established to enhance emergency response capabilities in the rapidly growing Shire of Serpentine Jarrahdale. It houses career firefighters and modern equipment, ensuring quicker and more efficient responses to emergencies in the area.

As the ESL is determined based on the level of emergency services available in a given area, with the establishment of a career fire station, properties in the vicinity are likely to be reclassified into a higher ESL category, reflecting the enhanced service level, but also resulting in higher ESL payable by the residents. It is anticipated that properties from North of Mundijong Road will move from a Category 3 to Category 1, and properties south of Mundijong will go from a Category 5 to a 3.



Although the exact impact on residents ESL is yet to be confirmed with DFES, however based on previous years ESL levies below reflects the current rates charged by DFES:

	ESL Avg Residential Property	Maximum ESL
Category 1	\$ 363.88	\$ 508.00
Category 3	\$ 181.95	\$ 254.00
Category 5	\$ 103.00	\$ 103.00

Therefore, if an average property was to go from a Category 3 to a Category 1, this would result in increase of up to \$181.93 per year or \$3.50 per week.

For an average property going from Category 5 to Category 3, this would result in increase of up to \$78.95 per year or \$1.52 per week.

Rating Strategy

This year Officers have reviewed and expanded the Shire's Rating Strategy to better provide a framework of how rates is applied at the Shire and provides an overview of rating concepts such as Valuations, Differential Rates, Minimum Rates, Specified Area Rates and Concession. This can be found in **attachment 5**

The Shire's strategy is focused on achieving three key outcomes:

- 1. Equity** - Ensuring rates are applied in a fairly and equitably throughout the Shire
- 2. Financial Sustainability** - Ensure sufficient revenue is raised to support the renewal, maintenance, and upgrade of aging infrastructure; provide matching contributions for grant funding opportunities; and meet the rising costs of delivering essential services to the community.
- 3. Encouraging Community Aspirations** - Ensure rates are raised in such a way to encourage community aspirations and to ensure sufficient funds and resources are available to deliver against the community's priorities.

Five core strategic approaches are outlined in the strategy

- Strategy One - Ensure correct valuation method is applied
- Strategy Two - Maintain Differential Rating
- Strategy Three - Rural Valuation Review
- Strategy Four - Concession Evaluation
- Strategy Five - 2% Annual Increase in addition to CPI for Road Infrastructure Fund

Strategy One, Two and Three were included in the previous strategy and continues to focus on correct valuations and differential ratings to maintain equity, with Strategy Four and Five being added to the strategy in 2025/26.

Strategy Four

Strategy Four aims to examine the current concession available to our residents and ensure they are aligned to encourage community aspirations.



The Shires current concessions are design to support and sustain the horticultural and agricultural industries in the Shire as well as encourage land stewardship and the protection of the natural environment.

These concessions will be reviewed periodically to ensure they remain relevant, equitable, and aligned with community priorities. This can include the adjustment of the current concession or through new concessions to encourage activities which assists in creating a Thriving, Liveable and Connected community.

As part of the 2025/26 Budget Officers are recommending the cessation of the following concession:

Concession Type	Discount %	Circumstances in which the concession is granted	Object and reasons for the concession
Farmland Concession	31.0%	Where properties meet the council farmland concession policy criteria.	Council provides a rate concession to properties maintaining genuine farming interests. It ensures that Council is protecting and developing appropriate agricultural and horticultural industries and pursuits within the Shire.

Removal of this concession will affect 137 properties and will result in an additional \$247,019 rates yield. These funds will be used to renew and rehabilitate roads in the Shire's rural areas.

Further to this, Officers are proposing the introduction of the following Concession:

Concession Type	Discount %	Circumstances in which the concession is granted	Object and reasons for the concession
Trotting Complex Precinct Concession	30.0%	Where the owner can demonstrate active professional involvement in the horse racing industry.	Council provides a rate concession to property owners who are professionally involved in the horse racing industry within the Trotting Complex Precinct. This supports the continued use of the Precinct for professional equine activities, helping to preserve its intended purpose and prevent fragmentation into lifestyle blocks.

The budgetary impact of this concession is estimated to be around \$22,000.

Strategy Five

Strategy Five aims to provide funds to support the renewal or upgrade of the Shire's aging road infrastructure.

This strategy considers a 2% annual increase to rates in addition to CPI, with funds being placed in the Road and Bridge reserve for the purpose of renewal or upgrade of the Shire's aging infrastructure. This will yield approximately \$2m towards road projects over the next 3 years.



If these funds are leveraged against funding opportunities that require a one third Shire contribution this would enable the Shire to potentially undertake \$6m worth of road works. Alternatively, these funds can be used to fund works on roads which may not normally be eligible for grant funding.

Differential Rates

To address the budget deficit and to maintain financial sustainability Officers recommend a total of a 2.8% increase in the minimum rates and the general rate in the dollar for all differential rating categories as well as a further 2% increase with funds being quarantined to a Road and Bridge Asset Management reserve to fund critical road infrastructure.

The proposed rates will yield \$34,118,992 in net rate revenue, representing a 4.8% increase on current year to date base rate calculations. Of these rates are designed to ensure that the Shire can maintain its regular operations and deliver agreed expected outcomes in the next financial year and an amount of \$647,479 being quarantined to a Road and Bridge Asset Management reserve to fund critical road infrastructure.

For average residential property on GRV this will mean an annual increase of approximately \$95 or equivalent to \$1.83 per week.

2025/2026 Budget Proposal

The following are the proposed Differential General Rates and Minimum Payments for the Shire of Serpentine Jarrahdale for the 2025/2026 financial year, to be effective from 1 July 2025, which represents a 4.8% increase.

Rate Category	Rate in Dollar (Expressed as cents in \$)	Minimum Payment
GRV Residential	0.098779	\$1,513.00
GRV Commercial/Industrial	0.157987	\$1,719.00
UV General	0.003709	\$1,657.00
UV Rural Residential	0.004233	\$2,185.00
UV Commercial/Industrial	0.006171	\$2,297.00
UV Intensive Farmland	0.006789	\$3,314.00

The objects and reasons for each of the rating categories is articulated in **attachment 1**.

Budget Presentation Event Recommendation

Budget Coffee Catch Up

Two informal coffee catch ups to discuss the budget following adoption in a more relaxed setting. Corflute poster boards highlighting top level budget information will be presented on easels, allowing attendees to wander around the room to view the information, and ask relevant questions. This would be complemented by attendees being given a copy of Scarp Snap booklet, with all high-level information included in this publication. Executive Management Group to attend to provide answers to community questions.

**Locations:**

- 1 x morning weekday session held upstairs at Dome Byford: 8.30am - 10.30am (drop-in session).
- 1 x Saturday morning session to be held at the Civic Centre, coinciding with the SJ Farmers Market, in a setting similar to the loungeroom set up created for the Council Plan launch to make people feel relaxed and welcome. Time 8am - 10.30am.

Supporting local business/economy

Hosting one session at Dome and another at the SJ Farmers Market allows the Shire to utilise and support local businesses to provide coffee to all attendees. It is possible, due to budget allocation, for small cookies/cakes to be provided at each event.

The budget required for both sessions would be approximately \$3,000 in total and would cater for an estimated attendance of up to 100 people.

OptionsOption 1

That Council:

1. ENDORSES a total rate yield for 2025/2026 budget purposes, which will derive a proposed \$34,118,992 in net rate revenue, representing a 2.8% CPI increase and 2% road safety improvements.
2. ENDORSES for the purpose of advertising the following proposed Differential Categories, Rates and Minimum Payments for the Shire of Serpentine Jarrahdale for the 2025/26 rating year:

Rate Category	Rate in Dollar (Expressed as cents in \$)	Minimum Payment
GRV Residential	0.098779	\$1,513.00
GRV Commercial/Industrial	0.157987	\$1,719.00
UV General	0.003709	\$1,657.00
UV Rural Residential	0.004233	\$2,185.00
UV Commercial/Industrial	0.006171	\$2,297.00
UV Intensive Farmland	0.006789	\$3,314.00

3. ENDORSES the cessation of the Farmland concession with funds being used to renew and rehabilitate roads in the Shire's rural areas and REQUESTS the Chief Executive Officer write to the affected residents for feedback.
4. ENDORSES the establishment of the following new concession and REQUESTS the Chief Executive Officer write to residents in the Trotting Complex Precinct:



Concession Type	Discount %	Circumstances in which the concession is granted	Object and reasons for the concession
Trotting Complex Precinct Concession	30.0%	Where the owner can demonstrate active professional involvement in the horse racing industry.	Council provides a rate concession to property owners who are professionally involved in the horse racing industry within the Trotting Complex Precinct. This supports the continued use of the Precinct for professional equine activities, helping to preserve its intended purpose and prevent fragmentation into lifestyle blocks.

5. AUTHORISES the Chief Executive Officer to advertise for public comment, the Differential General Rates and the Minimum Payments Statement of Objects and Reasons in **attachment 1**, as per the requirements of section 6.36 of the *Local Government Act 1995*.
6. ENDORSES the Rating Strategy as per attachment 5.
7. REQUESTS that the Chief Executive Officer, in liaison with the Shire President, arrange 2 x Budget Coffee Catch Up events to occur after the adoption of the 2025/26 Budget at an approximate cost of \$3,000.

Option 2

That Council:

1. ENDORSES a total rate yield for 2025/2026 budget purposes, which will derive a proposed \$33,466,771 in net rate revenue, representing a 2.8% increase.
2. ENDORSES for the purpose of advertising the following proposed Differential Categories, Rates and Minimum Payments for the Shire of Serpentine Jarrahdale for the 2025/26 rating year:

Rate Category	Rate in Dollar (Expressed as cents in \$)	Minimum Payment
GRV Residential	0.096894	\$1,484.00
GRV Commercial/Industrial	0.154972	\$1,685.00
UV General	0.003638	\$1,625.00
UV Rural Residential	0.004152	\$2,143.00
UV Commercial/Industrial	0.006053	\$2,253.00
UV Intensive Farmland	0.006659	\$3,250.00

3. ENDORSES the cessation of the Farmland concession with funds being used to renew and rehabilitate roads in the Shire's rural areas and REQUESTS the Chief Executive Officer write to the affected residents for feedback.



4. ENDORSES the establishment of the following new concession and REQUESTS the Chief Executive Officer write to residents within the Trotting Complex Precinct:

Concession Type	Discount %	Circumstances in which the concession is granted	Object and reasons for the concession
Trotting Complex Precinct Concession	30.0%	Where the owner can demonstrate active professional involvement in the horse racing industry.	Council provides a rate concession to property owners who are professionally involved in the horse racing industry within the Trotting Complex Precinct. This supports the continued use of the Precinct for professional equine activities, helping to preserve its intended purpose and prevent fragmentation into lifestyle blocks.

5. AUTHORISES the Chief Executive Officer to advertise for public comment, the Differential General Rates and the Minimum Payments Statement of Objects and Reasons in **attachment 2**, as per the requirements of section 6.36 of the *Local Government Act 1995*.
6. ENDORSES the Rating Strategy as per **attachment 5** with the removal of Strategy 5.
7. REQUESTS that the Chief Executive Officer, in liaison with the Shire President, arrange 2 x Budget Coffee Catch Up events to occur after the adoption of the 2025/26 Budget at an approximate cost of \$3,000.

Option 3

That Council:

1. ENDORSES a total rate yield for 2025/2026 budget purposes, which will derive a proposed \$33,871,973 in net rate revenue, representing a 2.8% CPI increase and 2% road safety improvements.
2. ENDORSES for the purpose of advertising the following proposed Differential Categories, Rates and Minimum Payments for the Shire of Serpentine Jarrahdale for the 2025/26 rating year:

Rate Category	Rate in Dollar (Expressed as cents in \$)	Minimum Payment
GRV Residential	0.098779	\$1,513.00
GRV Commercial/Industrial	0.157987	\$1,719.00
UV General	0.003709	\$1,657.00
UV Rural Residential	0.004233	\$2,185.00
UV Commercial/Industrial	0.006171	\$2,297.00
UV Intensive Farmland	0.006789	\$3,314.00



3. DOES NOT ENDORSE the cessation of the Farmland concession with funds being used to renew and rehabilitate roads in the Shire's rural areas.
4. ENDORSES the establishment of the following new concession and REQUESTS the Chief Executive Officer write to residents within the Trotting Complex Precinct:

Concession Type	Discount %	Circumstances in which the concession is granted	Object and reasons for the concession
Trotting Complex Precinct Concession	30.0%	Where the owner can demonstrate active professional involvement in the horse racing industry.	Council provides a rate concession to property owners who are professionally involved in the horse racing industry within the Trotting Complex Precinct. This supports the continued use of the Precinct for professional equine activities, helping to preserve its intended purpose and prevent fragmentation into lifestyle blocks.

5. AUTHORISES the Chief Executive Officer to advertise for public comment, the Differential General Rates and the Minimum Payments Statement of Objects and Reasons in **attachment 3**, as per the requirements of section 6.36 of the *Local Government Act 1995*.
6. ENDORSES the Rating Strategy as per attachment 5
7. REQUESTS that the Chief Executive Officer, in liaison with the Shire President, arrange 2 x Budget Coffee Catch Up events to occur after the adoption of the 2025/26 Budget at an approximate cost of \$3,000.

Option 4

That Council:

1. ENDORSES a total rate yield for 2025/2026 budget purposes, which will derive a proposed \$33,224,480 in net rate revenue, representing a 2.8% increase.
2. ENDORSES for the purpose of advertising the following proposed Differential Categories, Rates and Minimum Payments for the Shire of Serpentine Jarrahdale for the 2025/26 rating year:

Rate Category	Rate in Dollar (Expressed as cents in \$)	Minimum Payment
GRV Residential	0.096894	\$1,484.00
GRV Commercial/Industrial	0.154972	\$1,685.00
UV General	0.003638	\$1,625.00
UV Rural Residential	0.004152	\$2,143.00
UV Commercial/Industrial	0.006053	\$2,253.00



UV Intensive Farmland	0.006659	\$3,250.00
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- DOES NOT ENDORSE the cessation of the Farmland concession with funds being used to renew and rehabilitate roads in the Shire's rural areas.
- ENDORSES the establishment of the following new concession and REQUESTS the Chief Executive Officer write to residents within the Trotting Complex Precinct:

Concession Type	Discount %	Circumstances in which the concession is granted	Object and reasons for the concession
Trotting Complex Precinct Concession	30.0%	Where the owner can demonstrate active professional involvement in the horse racing industry.	Council provides a rate concession to property owners who are professionally involved in the horse racing industry within the Trotting Complex Precinct. This supports the continued use of the Precinct for professional equine activities, helping to preserve its intended purpose and prevent fragmentation into lifestyle blocks.

- AUTHORISES the Chief Executive Officer to advertise for public comment, the Differential General Rates and the Minimum Payments Statement of Objects and Reasons in **attachment 4**, as per the requirements of section 6.36 of the *Local Government Act 1995*.
- ENDORSES the Rating Strategy as per **attachment 5** with the removal of Strategy 5.
- REQUESTS that the Chief Executive Officer, in liaison with the Shire President, arrange 2 x Budget Coffee Catch Up events to occur after the adoption of the 2025/26 Budget at an approximate cost of \$3,000.

Option 1 is recommended.

Conclusion

The proposed rate in the dollar for the differential general rates have been developed to provide the Shire sufficient funding to maintain levels of service, to mitigate against current financial risk and to meet the Shire's strategic objectives. Furthermore, the Shire's rating strategy also has a strong focus on providing funding to rectify the aging road infrastructure including rural roads.

Attachments (available under separate cover)

- 10.3.3 - attachment 1** - Differential General Rates and the Minimum Payments Statement of Objects and Reasons - 4.8%(E25/4972)
- 10.3.3 - attachment 2** - Differential General Rates and the Minimum Payments Statement of Objects and Reasons - 2.8% (E25/4973)
- 10.3.3 - attachment 3** - Differential General Rates and the Minimum Payments Statement of Objects and Reasons - 4.8% including Farmland Concession(E25/5095)
- 10.3.3 - attachment 4** - Differential General Rates and the Minimum Payments Statement of Objects and Reasons - 2.8% including Farmland Concession (E25/5096)



10.3.3 - attachment 5 - Rating Strategy (E25/4971)

Alignment with our Council Plan 2023-2033

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

Financial Implications

The proposed rate model is expected to yield \$34,118,992 in rate revenue for 2025/2026 which will contribute to the net funding requirements of the Shire's services, activities, financing costs and asset renewal programme.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	If Council resolve Option 1 there could be dissatisfaction from community members resulting in reputation damage to the Shire.	Advertising of rates and community comment. Rate Strategy to be adopted in 25/26. Community Perception Survey.	Reputation	Possible	Minor	MODERATE	Nil
2	If Council resolve Option 2 this doesn't address the funding requirements to support the renewal or upgrade of the Shire's aging road infrastructure.	Continued advocacy for grant funding for roads.	Social Community Outcomes /	Likely	Moderate	MODERATE	Nil

**Voting Requirements:** Simple Majority**Officer Recommendation****That Council:**

1. **ENDORSES** a total rate yield for 2025/2026 budget purposes, which will derive a proposed \$34,118,992 in net rate revenue, representing a 2.8% CPI increase and 2% road safety improvements.
2. **ENDORSES** for the purpose of advertising the following proposed Differential Categories, Rates and Minimum Payments for the Shire of Serpentine Jarrahdale for the 2025/26 rating year:

Rate Category	Rate in Dollar (Expressed as cents in \$)	Minimum Payment
GRV Residential	0.098779	\$1,513.00
GRV Commercial/Industrial	0.157987	\$1,719.00
UV General	0.003709	\$1,657.00
UV Rural Residential	0.004233	\$2,185.00
UV Commercial/Industrial	0.006171	\$2,297.00
UV Intensive Farmland	0.006789	\$3,314.00

3. **ENDORSES** the cessation of the Farmland concession with funds being used to renew and rehabilitate roads in the Shire's rural areas and **REQUESTS** the Chief Executive Officer write to the affected residents for feedback.
4. **ENDORSES** the establishment of the following new concession and **REQUESTS** the Chief Executive Officer write to residents in the Trotting Complex Precinct:

Concession Type	Discount %	Circumstances in which the concession is granted	Object and reasons for the concession
Trotting Complex Precinct Concession	30.0%	Where the owner can demonstrate active professional involvement in the horse racing industry.	Council provides a rate concession to property owners who are professionally involved in the horse racing industry within the Trotting Complex Precinct. This supports the continued use of the Precinct for professional equine activities, helping to preserve its intended purpose and prevent fragmentation into lifestyle blocks.



- 5. AUTHORISES the Chief Executive Officer to advertise for public comment, the Differential General Rates and the Minimum Payments Statement of Objects and Reasons in attachment 1, as per the requirements of section 6.36 of the *Local Government Act 1995*.**
- 6. ENDORSES the Rating Strategy as per attachment 5.**
- 7. REQUESTS that the Chief Executive Officer, in liaison with the Shire President, arrange 2 x Budget Coffee Catch Up events to occur after the adoption of the 2025/26 Budget at an approximate cost of \$3,000.**

**10.3.4 - March 2025 Quarterly Budget Review (SJ801)**

Responsible Officer:	Manager Finance
Senior Officer:	Director Corporate 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

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

<i>Special Council Meeting - 25 July 2024 - SCM003/07/24 - COUNCIL RESOLUTION - extract</i> <i>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>		
<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

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. These adjustments will result in an additional total budget required of \$84,765.

Account Number	Type	Account Description	Debit \$	Credit \$
6000-89000-5204-0000	Increase Transfer to Reserve	Byford Developer Contributions - Transfer to Reserve - Byford DCP	994,753	
6000-89000-4908-0000	Increase Income	Byford Developer Contributions - Capital Contributions - Byford DCP		994,753

**Ordinary Council Meeting Agenda
Monday, 19 May 2025**

Account Number	Type	Account Description	Debit \$	Credit \$
6000-89001-5210-0000	Increase Transfer to Reserve	Community Infrastructure DCP Contributions - Transfer to Reserve - Community Infrastructure Reserve	435,828	
6000-89001-4909-0000	Increase Income	Community Infrastructure DCP Contributions - Capital Contributions - Community Infrastructure DCP		435,828
Reason: Recognition of Developer Contribution funds received year to date as well as the corresponding transfer to reserve.				
6300-89996-6600-0000	Increase Expenditure	Capital Contributions - Gifted Fleet Assets - Capital Expenditure	498,089	
6300-89996-4910-0000	Increase Income	Capital Contributions - Gifted Fleet Assets - Capital Contributions Donated Assets		498,089
Reason: Budget required to recognise a contributed fire truck for the Keysbrook Fire Station from the Department of Fire and Emergency Services (DFES) in accordance with the provisions outlined in the DFES LGGS Capital and Operating Grants Manual.				
6400-80530-4806-0000	Decrease Income	Linton Street North Upgrade Cul de Sac - Grant - Capital - Roads to Recovery	127,522	
6400-80530-6600-0000	Decrease Expenditure	Linton Street North Upgrade Cul de Sac - Capital Expenditure		127,522
6400-80529-6600-0000	Increase Expenditure	Medulla Rd - Jarrahdale- Jarrahglen - Capital Expenditure	127,522	
6400-80529-4806-0000	Increase Income	Medulla Rd - Jarrahdale- Jarrahglen - Grant - Capital - Roads to Recovery		127,522



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Account Number	Type	Account Description	Debit \$	Credit \$
Reason: Project costs for Linton Street North Upgrade Cul de Sac and Medulla Road have been revised and are more than budgeted. Medulla Road to be prioritised so works can be completed and Linton Street North Upgrade Cul de Sac project will not continue at this time.				
6400-80453-6600-0000	Increase Expenditure	Hopeland Road - A Rehabilitation SLK 2.57 to 3.9 - Capital Expenditure	6,686	
6400-80568-6600-0000	Decrease Expenditure	Hopkinson Rd Single Causeway - Gossage Rd to Northern Boundary (No. 797 SLK 1.710- SLK 2.00) - Capital Expenditure		6,686
Reason: Minor budget adjustment due to additional works required to be completed at Hopeland Rd which is offset by savings from Hopkinson Rd project.				
6400-NEW-6600-0000	Increase Expenditure	Leipold Rd Stage A - Capital Expenditure	192,000	
6410-80201-6610-0000	Decrease Expenditure	Gravel Resheeting - Carryforward Expenditure		70,280
Reason: Budget required to undertake shoulder reconstruction works on critical section of Leipold Rd which will be partially offset by utilising budget from the gravel resheeting project.				
6400-80523-6600-0000	Increase Expenditure	Rowley Road (SLK 2.22 - SLK 2.60) Hopkinson Rd - Appaloosa Ave - Capital Expenditure	83,943	
6400-80523-4808-0000	Increase Income	Rowley Road (SLK 2.22 - SLK 2.60) Hopkinson Rd - Appaloosa Ave - Grant - Capital - Main Roads		68,580
6400-80567-4808-0000	Decrease Income	Rowley Rd (B) Single Causeway - Appaloosa Ave to Hilbert Rd (SLK 2.220- SLK 2.00) - Grant - Capital - Main Roads	18,284	

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Account Number	Type	Account Description	Debit \$	Credit \$
6400-80567-6600-0000	Decrease Expenditure	Rowley Rd (B) Single Causeway - Appaloosa Ave to Hilbert Rd (SLK 2.220- SLK 2.00) - Capital Expenditure		27,425
Reason: Budget adjustments required to align with MRRG approved variations.				
6400-80462-6600-0000	Increase Expenditure	Abernethy Rd Landscaping - Capital Expenditure	135,000	
Reason: Additional funds required to complete project as cost of the project following the procurement process were more than anticipated.				
6400-NEW-6600-0000	Increase Expenditure	Carpark Rectification - Capital Expenditure	45,000	
Reason: Funds required to upgrade the carpark area behind the Community Resource Centre to remove the degraded area causing a safety hazard.				
6600-80460-6600-0000	Increase Expenditure	Depot Refurbishment - Outdoor Canopy - Capital Expenditure	17,592	
Reason: Project is now completed however additional budget required due to additional drainage works required and project management costs.				
6100-80100-6600-0000	Increase Expenditure	ICT Equipment Renewals - Capital Expenditure	15,035	
Reason: Additional funds required to bring forward 10 laptop replacements scheduled for 2025/26 to assist in Windows upgrades.				
6200-80445-6610-0000	Decrease Expenditure	Depot Asphalt Upgrades - Carryforward Expenditure		255,804



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Account Number	Type	Account Description	Debit \$	Credit \$
Reason: Project no longer continuing this year due to costs being significantly more than budgeted. The project will be reviewed and split into separable portions for future budget consideration.				

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 a reduction to budget required of \$84,765.

Account Number	Type	Account Description	Debit \$	Credit \$
3230-13409-6392-0000	Increase Expenditure	Waste Transfer Station - Redesign - External contractors	82,510	
3230-13400-6291-0000	Decrease Expenditure	Waste Administration - Illegal Dumping		82,510
Reason: Reallocation of budget due to cost of screening drainage material prior to removal from site with savings from illegal dumping due to less than anticipated collection and disposal costs.				
2100-12504-5230-0000	Increase Transfer to Reserve	Town Planning - Transfer to Reserve - Public Art	45,000	
2100-12504-4170-0000	Increase Income	Town Planning - Contributions		45,000
Reason: Recognising additional income for public art contributions and reflect transfer to reserve.				
3510-Multiple-6392-0000	Increase Expenditure	Facilities Maintenance - Multiple Projects - External Contractors	17,260	
Reason: Additional funds required to complete compliance requirements across community facilities including electrical testing, fire system testing and air conditioning servicing.				
3510-Multiple-6362-0000	Increase Expenditure	Facilities Maintenance - Multiple Projects - Security	15,000	



Account Number	Type	Account Description	Debit \$	Credit \$
Reason: Additional funds required for security monitoring/works to improve public safety at community facilities.				
5300-17501-4531-0000	Increase Income	Rates - Interest on Overdue Rates		45,000
Reason: Recognising additional interest on overdue rates received and align budget with anticipated income.				
4300-30068-4570-0000	Increase Income	Serpentine Jarrahdale Community Recreation Centre - Profit Share		38,170
Reason: Recognising profit received from SJ Community Recreation Centre.				
5300-17501-4004-0000	Increase Income	Rates - Interim Rates		20,000
Reason: Recognising additional interim rates received that was more than anticipated.				
2100-12301-4313-0000	Increase Income	Extractive Services - Extractive Fees		13,855
Reason: Recognising additional extractive fees received.				

Options

Option1

That Council ADOPT the March 2025 Quarterly Budget Review report and pursuant to section 6.8 of the Local Government Act 1995, APPROVES the schedule of variations to the 2024/25 Budget as contained within this report.

Option 2

That Council DOES NOT ADOPT the March 2025 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 3 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

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

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 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 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)



Voting Requirements: Absolute Majority (section 6.8(1) of the *Local Government Act 1995*)

Officer Recommendation:

That Council **ADOPTS** the March 2025 Quarterly Budget Review report and pursuant to section 6.8 of the Local Government Act 1995, **APPROVES** the schedule of variations to the 2024/25 Budget as contained within this report and detailed below:

Account Number	Type	Account Description	Debit \$	Credit \$
6000-89000-5204-0000	Increase Transfer to Reserve	Byford Developer Contributions - Transfer to Reserve - Byford DCP	994,753	
6000-89000-4908-0000	Increase Income	Byford Developer Contributions - Capital Contributions - Byford DCP		994,753
6000-89001-5210-0000	Increase Transfer to Reserve	Community Infrastructure DCP Contributions - Transfer to Reserve - Community Infrastructure Reserve	435,828	
6000-89001-4909-0000	Increase Income	Community Infrastructure DCP Contributions - Capital Contributions - Community Infrastructure DCP		435,828
6300-89996-6600-0000	Increase Expenditure	Capital Contributions - Gifted Fleet Assets - Capital Expenditure	498,089	
6300-89996-4910-0000	Increase Income	Capital Contributions - Gifted Fleet Assets - Capital Contributions Donated Assets		498,089
6400-80530-4806-0000	Decrease Income	Linton Street North Upgrade Cul de Sac - Grant - Capital - Roads to Recovery	127,522	
6400-80530-6600-0000	Decrease Expenditure	Linton Street North Upgrade Cul de Sac - Capital Expenditure		127,522



Account Number	Type	Account Description	Debit \$	Credit \$
6400-80529-6600-0000	Increase Expenditure	Medulla Rd - Jarrahdale- Jarrahglen - Capital Expenditure	127,522	
6400-80529-4806-0000	Increase Income	Medulla Rd - Jarrahdale- Jarrahglen - Grant - Capital - Roads to Recovery		127,522
6400-80453-6600-0000	Increase Expenditure	Hopeland Road - A Rehabilitation SLK 2.57 to 3.9 - Capital Expenditure	6,686	
6400-80568-6600-0000	Decrease Expenditure	Hopkinson Rd Single C'Way - Gossage Rd to Northern Boundary (No. 797 SLK 1.710- SLK 2.00) - Capital Expenditure		6,686
6400-NEW-6600-0000	Increase Expenditure	Leipold Rd Stage A - Capital Expenditure	192,000	
6410-80201-6610-0000	Decrease Expenditure	Gravel Resheeting - Carryforward Expenditure		70,280
6400-80523-6600-0000	Increase Expenditure	Rowley Road (SLK 2.22 - SLK 2.60) Hopkinson Rd - Appaloosa Ave - Capital Expenditure	83,943	
6400-80523-4808-0000	Increase Income	Rowley Road (SLK 2.22 - SLK 2.60) Hopkinson Rd - Appaloosa Ave - Grant - Capital - Main Roads		68,580
6400-80567-4808-0000	Decrease Income	Rowley Rd (B) Single Causeway - Appaloosa Ave to Hilbert Rd (SLK 2.220- SLK 2.00) - Grant - Capital - Main Roads	18,284	
6400-80567-6600-0000	Decrease Expenditure	Rowley Rd (B) Single Causeway - Appaloosa Ave to Hilbert Rd (SLK		27,425



Account Number	Type	Account Description	Debit \$	Credit \$
		2.220- SLK 2.00) - Capital Expenditure		
6400-80462-6600-0000	Increase Expenditure	Abernethy Rd Landscaping - Capital Expenditure	135,000	
6400-NEW-6600-0000	Increase Expenditure	CRC Carpark Rectification - Capital Expenditure	45,000	
6600-80460-6600-0000	Increase Expenditure	Depot Refurbishment - Outdoor Canopy - Capital Expenditure	17,592	
6100-80100-6600-0000	Increase Expenditure	ICT Equipment Renewals - Capital Expenditure	15,035	
6200-80445-6610-0000	Decrease Expenditure	Depot Asphalt Upgrades - Carryforward Expenditure		255,804
3230-13409-6392-0000	Increase Expenditure	Waste Transfer Station - Redesign - External contractors	82,510	
3230-13400-6291-0000	Decrease Expenditure	Waste Administration - Illegal Dumping		82,510
2100-12504-5230-0000	Increase Transfer to Reserve	Town Planning - Transfer to Reserve - Public Art	45,000	
2100-12504-4170-0000	Increase Income	Town Planning - Contributions		45,000
3510-Multiple-6392-0000	Increase Expenditure	Facilities Maintenance - Multiple Projects - External Contractors	17,260	
3510-Multiple-6362-0000	Increase Expenditure	Facilities Maintenance - Multiple Projects - Security	15,000	
5300-17501-4531-0000	Increase Income	Rates - Interest on Overdue Rates		45,000



Continued

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Account Number	Type	Account Description	Debit \$	Credit \$
4300-30068-4570-0000	Increase Income	Serpentine Jarrahdale Community Recreation Centre - Profit Share		38,170
5300-17501-4004-0000	Increase Income	Rates - Interim Rates		20,000
2100-12301-4313-0000	Increase Income	Extractive Services - Extractive Fees		13,855

**10.3.5 - Corporate Business Plan Performance Report - January to March 2025 (SJ940-3)**

Responsible Officer:	Manager Corporate Performance
Senior Officer:	Director Corporate Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Information	For the Council 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 January to 31 March 2025.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 17 March 2025 - OCM067/03/25 - COUNCIL RESOLUTION / Officer Recommendation

That Council:

- 1. NOTES the performance report against the 2024-28 Corporate Business Plan for the period 1 October to 31 December 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.*

Background

On 19 August 2024, Council adopted the Shire of Serpentine Jarrahdale Corporate Business Plan 2024-28 (OCM228/08/24) and subsequently amended it in November 2024 (OCM325/11/24) and March 2025 (OCM067/03/25) as part of the quarterly performance reports.

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* (WA) ('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* (WA) ('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 January to 31 March 2025 ('the Report'). The Report is contained in **attachment 1** for the Council to note.

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 113 actions in the Corporate Business Plan. Statistics this period show:

- **86%** are on track or complete (97/113)
- **10%** are at risk or behind target (12/113)
- **3%** are deferred or not proceeding (3/113)
- **1%** are critical (1/113).
- **0%** are on hold

Key achievements and highlights this reporting period are as follows:




- Adoption of the annual updates to the Development Contribution Plan (DCP) Reports: DCA1 revision 8 for the Byford Traditional Infrastructure DCP, DCA2 revision 5 for the West Mundijong Industrial DCP and DCA3 revision 2 for the Mundijong-Whitby Urban Traditional Infrastructure DCP.
- Award of construction tender for Stage One of Keirnan Park Recreation Precinct.



- Presentation of annual Australia Day Awards and Citizenship Ceremony, including Clem Kentish Community Award, Community Citizen of the Year, Senior Community Citizen of the Year, Youth Community Citizen of the Year and Active Citizenship Award.
- Endorsement of membership and associated Sponsorship Agreement between the Shire of Serpentine Jarrahdale and Peel Chamber of Commerce and Industry Inc (PCCI) to support a long term strategic partnership.
- Adoption of the Shire of Serpentine Jarrahdale 2023-24 Annual Report
- Adoption of the Council Policy Manual
- Delivery of the Harmony Day festival
- Delivery of the Summer Splash 2025 event
- Delivery of the biggest Youth Fest to date, with over 200 attendees
- Commencement of the Skill Up Program
- Award of Tender for the Gooralong Trail Precinct New Carpark Upgrade
- Completion of the following projects:
 - Larsen Road Rehabilitation
 - SJ Community Recreation Centre: Solar PV System
 - Landcare Building Refurbishment
 - Roads to Recovery Gravel Resheeting: Millars Road, Jarrahdale
 - Rowley Road (A) Rehabilitation
 - Rowley Road (B) Rehabilitation
 - Hopkinson Road Single Carriageway
 - Plant and Fleet New; 2024-25 purchases
 - Mundijong Road and King Road Intersection
 - Byford Water Monitoring



The **12** actions identified as **at risk or behind target** are:

Action 1:	<u>Oakford Bush Fire Brigade Station</u> Deliver a 4-bay bushfire station to cater for the Oakford Bushfire Brigade and Emergency Support Brigade.	Status			
		Q1	Q2	Q3	Q4
					
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Comment:	The successful tenderer has responded to the Shire’s questions on the program and site works. The relevant Project and Communication Plans were updated. The successful tenderer has also submitted a cost adjustment, that has been presented to the Project Board in March 2025, and anticipated to be considered at the April 2025 Ordinary Council Meeting. Winter construction may cause delays, so clear communication with stakeholders is essential. Budget concerns				



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	may affect delivery.
Remedial Action:	At the April Ordinary Council Meeting), Council endorsed amendments to the project finish date and total project value (OCM102/04/25). The Corporate Business Plan has been updated to align with this resolution as part of this Q3 review.

Action 2:	<u>Library Services</u> Provide library services and volunteering opportunities that meet the needs of the community.	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Comment:	While the Library services has achieved great statistics for the reporting period, resourcing within the service has been reduced due to staff illness and resignations. This has resulted in the Mobile Library Service not operating on some of its scheduled days to ensure the Byford Library remains open, as well as staff being redirected from other tasks to provide front line customer service. Projects within the Service Team Plan have also been put on hold during this time.				
Remedial Action:	Recruit and fill vacant roles to ensure there is a full complement of library staff.				

Action 3:	<u>Engineering Services</u> Manage and deliver civil and landscaping Shire infrastructure to ensure quality development.	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Comment:	The subdivision team faced difficulties this reporting period in meeting an increased work demand caused from additional subdivision applications and clearance assessments. The team processed 112 development applications, 17 clearance assessments, 70 crossover approvals, 297 building applications and 5 civil construction drawing approvals.				
Remedial Action:	A budget submission has been made for the 2025-26 financial year for a new FTE in the subdivisions team.				
Action 4:	<u>Soldiers Road Principal Shared Path</u> Design of rail maze crossing and adjacent culvert (Stage	Status			
		Q1	Q2	Q3	Q4



	1) and detailed design and costing of pedestrian bridge crossing north of Cardup Siding Road and construction of maze crossing (Stage 2).	Grant funded:			
		Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
		WA Bicycle Network Grants Program - DoT			
Comment:	During this reporting period, efforts to liaise with WA Bicycle Network (WABN) and the Public Transport Authority (PTA) to obtain the Main Cable Relocation (MCR) alignment continued. PTA requested that the entire package, including the shared path, pedestrian rail crossing, and pedestrian bridge crossing, be resubmitted as a single package. This required a complete revision of the existing Principal Shared Path (PSP) design. Furthermore, the clearing permit could not be finalised, as Department of Water and Environmental Regulation (DWER) requested design modifications to avoid specific areas containing threatened flora species. However, these revisions could not be completed without knowing the final alignment of the Main Cable.				
Remedial Action:	Officers anticipate PTA will finalise the Main Cable location within the next quarter. The project and timeline will then be revised and realigned in collaboration with the funding body WA Bicycle Network (WABN).				

Action 5:	<u>Gravel Resheeting (2023-24 Carry-Forward)</u> Re-sheet gravel roads in the Shire: (2023-24 Carry-Forwards) - Bird Road - Balmoral Road - Transit Road - completed 2024 - Manning Road - O'Neil Road - Jackson Road - Lingdon Lane	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Comment:	During this reporting period a request was made to re-direct remaining budget to Leipold Road (Stage One), subject to Council approval. This road has degraded becoming unsafe for road users, making it a priority over gravel re-sheeting projects.				
Remedial Action:	Subject to approval of agenda item 10.3.4: Statutory Budget Review at the May 2025 Ordinary Council Meeting, remaining Gravel Resheet project funds will be reallocated to deliver Leipold Road (Stage one) (SLK 1.84 - SLK 4.27) critical works.				
Action 6:	<u>Indigo Parkway</u> Prepare detailed design and documentation for future construction.	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			



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		Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
		Byford DCP			
Comment:	The Consultant is progressing toward completion of the 85% design deliverables to be submitted to the Shire for review in April 2025. 100% design and deliverables will follow upon Shire review of the 85% package submitted. The design project is behind schedule, with the original completion date set for January 2025, however, the completed design and specifications are expected to be delivered within the current financial year in preparation for construction procurement to commence at the beginning of the 2025/26 financial year.				
Remedial Action:	No remedial action required as the completed design and specifications are expected to be delivered within the current financial year in preparation for construction procurement to commence at the beginning of the 2025/26 financial year, and the Corporate Business Plan has been realigned to reflect this as part of the Q3 review.				

Action 7:	<u>Landscaping New (2023-24 Carry-Forward)</u> - Street Tree Planting along Abernethy Road - Abernethy Road Roundabouts and Rain Gardens	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Comment:	During the reporting period, evaluation of the second round of Request for tender was undertaken. Based on the evaluation process this project is at risk of falling behind schedule, if a contract is not awarded within the next reporting period, subject to additional budget allocation.				
Remedial Action:	Request for additional funding is subject to Council approval of agenda item 10.3.4: Statutory Budget Review at the May 2025 Council Meeting, to enable this project to progress.				

Action 8:	<u>Bores, Pumps and Irrigation Renewal</u> Bores, Pumps and Irrigation Renewal: - Larsen Road, Byford: Marri Park - Kandimak Boulevard, Byford: Redgum Brook	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Comment:	This reporting period, bore/irrigation project funds for 2024/25 were reprioritised and allocated to deliver an essential irrigation project at the Scarp Lake in Byford.				
Remedial Action:	The original projects of Larsen Road and Kandimak Boulevard will be reconsidered and prioritised based on the bore, pump and irrigation renewal				



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	<p>priorities for the 2025-26 financial year.</p> <p>Reporting in Q4 will reflect the completion of the Scarp Lake irrigation project and will reflect the program of works as complete.</p>
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Action 9:	<u>Parks and Environment Renewal (2023-24 Carry-Forward)</u> Claire Morris Reserve Fencing	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Comment:	Following the installation of a path/trail by developers, alterations to the fence from the previous design, were required to allow clear access to emergency services and maintenance crews. A completion date for the fence is now suggested for May 2025.				
Remedial Action:	The original contractor has been reengaged to complete the works as per original scope. Works are anticipated to be completed by May 2025.				

Action 10:	<u>Agenda and Minutes efficiency solution</u> Procure a software solution for Agenda and Minutes processing	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Comment:	The Shire is in the early stages of implementing the new software. A project kick off meeting has been held with the provider, and an implementation plan is being prepared. Given the product requires significant change management and training, go-live by June 2025 will not be possible and it is currently estimated that go-live will occur in August 2025.				
Remedial Action:	It is important that the implementation is well considered and planned, and this revised go-live date will be updated within the Corporate Business Plan as part of the Q3 CBP review, in addition to the approved budget adjustment from the March 2025 Ordinary Council Meeting (OCM066/03/25).				

Action 11:	<u>Youth Advisory Council</u> Establishment of a Youth Advisory Council (YAC) for active engagement on local matters relevant to Youth.	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>



Comment:	This quarter elected members were provided an overview of engagement undertaken for the establishment of a Youth Advisory Council. Feedback was to investigate a Junior Council, which resulted in a presentation from the City of Rockingham on their Junior Council program before progressing any further with the Youth Advisory Council initiative.
Remedial Action:	Further engagement with primary school principals will occur in Q4 about the Junior Council program and a report presented to Council on options regarding the Junior Council and Youth Advisory Council before progressing any further with the Youth Advisory Council.

Action 12:	Infrastructure New and Upgrades 2024-25 Keysbrook - Elliot Road Water Stand Pipe Hard Stand	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
		Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Comment:	This quarter, the Keysbrook Elliot Road Water Stand Pipe Hard Stand project encountered some delays due to waiting for approvals, however approval from ARC Infrastructure was received and awaiting quotes from Safety Watch Contractor and Traffic Management. Further delays due to the inability to shut down the hydrant because the Emergency Services required use.				
Remedial Action:	Project is now in progress and requests are in progress for 3 quotes for Traffic Management. The approval process will take between four to six weeks.				



The **3** actions identified as **deferred or not proceeding** are:

Action 1:	<u>Universal Access and Inclusion Program (2022-23 Carry-Forward)</u> 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"/>
Comment:	The concept design, developed with stakeholders, is complete and formally approved. It aligns with the original brief but exceeds the budget. At the 14 April 2025 Ordinary Council Meeting, Council noted this update and Officer recommendation to pause the Access and Inclusion 2023/24, Briggs Park Pavilion Access Ramp project. Council approved funds to be reallocated to the priority projects of Youth Centre Upgrades and Kalimna Oval Lighting. The recommended next steps are the project be strategically paused and integrated into the Briggs Park Pavillion Youth Centre creating an				



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	opportunity for enhanced external advocacy to secure funding for the entire facility.
Council Resolution:	OCM097/04/2

Action 2:	<u>Universal Access and Inclusion Program 2024-25</u> Engage a consultant to design internal accessibility solutions to meet current standards at: - Bruno Gianatti Hall, Jarrahdale - The House, Mundijong	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
Comment:	The project scope included engaging a design consultant for Bruno Gianatti Hall, Jarrahdale and the House, Mundijong, however, the design consultant's fee proposal exceeds the available budget. At the 14 April 2025 Ordinary Council Meeting, Council noted this update and Officer recommendation to discontinue the Access and Inclusion 2024/25 project for Design of The House (Mundijong) and Brino Gianatti Hall project. Council approved funds to be reallocated to the priority projects of Youth Centre Upgrades and Kalimna Oval Lighting.	Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Council Resolution:	OCM097/04/25				

Action 3:	<u>Minor Facility Renewals (2022-23 Carry-Forward)</u> Bush Fire Brigade Management Program and Projects: - Byford Changerooms	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
Comment:	The detailed design for this project was completed, however significantly exceeded the current budget. At the 14 April 2025 Ordinary Council Meeting, Council noted this update and Officer recommendation to discontinue the Byford Volunteer Bush Fire Brigade Changerooms project. Council approved funds to be reallocated to the priority projects of Youth Centre Upgrades and Kalimna Oval Lighting. To address the current absence of change room facilities, administrative controls are in place, managed by the Brigade until new facilities can be completed. The recommended next steps are to include this project in the review of the volunteer bush fire brigade distribution and the 20 Year Facilities Plan for the six (6) Bush Fire Brigades, Emergency Support Brigade, and State Emergency Service (SES) Unit within the Shire.	Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Council	OCM097/04/25				



Resolution:

The **1** action identified as **critical** is:

Action 1:	<u>Minor Facility Renewals and Upgrades (Civils) (2023-24 Carry-Forward)</u> Minor Facility Renewals and Upgrades (Civils): (2023-24 Carry-Forward) - Upgrade road surface at Shire Depot	Status			
		Q1	Q2	Q3	Q4
		Grant funded:			
Comment:	This quarter, only one contractor submitted a tender for the project, and the tender price was significantly above the allocated budget. In accordance with the Project Framework, the Project Board have considered next steps and recommends the project budget be returned to surplus, and a Business Case is submitted for consideration in the 2025-26 Annual Budget, so the project's priority can be evaluated against other projects, as part of this process.	Y	<input type="checkbox"/>	N	<input checked="" type="checkbox"/>
Remedial Action:	Subject to Council approval of agenda item 10.3.4: Statutory Budget Review at the May 2025 Council Meeting, the project will not proceed in 2024-25. A Business Case will be submitted for consideration and prioritisation, as part of the 2025-26 Annual Budget process.				

Details of the remaining 97 actions **on track** or **completed** 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:

- Amendment to project schedule dates and total project value of 'Kalimna Oval Lighting' Major Capital Project, as approved by Council at the April 2025 Ordinary Council Meeting (OCM097/04/25).
- Amendment to total project value of 'Keirnan Park Recreation Precinct (Construction of Stage 1A)' Major Capital Project to align budget, as noted by Council at the March 2025 Special Council Meeting (SCM001/03/25).
- Removal of 'Universal Access and Inclusion Program (2022-2023 Carry Forward), Briggs Park Pavillion Ramp Installation' within the Capital Works Program, as resolved by Council at the April 2025 Ordinary Council Meeting (OCM097/04/25) to pause this project and prioritise the Briggs Park Pavillion Youth Centre project.
- Removal of 'Universal Access and Inclusion Program (2024-2025): Bruno Gianatti Hall, Jarrahdale and The House, Mundijong' within the Capital Works Program, as resolved by Council at the April 2025 Ordinary Council Meeting (OCM097/04/25).
- Removal of 'Minor Facilities Renewals (2022-2023 Carry Forward): Byford Changerooms within the Capital Works Program, as resolved by Council at the April 2025 Ordinary Council Meeting (OCM097/04/25).
- Addition of Briggs Park Pavilion Youth Centre Upgrades Major Capital Project, to realign budget and prioritise the project as approved by Council at the April 2025 Ordinary Council Meeting (OCM097/04/25).
- Amendment of project finish date and total project value of 'Oakford Bush Fire Brigade Station' Major Capital Project, as endorsed by Council at the April OCM (OCM102/04/25).
- Removal of Street Lighting New (Carry-Forwards): Upgrade Abernethy and Hopkinson Road Intersection within the Capital Works Program and allocate funds to the purchase and installation of a new mobile lighting tower, as approved by Council at the March Ordinary Council meeting (OCM062/03/25).
- Addition of the 'Drainage Renewal': Kardan Boulevard Drainage Works project, within the Capital Works Program as approved by Council at the March 2025 Ordinary Council Meeting (OCM065/03/25).

Under Principle Two:

Nil.

Under Principle Three:

- Updated project finish date of 'Indigo Parkway (Integrator B)' to 30 June 2025, as approved in accordance with the Project Management Framework.
- Updated project description and project finish date of 'Keirnan Park Recreation Precinct (Construction of Stage 1A)' to 30 June 2027, as approved in accordance with the Project Management Framework.



- As adopted by Council in Statutory Budget Review at agenda item 10.3.4 of the March 2025 Ordinary Council Meeting (OCM066/03/25):
 - Decrease of Roads to Recovery Gravel Resheeting by \$150,171 to align with total Roads to Recovery funding received for 2024-25 financial year, within the Capital Works Program.
 - Amendment of project finish date and total project value of 'Agendas and Minutes efficiency solution' Strategic Operating Project
 - Decrease of 'Organisational Development Roadmap' by \$20,000, within Strategic Operating Projects.
- As outlined in Statutory Budget Review at agenda item 10.3.4 of the May 2025 Ordinary Council Meeting, subject to Council adoption:
 - Removal of Roads to Recovery Renewal: Linton Street North Upgrade, within the Capital Works Program, as project will not continue due to prioritisation of Medulla Road.
 - Increase of Hopeland Road Major Capital Project by \$6,686 for additional works required, offset by savings from the Hopkinson Rd Single Carriageway project, within the Capital Works Program.
 - Decrease of Hopkinson Road Single Carriageway project 'Metropolitan Regional Road Group Renewal' by \$6,686, within the Capital Works Program.
 - Removal of 'Upgrade Road Surface at Shire Depot' project within the Capital Works Program, as project not proceeding due to costs being significantly more than allocated budget.
 - Amendment to project costs and total project values of Rowley Road A and B Rehabilitation Major Capital Projects, to align with MRRG approved variations.
 - Addition of the 'Minor Road Reseals': Leipold Road (Stage One) project, valued at \$192,000, within the Capital Works Program.
 - Addition of the 'Minor Road Reseals': Carpark Rectification project, valued at \$45,000, within the Capital Works Program.
 - Increase of 'Landscaping New': Abernethy Road Landscaping by \$135,000, within the Capital Works Program.

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: 93% (13/14)

Comment:

The Corporate Business Plan 2024-28 contains 14 Strategic Operating Projects due between 1 July 2024 to 30 June 2025. As of 31 March 2025, ten (10) are on track, one (1) is flagged as 'at risk / behind schedule', two (2) projects have been completed on time and one (1) project has not been completed by its due date.

The projected result for this KPI is 93% (13/14), which assumes:

- The ten (10) projects reported on track in this report remain on track and are completed by their due dates.
- The following one (1) project 'at risk or behind target' will get back on track in the next reporting period and will be excluded from the calculation, for the following reasons:
 - Agenda and Minutes efficiency solution - delivery date will be amended to 31 August 2025

The following Strategic Operating Projects have been completed by their due date:

- Expansion of SJ Recreation Centre - Briggs Park (due 30 September 2024, completed 16 September 2024)
- Briggs Precinct Masterplan (due 31 March 2025, completed 16 December 2024).

Note - the following Strategic Operating Project has not been completed by its due date:

- Byford Water Monitoring (due 31 December 2024, completed 27 February 2025)

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

Projected Result: 90% (18/20)

Comment:

There are eleven (11) major capital road projects and fourteen (14) minor capital road projects due to be constructed by 30 June 2025. Of these, nine (9) are 'on track', six (6) are flagged as 'at risk / behind schedule', eight (8) projects have been completed on time and two (2) projects have not been completed by their due dates:

The projected result for this KPI is 90% (18/20), which assumes:

- The six (6) Gravel Resheeting projects: identified as 'at risk or behind target' in this report are excluded from the calculation for the following reasons:
 - Gravel Resheeting (2023-24 Carry-Forward): Bird Road, Manning Road, O'Neil Road, Jackson Road, Lingdon Lane and Balmoral Road projects - will be removed in the next reporting period, subject to Council resolution of Agenda Item 10.3.4 of the May 2025 Ordinary Council Meeting, due to prioritisation of critical works required on Leipold Road (Stage One).
- The addition of one (1) new minor capital road project: 'Minor Road Reseals' Leipold Road (Stage One), subject to Council resolution of Agenda Item 10.3.4 of the May 2025 Ordinary Council Meeting, is completed by its due date.
- The nine (9) projects reported on track in this report remain on track and are completed by their due dates.



The following eight (8) road projects have been 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)
- Gravel Resheeting (2023-24 Carry-Forward): Transit Road (due 30 June 2025, completed 2024)
- Hopeland Road Upgrade (due 31 December 2024, completed 24 December 2024)
- Hopkinson Road Single C'Way (due 30 June 2025, completed 31 March 2025)
- Rowley Road (A) Rehabilitation (due 30 June 2025, completed 28 February 2025)
- Rowley Road (B) Rehabilitation (due 30 June 2025, completed 28 February 2025)
- Roads to Recovery Gravel Re-sheeting - Millars Road, Jarrahdale (due 30 June 2025, completed 3 April 2025)

Note - the following two (2) road projects was not completed by their due dates:

- Larsen Road (SLK 0.0 - SLK 0.15) South Western Highway to George Street (due 31 December 2024, completed 28 February 2025)
- Mundijong Road and King Road Intersection (due 31 December 2024, completed 6 April 2025)

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

Projected Result: 100% (11/11)

Comment:

There are 16 facility projects due for delivery by 30 June 2025. Of these, five (5) are 'on track', one (1) is 'at risk or behind target, one (1) is 'critical', three (3) are 'deferred or not proceeding' and seven (7) projects have been completed on time.

The projected result for this KPI is 100% (11/11), which assumes:

- The three (3) projects reported as 'deferred or not proceeding' (Universal Access and Inclusion Program 2022-2023 Briggs Park Pavilion Ramp Installation, Universal Access and Inclusion Program 2024-25; Bruno Gianatti Hall and The House, Byford Volunteer Bush Fire Brigade Changerooms,) in accordance with resolutions of Council are removed and are excluded from the calculation.
- One (1) of the five (5) projects reported on track in this report (Briggs Park Pavillion Youth Centre Upgrades) delivery date is realigned in accordance with Council Resolution OCM097/04/25, is now a major capital project, is no longer due for delivery by 30 June 2025 and therefore excluded from the calculation.
- The remaining four (4) of the five (5) projects reported on track in this report remain on track and are completed by their due dates.
- The one (1) project 'Critical' (Upgrade Road surface at Shire Depot) will be removed in the next reporting period, subject to Council resolution of Agenda Item 10.3.4 of the May 2025 Ordinary Council Meeting.



Note - the following seven (7) facility projects have been completed by their due dates:

- Depot Refurbishment: Outdoor Canopy (due 30 June 2025, completed 2 October 2024)
- Council Chamber Minor Refurbishment (due 31 October 2024, completed 21 October 2024)
- Mundijong Landcare Building (electrical wiring and switchboard) (due 31 October 2024, completed 31 October 2024)
- Scout Hall Fence Installation (due 30 June 2025, completed 30 November 2024)
- Mens Shed Upgrade (due 30 June 2025, completed 31 January 2025)
- SJ Community Recreation Centre - Solar PV System (due 31 March 2025, completed 31 March 2025)
- Landcare Building Refurbishment (due 30 June 2025, completed 31 March 2025)

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

Comment: 72 for the 2023-24 financial year.

Options

Option 1

That Council:

1. NOTES the performance report against the 2024-28 Corporate Business Plan for the period 1 January to 31 March 2025 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 January to 31 March 2025 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**, with the following amendments.
 - *[Elected Member moving motion to specify]*

Option 3

That Council:

1. NOTES the performance report against the 2024-28 Corporate Business Plan for the period 1 January to 31 March 2025 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

The performance reporting against the Corporate Business Plan this reporting period details 10% of actions are currently 'at risk or behind target', 1% is identified as 'critical' 3% are 'deferred or not proceeding' and 86% are 'on track or complete'. Pleasingly, projected results indicate the Shire are on track to meet all four (4) Corporate Business Plan key performance indicators (KPIs) for the 2024-25 financial year.

During this reporting period, the close management of budgetary challenges in accordance with the Project Management Framework, specifically where the project costs received exceeded the available budget, seen the removal, deferral or reprioritisation of some facility and minor road capital works projects as detailed in this report.

Attachments (available under separate cover)

- **10.3.5 - attachment 1** - Corporate Business Plan Performance Report 1 January to 31 March 2025 (E25/5032)
- **10.3.5 - attachment 2** - Corporate Business Plan Quarter Three Review - Tracked Changes (E25/4983)

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 and Option 2.						
3	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	Existing Corporate Business Plan 2024-28 2024-25 Annual Budget	Organisational Performance	Unlikely	Minor	LOW	Nil.



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	
	the Shire to operate in.						

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

Officer Recommendation:

That Council

- 1. NOTES** the performance report against the 2024-28 Corporate Business Plan for the period 1 January to 31 March 2025 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.



10.3.6 - Confirmation of arrangements for the 2025 ordinary election (SJ4558)	
Responsible Officer:	Manager Corporate Performance
Senior Officer:	Director Corporate Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

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 enable Council to consider the arrangements surrounding the 18 October 2025 ordinary election for communication, polling places and post-election activities, including the Elected Member Induction.

Relevant Previous Decisions of Council

<i>Ordinary Council Meeting - 10 February 2025 - OCM026/02/25 - COUNCIL RESOLUTION / Officer Recommendation</i> <i>That Council:</i> <ol style="list-style-type: none"><i>1. DECLARE, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;</i><i>2. DECIDE, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a Postal election;</i><i>3. NOTES that the Chief Executive Officer will bring a report back to Council seeking approval of the 2025 Local Government election arrangements including a Communication Strategy, polling places in the district and induction arrangements.</i>
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Background

At the 10 February 2025, Ordinary Council Meeting, Council noted that the Chief Executive Officer will bring a report back to Council seeking approval of the 2025 Local Government election arrangements including:

- Communication Plan
- polling places in the district
- induction arrangements.



The following vacancies will be contested at the 2025 election:

- 2 x North Ward (one 4 year term, one 2 year term)
- 1 x South Ward
- 1 x North West Ward.

Community / Stakeholder Consultation

Nil.

Statutory Environment

Nil.

Comment

As per Council's resolution in February, Officers have advised the Electoral Commissioner of the decision to appoint the WA Electoral Commission as the returning officer and to conduct the Ordinary election on 18 October 2025, as a postal election.

Further information on the proposed Communication Plan and arrangements for the Ordinary Election are outlined below for Council's consideration.

Communication Plan

The objective of the Communication Plan is to inform the community of the date and voting method of the local government election.

The Communication Plan may incorporate methods including:

- message boards, including digital message screens; and
- social media, including paid digital advertising.

Implementation of the Communication Plan will involve expenditure, which is expected to be limited to \$10,000 for paid advertising (digital and print media) and the preparation of corflute signs for the Shire's five hardstand billboards and A frame signs. Communications will also make use of the Shire's two digital advertising boards.

Based on the information available to date, a Communication Plan has been developed (**attachment 1**) for Council's consideration. Further detail that supports the implementation of the plan will be developed further when relevant information, including the 2025 campaign details, are provided by the Western Australian Electoral Commission, Department of Local Government and WA Local Government Association (WALGA).

The Communication Plan includes a proposed Candidate Induction session on Wednesday, 27 August 2025. Officers will liaise with other local governments and WALGA to determine whether the Shire hosts its own session or a combined one with neighbouring local governments.

Venues for polling places on election day, 18 October 2025

Under legislation it is the role of the Returning Officer to set the polling place locations. In practice, the WAEC takes guidance from the local government in such circumstances. It is recommended that as the election is a postal election, only the Civic Centre in Mundijong is listed as a polling place.

Electors can attend the polling place to lodge a postal vote on election day regardless of what ward they reside in.

**Venue for enquiries prior to election day**

Election packages will be sent to all electors on the local government electoral roll. Electors may hand deliver postal voting papers, or obtain a replacement package (if the package is not received, or should any papers be missing), during business hours before election day from the following location:

Shire of Serpentine-Jarrahdale, 6 Paterson Street, MUNDIJONG

Post Election

There are a number of decisions required for the post-election arrangements. The proposed arrangements are presented to Council for consideration.

Venue for count

As in previous years it is proposed that the Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong is used for the election night count. With the use of CountWA software using a facility with readily available information technology is especially important. The Civic Centre has the necessary information technology required to support count activities.

If Council wishes catering to be provided on election night, it is asked to consider resolving to do so. An expenditure of \$500 would provide catering for the expected number of visitors. No alcohol will be purchased or served.

Swearing-in of Elected Members, allocation of seating and election of the Deputy President

It is proposed that the Swearing-in of Elected Members, allocation of seating and election of the Deputy President occurs on the evening of Wednesday, 22 October 2025 at 6:00pm. Prior to the Meeting, the new Councillors will be provided with their IT equipment and credentials and group and individual photographs will be taken.

The event will comprise the Swearing In Ceremony and a Special Council Meeting to conduct the remaining business which in this case would be the election of the Deputy President and allocation of seating.

The proposed program is shown in the table below:

Wednesday, 22 October 2025

Time	Topic	Purpose
3.45 - 4.15pm	IT provision to new Councillors as required	This session will only be required for new Councillors as it will provide an opportunity to onboard any new Councillors with their IT equipment and credentials
4.15 - 4.45pm	Rehearsal for swearing-in ceremony and Council Meeting	This practical session will go through the arrangements for the evening's swearing-in ceremony and Council meeting. <ul style="list-style-type: none">• Seating arrangements prior to swearing in• the Oath and associated paperwork• Voting procedures• Seating allocation
4.45 - 5.30pm	Photography	Group and individual photos



Ordinary Council Meeting Agenda Monday, 19 May 2025

5.30pm	Dinner	
6:00pm	Swearing-in Ceremony and Special Council Meeting	To enable the Councillors-Elect to make their required declarations, elect the Deputy President and allocate seating.

Under Regulation 13 of the *Local Government (Constitution) Regulations 1998* the declaration made by elected members must be made in the presence of an Authorised Person. An Authorised Person can be any person before whom a statutory declaration can be made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

Traditionally, the Authorised Person has been a community member and authorised by virtue of being a Justice of the Peace. Officers will make necessary arrangements closer to the date.

Elected Member induction

In addition to the compulsory training for Elected Members who are not otherwise exempt, it is proposed that all Elected Members receive an induction to welcome them to the organisation, strengthen Council as a decision-making body and prepare them for their responsibilities and duties as public officers under legislation.

Council has significant power under the *Local Government Act 1995* and the State's planning framework and legislation and individual Elected Members have significant responsibilities.

The objectives of the induction are three-fold:

- Provide critical information to Elected Members to prepare them for their immediate role;
- Provide an opportunity for a dialogue and a conversation with Elected Members to form a cohesive working relationship; and
- Introduce Elected Members to the Shire Administration.

The formal induction is proposed to be held on Monday, 27 October 2025. The proposed program is shown in the table below:

Monday, 27 October 2025

Time	Topic	Purpose
9:00am - 9:15am	Welcome and introductions	Provide a welcome to the Shire and an overview of what the purpose of the induction is and the sessions planned.
9:15am - 9:45am	An overview of the Shire of Serpentine Jarrahdale: <ul style="list-style-type: none"> • organisational structure • challenges, issues, opportunities • the Shire's journey 	This session will provide an overarching introduction to the Shire administration, the organisational structure, challenges
9:45am - 10:15am	Integrated Planning, the Strategic Community Plan, the Corporate	This session will cover the IPR including SCP, CBP. Financial plan and annual budget. It will provide an overview of the current strategic



Ordinary Council Meeting Agenda Monday, 19 May 2025

Time	Topic	Purpose
	Business Plan, Long Term Financial Plan and the Annual Budget	vision and the major projects being undertaken.
10:15am - 10:45am	Meetings and communication. The who, what, when, how of Council meetings, committees, advisory groups, Q&A and Policy Concept Forums (PCF)	This session will provide some practical guidance on the logistics of Council. It will cover the timetable of Council, including the timing of meetings, committees, Q&A and PCF.
10:45am - 11:00am	Morning tea	
11:00am - 11:45am	How Council makes decisions - the process for meetings	This session will provide a practical overview of how meetings operate and basic meeting procedure conventions.
11:45am - 12:30pm	Managing interests, conduct and the responsibilities of being a public officer	This session will cover the legislative responsibilities of Councillors as public officers and inform Councillors about the oath, rules of conduct, code of conduct and provisions related to interests
12.30 - 1.30pm	Lunch	
1.30 - 3.30pm	Local government planning framework	This session will cover the local government planning framework and important role that Council plays in land use planning and planning approvals

Council Policy - Election Caretaker Period - Protocols

Following reforms to the *Local Government Act 1995*, from the close of nominations through to declaration of the election, local governments are to observe a caretaker period.

The caretaker period largely mirrors the convention that has been in place for State and Federal elections and forbids a local government from doing a significant act during the caretaker period. A significant act is defined in the Act, and it includes:

- Making or amending a local law,
- entering into, renewing or terminating the contract of a Chief Executive Officer or senior employee,
- entering into a major land transaction or major trading undertaking,
- entering into contracts more than \$250,000, and
- inviting a tender that is required to be publicly invited.



To support the caretaker period, Officers are preparing a Council Policy to give guidance about conventions during this period, including use of public resources and equitable access to information for Candidates.

The Policy will be presented to a Policy Concept Forum before being put to Council for consideration.

Options

Option 1

That Council:

1. APPROVES the Communication Plan as per **attachment 1**.
2. RESOLVES that the recommended location for the polling place on election day Saturday, 18 October 2025 is:
Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong
3. APPROVES the arrangements for the Swearing in Ceremony as outlined in this report, to be held on Wednesday, 22 October 2025.
4. In accordance with section 5.4 of the *Local Government Act 1995*, CALLS for a Special Council Meeting to be held on Wednesday, 22 October 2025 at 6:00pm for the purpose of Election of the Deputy Shire President and allocation of seating commencing at the conclusion of the Swearing In Ceremony.
5. APPROVES the Elected Member Induction as outlined in this report, to be held on Monday, 27 October 2025.
6. NOTES that a Council Policy is being prepared on Caretaker Period Conventions Protocols.

Option 2

That Council:

1. APPROVES the Communication Plan as per **attachment 1** and requests the following changes:
[Elected Member to specify changes]
2. RESOLVES that the recommended location for the polling place on election day Saturday, 18 October 2025 is:
Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong
3. APPROVES the arrangements for the Swearing in Ceremony as outlined in this report, to be held on Wednesday, 22 October 2025.
4. In accordance with section 5.4 of the *Local Government Act 1995*, CALLS for a Special Council Meeting to be held on Wednesday, 22 October 2025 at 6:00pm for the purpose of Election of the Deputy Shire President and allocation of seating commencing at the conclusion of the Swearing In Ceremony.
5. APPROVES the Elected Member Induction as outlined in this report, to be held on Monday, 27 October 2025, with the following changes:
[Elected Member to specify changes]
6. NOTES that a Council Policy is being prepared on Caretaker Period Conventions Protocols.



Option 1 is recommended.

Conclusion

The Ordinary Council Election is to be held on 18 October 2025, and in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner is to be responsible to conduct the election. To manage the election, a Communication Plan has been developed for approval; polling places have been identified and a post-election Elected Member Induction has been outlined for approval

Attachments (available under separate cover)

- **10.3.6 - attachment 1** - Communication Plan for Ordinary Local Government Election 18 October 2025 (E25/4899)

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

Financial Implications

\$10,000 has been allocated in the 2025-26 budget for advertising and \$500 for catering on the election night.

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 & 2	There are no significant issues associated with these options						



Voting Requirements: Simple majority

That Council:

- 1. APPROVES the Communication Plan as per attachment 1.**
- 2. RESOLVES that the recommended location for the polling place on election day Saturday, 18 October 2025 is:**
Shire of Serpentine Jarrahdale Civic Centre, 6 Paterson Street, Mundijong
- 3. APPROVES the arrangements for the Swearing in Ceremony as outlined in this report, to be held on Wednesday, 22 October 2025.**
- 4. In accordance with section 5.4 of the *Local Government Act 1995*, CALLS for a Special Council Meeting to be held on Wednesday, 22 October 2025 at 6:00pm for the purpose of Election of the Deputy Shire President and allocation of seating commencing at the conclusion of the Swearing In Ceremony.**
- 5. APPROVES the Elected Member Induction as outlined in this report, to be held on Monday, 27 October 2025.**
- 6. NOTES that a Council Policy is being prepared on Caretaker Period Conventions Protocols.**

**10.3.7 - Review of Delegations and Authorisations 2024/2025 (SJ538)**

Responsible Officer:	Manager Corporate Performance
Senior Officer:	Director Corporate 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

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 and approve the findings of the review of delegations and authorisations pursuant to section 5.46 of the *Local Government Act 1995* (the Act).

Relevant Previous Decisions of Council

*Ordinary Council Meeting - 19 February 2024 - OCM23/02/24 - COUNCIL RESOLUTION
That Council NOTES the findings of the review pursuant to section 5.46 of the Act and APPROVES the Register of Delegations and Authorisations as contained within attachment 2.*

Background

This report deals with two separate but related concepts:

- delegations; and
- authorisations.

Delegation is a formal means of empowering one entity to perform functions and duties that are otherwise reserved in legislation for another entity. Delegation is a tool used in government at all levels to enable the efficient and effective delivery of services while ensuring clarity regarding who is permitted to perform specific discretionary functions.

The appointment of authorised persons is a similar but distinct concept. Legislation occasionally enables a decision-making body or source of authority to appoint persons to perform specific tasks on their behalf. In this case, the authorising entity does not have the power themselves to perform the task and can only authorise others to do so. Legislative provisions related to enforcement often employ the appointment of authorised persons.

Local government exercises many of its functions through a combination of delegated powers and authorisations. This includes functions under the Act but also legislation related to planning, dogs, cats, health, building, bush fire prevention and management and food safety.



Both delegations and authorisations must be in writing. In line with the principles of good governance, delegations and authorisations should be regularly reviewed. As noted below, delegations made under the Act must be reviewed annually.

The Shire's delegations and authorisations are recorded in a register available on the Shire's website. The Shire's register contains over 120 delegations and authorisations across a dozen pieces of legislation.

Community / Stakeholder Consultation

Nil.

Statutory Environment

Legislation that permits delegation or the appointment of authorised persons has a specific section, regulation, or clause known as the 'head of power'. In the case of the Act, the head of power for Council to delegate certain functions is section 5.42. The power to appoint authorised persons is provided directly to the CEO by section 9.10.

Section 5.44 of the Act enables the CEO to delegate (where appropriate) to any employee the exercise of the CEO's powers or the discharge the CEO's duties under that Act (other than the power of delegation).

The Shire's Register of Delegations and Authorisations contains both Council delegation and CEO sub delegations. Council approval is only required for the original delegation from Council to CEO.

Section 5.46 of the Act requires a review of the powers delegated by the Council and CEO to occur once every financial year.

Regulation 29 of the *Local Government (Administration) Regulations 2005* (the Admin Regulations) requires a local government to make its delegations register available to the public for inspection. The Shire exceeds this legislative requirement by publishing the register on the Shire's website.

Comment

As part of the Shire's commitment to continuous improvement and governance maturity, a review of each of these delegations and authorisations has been conducted. The scope of the review systematically considered each of the delegations and authorisations and asked:

- is the head of power used to delegate or authorise the activity correct?
- are the specific sections, regulations or clauses of each instrument correct?
- are the appropriate officers delegated or appointed?
- are the conditions placed on the delegation or authorisation correct?
- are the reporting requirements commensurate to good governance, risk and efficient practice?

The results of the review, including every proposed change to the Register, is outlined in tracked changes at **attachment 1**.



The proposed amendments to the delegations and authorisations are summarised below:

Delegation/Authorisation	Instrument	Summary of Amendment
12.1.1 - Determination of Development Applications (except for Prescribed Single House Development Applications, which are covered in 12.2.1)	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	Amendment to Council conditions on delegation due to changes to the Responsible Authority Report process as per <i>Local Government (Development Assessment Panels) Regulations 2025</i>
Authorisation 1.13 - Enforcement Proceedings	<i>Dog Act 1976</i>	Appointed Director Development Services and Coordinator Community Safety as positions authorised to undertake proceedings under the <i>Dog Act 1976</i> . This will enable proceedings to be commenced or withdrawn at the directorate level for improved efficiency.

Other amendments relate to CEO delegations and authorisations, updating position titles, record keeping requirements, and compliance links.

There are two CEO authorisation amendments that are of particular note.

Firstly, the CEO authorisation 2.4 has been updated to clarify the legislative provisions that relate to the different categories of Fire Control Officer (FCO). The training requirements have also been updated to align this requirement to the FCOs authorised to take control of fire operations.

Secondly, is the addition of CEO authorisation 2.21. The State Government's 2021 updates to the Action Plan for Planning Reform included measures to control how the preparation and presentation of Responsible Authority Report (RAR) Recommendations on Development Application Panel (DAP) applications would occur. This had an intent to manage the administrative technical planning assessment to occur at officer level, culminating in either the CEO or authorised Director to finalise the RAR Recommendation and submit it straight to the DAP for their consideration and determination.

These changes were included as part of the 2024 reforms to the Act through the insertion section 9.69B to allow for the creation of regulations that specify DAP functions that must be performed on behalf of the Local Government by the CEO or authorised officer.

The new *Local Government (Development Assessment Panels) Regulations 2025* clarify that Local Government administrations are responsible for preparing and submitting the responsible authority report to a DAP. CEO's will be required to arrange for a RAR to be submitted to the DAP for applicable development applications made after Thursday, 1 May 2025.

As the RAR may be prepared by the CEO or a local government employee authorised by the CEO, it is proposed that the Director of Development Services will be authorised to do this on behalf of the CEO of the Shire. Under the new *Local Government (Development Assessment Panels) Regulations 2025*, Council cannot direct the CEO, employees or a consultant in the preparation of the RAR process.



As a result of this legislative change, Delegation 12.1.1 has been amended to remove the Council Condition that required Council approval of the RAR before it was provided to the DAP.

It is worth noting that the comprehensiveness of previous years reviews has again significantly reduced the investment required for this year's review in terms of ensuring an accurate register.

This review ensures that the Shire meets its regulatory obligations and continues to improve its governance maturity.

Options

Option 1

That Council NOTES the findings of the review of the Register of Delegations and Authorisations pursuant to section 5.46 of the Act and APPROVES the changes to the Council delegations and authorisations as contained within **attachment 2**.

Option 2

That Council DOES NOT NOTE the findings of the Register of Delegations and Authorisations of the review pursuant to section 5.46 of the Act and DOES NOT APPROVE the changes to the Council delegations and authorisations as contained within **attachment 2**.

Option 1 is recommended.

Conclusion

Delegations and the appointment of authorised officers is an important mechanism used by all tiers of government to conduct business effectively and efficiently. The systematic review of the Shire's register has identified opportunities to strengthen the instruments used and improve understanding of the powers and responsibilities associated with delegations and authorisations.

Attachments (available under separate cover)

- **10.3.7 - attachment 1** - Register of Delegations and Authorisations - tracked changes (E25/4802)
- **10.3.7 - attachment 2** - Register of Delegations and Authorisations (E25/4803)

Alignment with our Council Plan 2023-2033

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

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 material risks associated with option 1.						
2	If Council do not note the review, it may not be completed on time (i.e. legislative non-compliance) resulting in a possible elevation of the Shire on the Department's risk assessment.	Nil.	Organisational Performance	Unlikely	Minor	LOW	Nil.

Voting Requirements: Absolute Majority (s5.42 of the *Local Government Act 1995*)

Officer Recommendation

That Council **NOTES** the findings of the review of the Register of Delegations and Authorisations pursuant to section 5.46 of the Act and **APPROVES** the changes to the Council delegations and authorisations as contained within attachment 2.

**10.3.8 - Consideration of Motions Carried at the Annual General Meeting of Electors held on 31 March 2025 (SJ4603)**

Responsible Officer:	Manager Corporate Performance
Senior Officer:	Director Corporate Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

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 enable Council to consider the motions carried at the Annual General Meeting of Electors held on 31 March 2025.

Relevant Previous Decisions of Council

There are no previous Council decisions relating to this matter.

Background

In accordance with section 5.27 of the *Local Government Act 1995* (the Act), the Annual General Meeting of Electors was held on 31 March 2025. Notice of the meeting was provided in accordance with the requirements for the Act in the Examiner Newspaper, public notice boards, the Shire's newsletter and website on 6 March 2025.

There were 19 members of the public recorded as being in attendance.

Community / Stakeholder Consultation

Nil

Statutory Environment

Under section 5.27 of the Act, a general meeting of the electors of a district is to be held once every financial year. A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

Under section 5.33 of the Act all decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable at the first ordinary council meeting after that meeting; or at a special meeting called for that purpose whichever happens first.

If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the Council Meeting.



Comment

In addition to receiving the Annual Report for the Shire of Serpentine Jarrahdale for the year 2023-2024 incorporating the 2023-2024 Annual Financial Statements and the 2023-2024 Auditor's Report, 21 motions were carried by electors for Council's consideration. These motions and Officer comments are listed below.

GME003/03/25

MOTION

Moved Pia Steele, seconded Michelle Rich

That the Shire of Serpentine Jarrahdale writes to the relevant State and Federal health authority to suspend the mRNA vaccines until they are proven to be 100% safe to ensure the safety and wellbeing of our community.

MOTION CARRIED 8/4

Officer Comment

The approval of medicine such as vaccines is outside the scope of local governments and left to the Australian Government Therapeutic Goods Administration (TGA). As Officers are not medical professionals, comment cannot be provided on the safety of a particular medicine.

Officer Recommendation

That Council NOTES motion GME003/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.

GME004/03/25

MOTION

Moved Justin Warren, seconded Lee Bond

That this General Meeting of Electors expresses, for noting by the Council, its deep dissatisfaction with the Shire of Serpentine Jarrahdale's ongoing mismanagement of the Oakford Fire Station project. This includes the failure to provide proper project oversight, the alteration of approved designs without consultation, prolonged delays in contract execution, and the continued failure to deliver critical emergency infrastructure for the Oakford Volunteer Bush Fire Brigade and the community it serves

MOTION CARRIED

Officer Comment

The Oakford Fire Station is a project the Shire, stakeholders and the community have wanted to progress for many years.

In recent years significant progress has been made in the planning and development phase of the project which has seen the following outcomes:

- **Securing Crown Land:** Officers successfully negotiated and obtained a Management Order over two hectares of Crown land, without which the project could not have progressed. This involved inter-agency liaison, statutory processes, and careful consideration of land use constraints. This was done in a manner which achieved an outcome that had been discussed



for over 10 years by the Shire and was achieved by officers within 12 months of focussed work.

- **Establishing Funding Pathways:** Some comment has been made by stakeholders that the Shire submitted a funding application without the land secured and this is an example of mismanagement. This is not the case and in fact demonstrates the Shire has used every opportunity to advocate for funding for this project. In 2020, in the grips of the early COVID pandemic, Officers had a discussion with DFES representatives, regarding stimulus that government was considering releasing as part of economic recovery. As part of this the Shire was advised that the usual constraint associated with land was being relaxed to allow full consideration of proposals. On this basis the Shire submitted an application knowing full well the land was not finally secured. The Shire secured a self-supporting loan offer from DFES to provide financial certainty for the project.
- **Community Engagement and Stakeholder Sensitivity:** Officers undertook significant community engagement in what was acknowledged to be a contentious proposal among nearby residents. The project was adjusted to reflect community concerns, and the design process remained responsive to operational needs and locational sensitivities. Planning approval was secured and provided a completed green light to embark on delivery. This was done by Shire officers.

It is acknowledged that the delivery of the project from this point in time could have been improved and this has resulted in disappointment and frustration from stakeholders, the community and the Shire.

The first tender for the Design and Construction of this project was called in December 2023. However, the Shire's governance and project management framework identified issues with this tender following assessment. The CEO used his delegation (in consultation with Elected Members) not to award any tender as a risk management strategy. The concept that was used in the tender documentation was not the concept which had Development Approval (including the outcomes of community consultation) and Stakeholders were not engaged with the revised concept. Awarding of this tender would have presented significant risk to the organisation and had the potential to impact upon the ongoing operations of the brigade into the future.

The following improvements have been made in the organisation since this time to improve how major projects are managed:

- In February 2024 Council approved the splitting of the Infrastructure Directorate to create two Directorates (Infrastructure and Operations). This has provided more oversight and management of the Shire's Capital Construction Program including projects such as the Oakford Fire Station.
- Changes have been made in the Shire's Project Management Framework to provide greater clarity of roles, accountability and responsibility for projects. This will improve project delivery and performance.
- A new Manager Major Projects has commenced and a new Director Infrastructure is being recruited as both of the people in these roles at the time of the first tender have left the organisation.

Council awarded the tender for the Design and Construction of the Oakford Fire Station in December 2024. Since this time Officers have been actively engaging with the preferred tenderer.



A report was presented to Council in April to resolve some matters to enable the contract to be signed. This report included timeframes which have been met to date and Officers are working hard to get the contract signed which will see works commence.

The Shire remains committed to delivering a fit-for-purpose emergency facility for the Oakford Volunteer Bush Fire Brigade and reaffirms its recognition of the Brigade's vital role in protecting lives and property.

Officer Recommendation

That Council:

1. NOTES motion GME004/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. ACKNOWLEDGES the frustration and disappointment experienced by stakeholders in the time for delivery of the Oakford Fire Brigade.
3. ACKNOWLEDGES the improvements that have been made in how major projects are managed will result increased oversight and management of projects such as the Oakford Fire Brigade.

GME005/03/25

MOTION

Moved Michelle Rich, seconded Vanessa Reynolds

That Council publish detailed information when awarding contracts, including prices bid, and explain how and why the successful bidder was chosen as the cities of Cockburn, Gosnells and Joondalup currently publish by no later than the 30 June 2025.

MOTION CARRIED 9/3

Officer Comment

The key additional information included in the public reports prepared by the Cities of Cockburn, Gosnells, and Joondalup are:

- a scoring table with a percentage assessment of the qualitative and price scores for each applicant, and
- an evaluation criteria assessment, which provides commentary from the evaluation panel around how and why they came to each score.

While the Shire doesn't publish this information in the public report, it is included in detail in the confidential attachment.

Officers will be undertaking a review of the Shire's procurement processes during 2025. This will include consideration of the level of detail included in reports to Council. Officers do not recommend making changes to the current process until this review is completed which would encompass obtaining external probity advice.

Officer Recommendation

That Council:

1. NOTES motion GME005/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.



2. NOTES that subject to budget approval, the Chief Executive Officer will be undertaking a fulsome review of the Shire's procurement processes and will present the findings and recommendations to the Audit, Risk and Governance Committee by June 2026.
3. REQUESTS, as part of the review, the Chief Executive Officer obtain probity advice on publishing the following information in tender award Council reports:
 - a scoring table with a percentage assessment of the qualitative and price scores for each applicant, and
 - an evaluation criteria assessment, which provides commentary from the evaluation panel around how and why they came to each score.

GME006/03/25

MOTION

Moved Karina Baker, seconded Bill Denholm

That Council request the CEO to write to the Minister for Water and DWER and requests that the Shire of Serpentine Jarrahdale is notified in writing of all water bore licences registrations etc issued below 100,000 kilolitres within the Shire of Serpentine Jarrahdale district, to enable Shire Officers to support residents when they experience water loss or disruptions due to any form of development or construction.

MOTION CARRIED

Officer Comment

The request for the Chief Executive Officer to write to the Minister for Water and the Department of Water and Environmental Regulation (DWER), seeking written notification of all water bore licences and registrations issued below 100,000 kilolitres within the Shire of Serpentine Jarrahdale, is considered a potentially sound initiative. Questions do remain; however, about if the Shire is best placed to receive this information and once received what it does with such information.

Whereas the proposal may support improved local understanding and management of the Shire's groundwater resources, there may equally be privacy concerns that create some issues in how to present such information.

Officers do agree that such information, served at a broader groundwater aquifer level, would be potentially beneficial to both rural and urban communities. Increased visibility may allow all stakeholders to build in resilience to safe guarding future groundwater needs, particularly for residents to consider alternative water catchment options.

Officer Recommendation

That Council:

1. NOTES motion GME006/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025
2. REQUESTS the Chief Executive Officer write to the Minister for Water and Department of Water and Environmental Regulation and request that information is shared publicly at a groundwater aquifer level, that shows the number of all current bore licences registered for that aquifer, to enable stakeholders to consider that information as part of building resilience into their various water planning options.



GME007/03/25

MOTION

Moved Garry Tomlinson, seconded Vicki May

That the Shire of Serpentine Jarrahdale Council take a look at the postal voting system and have a think about the corruption happening at the last Shire election so it doesn't happen again and take another vote at the next Ordinary Council Meeting to give them time to think about it.

MOTION CARRIED

Officer Comment

Council resolved to engage the Western Australia Electoral Commission (WAEC) to conduct a postal voting method of election for the October 2025 Local Government Elections. If any community members are aware of corruption occurring in the Shire, they are encouraged to make a report to the Corruption and Crime Commission or alternatively the WAEC if it is related to an election.

Officer Recommendation

That Council

1. NOTES motion GME007/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025
2. REQUESTS the Chief Executive Officer write to Mr Garry Tomlinson advising of the appropriate integrity agencies to report alleged corruption.

GME008/03/25

MOTION

Moved Michelle Rich, seconded Bill Denholm

That as part of the 2025/2026 budget process, Council funds the design and construction extending the current footpath by approximately 53 metres on the South side of Jarrahdale Road opposite the Nettleton Road intersection to provide safe pedestrian access to visitors and residents of Jarrahdale.

MOTION CARRIED

Officer Comment

A footpath forwards works plan is currently being developed by Officers which will identify and prioritise projects to deliver footpath missing links and upgrade of substandard footpaths. This plan is scheduled to be presented to Council at the 26 May Policy Concept Forum, followed by presentation to the June Ordinary Council Meeting for adoption.

Officer Recommendation

That Council:

1. NOTES motion GME008/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.



2. NOTES a footpath forward works plan is currently being developed to inform future footpath works on a priority basis.

GME009/03/25

MOTION

Moved Vanessa Reynolds, seconded Bill Denholm

That Council requests a detailed investigation be conducted which will provide a report to be presented at the next available Ordinary Council Meeting in relation to the options of Watkins Road Waste Transfer Station, using accurate, actual costs of the alternative motion put forward by Councillor Mack, at the February 2025 Ordinary Council Meeting, followed by an additional public consultation providing them with the accurate data and detailed information.

MOTION CARRIED

Officer Comment

Officers are currently engaging a consultant to undertake detailed designed of the option agreed upon by Council at the February Ordinary Council Meeting. Once detailed design is completed and approvals in place, Officers will present a report to Council with the accurate costs of the detailed design and operations of the Watkins Road Waste Transfer Station for Councils consideration to call a tender for construction.

If Council wanted to undertake further consultation on the option and associated costings prior to commencing a tender process for construction, this is open for Council to consider at that time.

Officers Recommendation

That Council

1. NOTES motion GME009/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. NOTES the option exists for Council to undertake further community consultation at the conclusion of detailed design, prior to inviting tenders for construction.

GME010/03/25

MOTION

Moved Bill Denholm, seconded Kelly Berry

That Council purchase two multipurpose drones and trains staff to operate the drones to their full potential and in line with regulations.

MOTION CARRIED

Officer Comment

Officers acknowledge the motion proposing the purchase of two multipurpose drones and the associated training of staff to maximise their use in accordance with regulatory requirements. This motion reflects an increasing interest in the application of emerging technologies within local government operations to improve efficiency, responsiveness, and data collection capabilities.



There is growing evidence across the sector that drones can be valuable tools in a range of functions. Examples include asset management inspections, early data collection for urgent works responses, drainage infrastructure monitoring, road condition assessments, and environmental tracking, including urban tree canopy measure. Such applications can support evidence-based decision-making, reduce manual inspection risks, and enhance the timeliness and accuracy of information collection.

However, while the potential benefits are recognised, the Shire currently does not have a detailed business case or operational framework to guide the strategic introduction and integration of drone technology across its functions. In line with best practice and responsible financial management, it is considered more prudent that the Shire first undertake a comprehensive needs analysis and develop a business case. This will enable the identification of specific use cases, regulatory requirements, staff capability needs, cost-benefit considerations, risk management measures (including privacy and data governance), and alignment with the Shire's strategic objectives.

Accordingly, it is recommended that Council note the value of exploring drone technology further and request the CEO to prepare a budget submission for a business case for the upcoming 2025/26 budget.

Officer Recommendation

That Council:

1. NOTES motion GME010/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025
2. REQUESTS the Chief Executive Officer prepare a budget submission to fund a business case for the 2025/26 budget, detailing a comprehensive needs analysis including specific use cases, regulatory requirements, staff capability needs, cost-benefit considerations, risk management measures (including privacy and data governance).

GME011/03/25

MOTION

Moved Belinda Dunkley, seconded Kelly Berry

That the Shire amend the electronic version of the 2023/2024 annual report to include information regarding library services to ensure the transparency across all services within the Shire and that library services be reinstated in the organisational chart in the electronic version of the annual report.

MOTION CARRIED

Officer Comment

The 2023/24 Annual Report has been received by the Electors of the district at its Annual Meeting of Electors on 31 March 2025. Shire Officers do not recommend that any version of the annual report be amended, given the document has been received by the Electors in its current form. Shire Officers recommend an alternate motion be considered to ensure the intent of the motion is considered for the development of the 2024/25 Annual Report.



Officer Recommendation

That Council:

1. NOTES motion GME011/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. REQUESTS, when preparing the 2024/25 Annual Report, the Chief Executive Officer include information regarding the achievements of the library services for the 2024/25 financial year, including reference to the library services in the organisation chart.

GME012/03/25

MOTION

Moved Vanessa Reynolds, seconded Bill Denholm

That Council request a detailed investigation and provide available options for rectification of the ongoing traffic issues and illegal traffic movements outside of Court Grammar School, at the intersection of Soldiers and Bishop Roads, taking into consideration that Court Grammar School is constructing additional classrooms at the school and increasing number of students annually without any additional parking or road infrastructure to support this growth.

MOTION CARRIED

Officer Comment

Officers note that current school expansion activities include additional parking along the boundary of the school to the freight rail reserve. Furthermore, each stage of the school is assessed according to the planning framework, to ensure issues like carparking are suitably addressed.

As development continues to occur in a manner consistent which is compliant with the planning framework, there needs to be alternative options considered.

This could include additional requirements such as staggered start and finish times or travel smart programs, developed in collaboration with the school. Officers recommend that this be considered by the school, as a first step to non structural solutions to potentially address the issue.

Officer Recommendation

That Council:

1. NOTES motion GME012/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. REQUESTS the Chief Executive Officer write to Court Grammar, requesting that they consider staggered start and finish times or travel smart programs, in order to help alleviate current congestion issues at the school.



GME013/03/25

MOTION

Moved Bill Denholm, seconded Vanessa Reynolds

That Council receives a report investigating the provision of traffic management services in house for all Shire and community activities, including a cost benefit analysis.

MOTION CARRIED

Officer Comment

In response to the above motion, a cost-benefit analysis has been undertaken to compare the current use of external traffic management services with the potential provision of these services in-house. The analysis includes estimated staffing requirements, vehicle and equipment costs and operational expenses over a three-year period.

The analysis considers the following key cost components for the in-house model:

- Employment of four General Hands, one Supervisor Civil Maintenance, and one Coordinator Parks Assets and Arbor
- Purchase of one vehicle and associated running costs
- Depreciation and materials
- Administrative and operational support

Total Estimated In-House Costs (3 Years): \$1,954,100.38

Total Estimated External Provider Costs (3 Years): \$1,528,262.70

Net Additional Cost (In-House vs External): \$425,837.68

While Year 1 includes significant start-up costs (notably a \$65,000 vehicle purchase), annual costs in Years 2 and 3 remain higher than current external provision.

The in-house provision of traffic management services is not cost-neutral and would result in an estimated additional cost of **\$425,837.68** over three years. Council may wish to weigh this financial impact against any operational or strategic benefits, such as increased flexibility or local employment opportunities.

Officer Recommendation

That Council:

1. NOTES motion GME013/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. NOTES the cost comparison between in-house and external traffic management provision.
3. NOTES that the in-house option would result in a projected additional cost of \$425,837.68 over three years.
4. DETERMINES that retaining external services is the more cost-effective approach at this time, unless strategic or operational benefits of in-house provision are determined to outweigh the additional cost.



GME014/03/25

MOTION

Moved Michelle Rich, seconded Kelly Berry

As part of the 2025/2026 budget process, that Council funds all needed verge tree pruning on the following roads:

- **Lightbody Road**
- **Shanley Road**
- **Coogly Road**
- **Feast Road**
- **Summerfield Road**
- **Gull Road**
- **Scrivener Road**
- **Selkirk Road**
- **Jarrahdale Road**
- **Yangedi Road South**
- **Punrak Road**
- **Utley Road**
- **Westcott Road**
- **Henderson Road**
- **Elliott Road**
- **Rapids Road**
- **Hall Road**

MOTION CARRIED 6/3

Officer Comment

The Shire has undertaken a proactive review of verge vegetation management needs on the listed roads. Below is a summary of completed works and planned assessments:

Works Completed in 2024/2025

Hall Road - Works completed on the most severe section. Remaining areas to be addressed in 2025/2026.

These roads show early signs of reduced clearance. Pruning or mulching is recommended in the 2025/2026 program:

- Hall Road (remaining sections)
- Lightbody Road
- Coogly Road



- Gull Road
- Scrivener Road
- Selkirk Road
- Yangedi Road South
- Punrak Road
- Henderson Road

Planned Assessments for 2025/2026 - No Immediate Pruning Required

These roads currently maintain adequate clearance. Pruning can be deferred but they will be monitored:

- Shanley Road
- Feast Road
- Summerfield Road
- Jarrah Road
- Utley Road
- Westcott Road
- Elliott Road
- Rapids Road

Verge pruning works will be delivered through a combination of in-house resources, including the use of the Shire's forestry mulcher, and contracted tree services for overhead pruning where required. Each road will be individually assessed to determine the most appropriate method. Ongoing monitoring and maintenance will continue, informed by internal inspections and community requests.

Officer Recommendation

That Council:

1. NOTES motion GME014/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. NOTES the scheduled verge tree assessments and maintenance works for the roads listed in Motion GME014/03/25, as part of the 2025/2026 operational program, including:
 - Completion of priority works on Hall Road in 2024/2025;
 - Planned assessments and pruning on roads with early signs of encroachment; and
 - Deferred pruning on roads currently maintaining adequate clearance.
3. SUPPORTS the continued delivery of verge vegetation management through a combination of in-house resources and contracted services, based on individual road assessments and ongoing monitoring.

**GME015/03/25****MOTION****Moved Michelle Rich, seconded Belinda Dunkley**

As part of the 2025/2026 budget process that Council funds the engagement of external consultants to undertake community consultation, investigation, concept design and costings for implementation of appropriate traffic calming treatments along Jarrahdale Road between Nettleton Road and Kingsbury Drive within the Jarrahdale town site to better manage the anticipated increase in traffic and pedestrian movements in preparation for trails town status and Tonkin Hwy extension.

MOTION CARRIEDOfficer Comment

This project is not captured within the adopted Corporate Business Plan or the Long-Term Financial plan for funding in the 2025/26 financial year. A detailed scope and associated indicative costing does not exist for this project to allocate a budget and undertake the appropriate procurement process in accordance with the Shires Procurement Policy for engagement of a consultant. A Shire Officer review of the request to determine a detailed scope and consultant cost estimate may be finalised by February 2026 so as to inform a 2026/27 budget proposal and business case to undertake the procurement process for a consultation to complete the investigation, community consultation, concept design and construction cost estimate works over the 2026/27 and 2027/28 financial years.

Officer Recommendation

That Council:

1. NOTES motion GME015/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. REQUESTS the Chief Executive Officer prepare a budget submission to fund a business case for the 2026/27 financial year budget to engage a consultant to undertake community consultation, investigation, concept design and costings for implementation of appropriate traffic calming treatments along Jarrahdale Road between Nettleton Road and Kingsbury Drive within the Jarrahdale town site to better manage the anticipated increase in traffic and pedestrian movements in preparation for trails town status and Tonkin Hwy extension.

GME017/03/25**MOTION****Moved Michelle Rich, seconded Bill Denholm**

As part of the 2025/2026 budget process that Council is provided with the costs to carry out all shoulder reconstruction and remedial works for the following roads:

- Lightbody Road
- Shanley Road
- Coogly Road
- Feast Road



- Summerfield Road
- Gull Road
- Scrivener Road
- Selkirk Road
- Jarrah Road
- Yangedi Road South
- Punrak Road
- Utley Road
- Westcott Road
- Henderson Road
- Elliott Road
- Rapids Road
- Hall Road

With the three roads to be completed in each of the following financial years 2025/26, 2026/27, 2027/28, 2028/29, 2029/30 and 2030/31.

MOTION CARRIED

Officer Comment

The Shire has undertaken a high-level assessment of the above-listed roads and has developed a staged works plan aligned with the 2025/2026 to 2030/2031 financial years. The program considers road condition, risk, priority, and delivery capacity. Works will be incorporated into annual capital and maintenance budgets subject to funding availability.

As part of the 2025/26 draft budget, Officers are recommending Council considers not applying the farmland concession and diverting these funds towards rural road program which would provide resources to undertake shoulder repairs, such as for the roads listed.

Planned Road Shoulder Reconstruction Program (subject to funding)

Financial Year	Roads Scheduled for Works
2025/2026	Shanley Road, Coogly Road, Summerfield Road
2026/2027	Yangedi Road South, Punrak Road, Rapids Road, Scrivener Road
2027/2028	Feast Road, Westcott Road, Elliott Road
2028/2029	Utley Road, Henderson Road, Gull Road
2029/2030	Selkirk Road, Lightbody Road, Hall Road
2030/2031	Jarrah Road (<i>noting works are currently underway in 2024/2025</i>)



This schedule ensures that each road receives appropriate attention within the six-year timeframe, while allowing flexibility for re-prioritisation based on future assessments or unforeseen deterioration.

Detailed cost estimates will be developed for each group of roads as part of the annual budget development process for Councils consideration, starting with the 2025/2026 budget preparation.

Officer Recommendation

That Council:

1. NOTES motion GME017/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. NOTES, that subject to budget allocation, the staged program of road shoulder reconstruction and remedial works for the following roads, as requested in Motion GME017/03/25, will be delivered progressively from 2025/2026 through to 2030/2031, with three roads scheduled for delivery in each financial year (subject to yearly funding allocation):
 - 2025/2026: Shanley Road, Coogly Road, Summerfield Road
 - 2026/2027: Yangedi Road South, Punrak Road, Rapids Road, Scrivener Road
 - 2027/2028: Feast Road, Westcott Road, Elliott Road
 - 2028/2029: Utley Road, Henderson Road, Gull Road
 - 2029/2030: Selkirk Road, Lightbody Road, Hall Road
 - 2030/2031: Jarrah Road (noting works currently underway)

GME018/03/25

MOTION

Moved Michelle Rich, seconded Vanessa Reynolds

As part of the 2025/2026 budget process that Council funds the design and construction of a replacement fence around the stormwater retention basin between 14 and 18 Mardja Loop in Mardella.

MOTION CARRIED

Officer Comment

An assessment has been undertaken at the stormwater retention basin between 14 and 18 Mardja Loop, Mardella. The review identified three sections of fencing requiring attention:

- Southern boundary fencing, located behind a secured property gate and adjacent to a private driveway, was found to be intact but in need of minor repair. As this section is not accessible to the general public, it poses minimal risk.
- Two sections on the western side of the basin require reattachment of chain mesh fencing to the timber log poles and top rail. These repairs are minor and do not require full fence replacement.

The maintenance requirements have been programmed for repair as part of routine operational maintenance. Given the limited scope of damage and the low public risk profile of the site, Officers do not consider a full fence replacement is required at this time.



Officers will continue to monitor the condition of fencing at this location and undertake further works if necessary.

Officer Recommendation

That Council:

1. NOTES motion GME018/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. NOTES the assessment undertaken at the stormwater retention basin located between 14 and 18 Mardja Loop, Mardella, which identified three sections of fencing requiring minor repair.
3. ACKNOWLEDGES that the required repair works have been programmed as part of routine operational maintenance.
4. DOES NOT SUPPORT allocating budget funding for full fence replacement in the 2025/2026 financial year, as a complete replacement is not considered necessary at this time based on the condition and risk assessment of the site.

GME019/03/25

MOTION

Moved Michelle Rich, seconded Bill Denholm

As part of the 2025/2026 budget process that Council funds the engagement of external consultants to undertake detailed design, land acquisition and costings for the implementation of appropriate traffic roundabout at the intersection of Hopeland Road and Karnup Road, Hopeland.

MOTION CARRIED

Officer Comment

The Shire has the internal resources to prepare the required detailed design and land acquisition plans for such road improvement projects as well as for the development of the associated construction cost estimates.

For such a project, the Shire would seek external funding for its construction from an appropriate funding program such as the Government Blackspot program or Road Improvement Program. To support such a funding application a Road Safety Audit would need to be completed in the first instance, which consultants will need to be engaged to undertake. The Shire Infrastructure Directorate propose a Consultancy Operating budget as part of the 2025/26 budget to fund such audits on an as needed basis. The road safety audit, design, land acquisition plan and construction cost estimate may be carried out during the 2025/26 financial year with the Shires internal resources and proposed consultancy budget. Completing this process during the 2025/26 financial year will be for a funding application in the 2027/28 financial year. Such a project would need to be staged over 2 or 3 years.



Officer Recommendation

That Council:

1. NOTES motion GME019/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. REQUESTS the Chief Executive Officer prepare a funding application in the 2025/26 financial year and submit the application for consideration of funding in the 2027/28 financial year, funded over 2 to 3 years, as part of the Blackspot program or Road Improvement program for the construction of a roundabout at the intersection of Hopeland Road and Karnup Road, Hopeland.

GME020/03/25

MOTION

Moved Michelle Rich, seconded Kelly Berry

That Council requests to Chief Executive Officer to amend Council Policy 1.1.14 - Forums of Council Policy Concept Forums, Question Answer Agenda Forums, and Workshops and Council Policy 3.3.11 - Recording of in person Council and Committee Meetings to:

- a. to open Question and Answer Sessions to the public**
- b. to open Policy Concept Forums to the public**
- c. to open all workshops and forums of Council including but not limited to budget workshops to the public**
- d. to record and publish the recordings of**
 - 1. all Question and Answer Sessions**
 - 2. Policy Concept Forums and**
 - 3. all other forums and workshops open to the public**

By the 30th of April 2025.

MOTION CARRIED

Officer Comment

In April 2024, Council agreed to trial open Q&A sessions for a period of three months. At the conclusion of the trial, a survey of Elected Members was undertaken to determine whether Council Policies should be amended to open all ongoing Q&A sessions to the public. The feedback was incorporated into Notice of Motions submitted to the August 2024 and December 2024, Ordinary Council Meetings.

While transparency is important, opening all Q&A sessions, workshops and Policy Concepts Forums to the public, and live streaming these forums, may restrict the asking of questions and inhibit the capacity of Officers to provide frank and fearless advice to Council. It will also have an impact on Shire resources as it will require Officer support at all meetings and forums to run the live stream. It would also reduce the ability to hold sessions outside of Council Chambers as other venues will not have live stream capability.

If Council considers opening any meetings to the public, they may wish to limit it to Q&A sessions only.



Officers do not support expanding live streaming to matters beyond Council and Committee meetings as the purpose of live streaming is to record the decision making of Council and Committees. Decision making does not occur at any other workshops or forums.

Officer Recommendation

That Council NOTES motion GME020/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025 and takes no further action at this time.

GME021/03/25

MOTION

Moved Michelle Rich, seconded Kelly Berry

That Council request the Chief Executive Officer present a draft Policy to Council before September 2025 to increase the retention by 50% of trees during all subdivision processes.

MOTION CARRIED 5/1

Officer Comment

The Shire is the fastest growing local government in WA, and third fastest in Australia. A function of that growth is new urban development, which transforms former farming land into new mixed use residential communities. The State planning framework that applies to subdivisions provides guidance for local government to retain trees, however this is not expressed as a percentage. Subdivision approvals need to balance a number of competing issues, and with respect to the Shire this is the requirement for extensive sand fill to be brought into developing areas, in order to manage groundwater. This creates barriers to retention of trees. However, the Shire has already advanced its own Local Planning Policy 4.16 to assist in managing this balance, so that viable retention of trees can be pursued.

This policy focusses efforts on tree retention, through the first stage of the planning process which is a structure plan. During part one of the structure plan stage, Officers seek to maximise retaining trees in public open space and road reserves. The design of the structure plan can thus account for vegetated areas and retain trees in these areas. If a percentage was proposed, officers are concerned that such could impact the feasibility of development taking place, that could also impact costs of land. Officers consider that continuing with the current policy of Council should be supported.

Officer Recommendation

That Council:

1. NOTES motion GME021/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. NOTE the continued implementation of Local Planning Policy 4.16, with a focus on structure planning design, to viably consider opportunities for tree retention.

**GME022/03/25****MOTION****Moved Michelle Rich, seconded Vanessa Reynolds**

That Council prioritise tree retention in road upgrade design, maintenance and construction to maintain the current level of canopy coverage within all Shire managed road reserves as of the 1 April 2025.

MOTION CARRIEDOfficer Comment

The Shire prioritises and maximises the retention of existing trees as part of its design, construction and maintenance of roads whilst managing an acceptable level of access and safety for all road users within its road network. Any clearing of native vegetation within roads reserves to facilitate road upgrades requires a clearing permit application and approval from the Department of Water and Environmental Regulation prior to clearing works being undertaken. Where tree clearing is approved, approval is typically granted with the condition of planting, establishment and maintenance of offset planting or revegetation at an approved location, conditions commonly imposed requiring planting of a higher number of trees or revegetation area to that being cleared.

Officer Recommendation

That Council NOTES motion GME022/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025 and takes no further action at this time.

GME023/03/25**MOTION****Moved Michelle Rich, seconded Bill Denholm**

As part of the 2025/2026 budget process that Council funds the design and construction of the remaining substandard 3.7 kilometres of Elliott Road, east of Hopeland Road intersection.

MOTION CARRIEDOfficer Comment

Based on the Shires Road Condition survey completed in 2023, a Roads Forward Works Plan has been developed and is currently being finalised by Officers to prioritise the upgrade of all of the Shires condition 5 (very poor) roads. The plan also prioritises the condition 4 (poor) roads. This plan is scheduled to be presented to Council at the May Ordinary Council Meeting that will consider this road upgrade against other road priorities in the Shire.

Officer Recommendation

That Council:

1. NOTES motion GME023/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
2. NOTES the Roads Forward Works Plan will be presented to the May 2025 OCM for Adoption.



Options

Option 1

That Council:

1. RECEIVES the minutes of the Annual General Meeting of Electors held on 31 March 2025.
2. That Council NOTES motion GME003/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
3. NOTES motion GME004/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and:
 - a. ACKNOWLEDGES the frustration and disappointment experienced by stakeholders in the time for delivery of the Oakford Fire Brigade.
 - b. ACKNOWLEDGES the improvements that have been made in how major projects are managed will result increased oversight and management of projects such as the Oakford Fire Brigade.
4. NOTES motion GME005/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and:
 - a. NOTES that subject to budget approval, the Chief Executive Officer will be undertaking a fulsome review of the Shire's procurement processes and will present the findings and recommendations to the Audit, Risk and Governance Committee by June 2026.
 - b. REQUESTS, as part of the review, the Chief Executive Officer obtain probity advice on publishing the following information in tender award Council reports:
 - a scoring table with a percentage assessment of the qualitative and price scores for each applicant, and
 - an evaluation criteria assessment, which provides commentary from the evaluation panel around how and why they came to each score.
5. NOTES motion GME006/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. REQUESTS the Chief Executive Officer write to the Minister for Water and Department of Water and Environmental Regulation and request that information is shared publicly at a groundwater aquifer level, that shows the number of all current bore licences registered for that aquifer, to enable stakeholders to consider that information as part of building resilience into their various water planning options.
6. NOTES motion GME007/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. REQUESTS the Chief Executive Officer write to Mr Garry Tomlinson advising of the appropriate integrity agencies to report alleged corruption.
7. NOTES motion GME008/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. NOTES a footpath forward works plan is currently being developed to inform future footpath works on a priority basis.



8. That Council NOTES motion GME009/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. NOTES the option exists for Council to undertake further community consultation at the conclusion of detailed design, prior to inviting tenders for construction.
9. NOTES motion GME010/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. REQUESTS the Chief Executive Officer prepare a budget submission to fund a business case for the 2025/26 budget, detailing a comprehensive needs analysis including specific use cases, regulatory requirements, staff capability needs, cost-benefit considerations, risk management measures (including privacy and data governance).
10. NOTES motion GME011/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. REQUESTS, when preparing the 2024/25 Annual Report, the Chief Executive Officer include information regarding the achievements of the library services for the 2024/25 financial year, including reference to the library services in the organisation chart.
11. NOTES motion GME012/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. REQUESTS the Chief Executive Officer write to Court Grammar, requesting that they consider staggered start and finish times or travel smart programs, in order to help alleviate current congestion issues at the school.
12. NOTES motion GME013/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. NOTES the cost comparison between in-house and external traffic management provision.
 - b. NOTES that the in-house option would result in a projected additional cost of \$425,837.68 over three years.
 - c. DETERMINES that retaining external services is the more cost-effective approach at this time, unless strategic or operational benefits of in-house provision are determined to outweigh the additional cost.
13. NOTES motion GME014/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. NOTES the scheduled verge tree assessments and maintenance works for the roads listed in Motion GME014/03/25, as part of the 2025/2026 operational program, including:
 - Completion of priority works on Hall Road in 2024/2025;
 - Planned assessments and pruning on roads with early signs of encroachment; and
 - Deferred pruning on roads currently maintaining adequate clearance.
 - b. SUPPORTS the continued delivery of verge vegetation management through a combination of in-house resources and contracted services, based on individual road assessments and ongoing monitoring.



14. NOTES motion GME015/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
- a. REQUESTS the Chief Executive Officer prepare a budget submission to fund a business case for the 2026/27 financial year budget to engage a consultant to undertake community consultation, investigation, concept design and costings for implementation of appropriate traffic calming treatments along Jarrahdale Road between Nettleton Road and Kingsbury Drive within the Jarrahdale town site to better manage the anticipated increase in traffic and pedestrian movements in preparation for trails town status and Tonkin Hwy extension.
15. NOTES motion GME017/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
- a. NOTES, that subject to budget allocation, the staged program of road shoulder reconstruction and remedial works for the following roads, as requested in Motion GME017/03/25, will be delivered progressively from 2025/2026 through to 2030/2031, with three roads scheduled for delivery in each financial year (subject to yearly funding allocation):
- 2025/2026: Shanley Road, Coogly Road, Summerfield Road
 - 2026/2027: Yangedi Road South, Punrak Road, Rapids Road, Scrivener Road
 - 2027/2028: Feast Road, Westcott Road, Elliott Road
 - 2028/2029: Utleigh Road, Henderson Road, Gull Road
 - 2029/2030: Selkirk Road, Lightbody Road, Hall Road
 - 2030/2031: Jarrah Road (noting works currently underway)
16. NOTES motion GME018/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
- a. NOTES the assessment undertaken at the stormwater retention basin located between 14 and 18 Mardja Loop, Mardella, which identified three sections of fencing requiring minor repair.
- b. ACKNOWLEDGES that the required repair works have been programmed as part of routine operational maintenance.
- c. DOES NOT SUPPORT allocating budget funding for full fence replacement in the 2025/2026 financial year, as a complete replacement is not considered necessary at this time based on the condition and risk assessment of the site.
17. NOTES motion GME019/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
- a. REQUESTS the Chief Executive Officer prepare a funding application in the 2025/26 financial year and submit the application for consideration of funding in the 2027/28 financial year, funded over 2 to 3 years, as part of the Blackspot program or Road Improvement program for the construction of a roundabout at the intersection of Hopeland Road and Karnup Road, Hopeland.
18. That Council NOTES motion GME020/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025 and takes no further action at this time.
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19. NOTES motion GME021/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
- a. NOTE the continued implementation of Local Planning Policy 4.16, with a focus on structure planning design, to viably consider opportunities for tree retention.
20. That Council NOTES motion GME022/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025 and takes no further action at this time.
21. NOTES motion GME023/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
- a. NOTES the Roads Forward Works Plan will be presented to the May 2025 OCM for Adoption.

Option 2

That Council

1. RECEIVES the minutes of the Annual General Meeting of Electors held on 31 March 2025.
2. RESOLVES to take no further action in response to the motions from the Annual General Meeting of Electors held on 31 March 2025 at this time.

Option 1 is recommended.

Conclusion

In accordance with legislation, the motions carried at the Annual General Meeting of Electors are presented for Council's consideration.

Attachments (available under separate cover)

- **10.3.8 - attachment 1** - Minutes General Meeting of Electors - 31 March 2025 (E25/4170)

Alignment with our Council Plan 2023-2033

Connected	
3.	Empower the community to engage with the Shire and collaborate on matters that are important to them
4.	Facilitate an inclusive community that celebrates our history and diversity

Financial Implications

Nil.

Risk Implications

Nil.



Voting Requirements: Simple Majority

Officer Recommendation

That Council:

1. RECEIVES the minutes of the Annual General Meeting of Electors held on 31 March 2025.
2. That Council NOTES motion GME003/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025.
3. NOTES motion GME004/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and:
 - a. ACKNOWLEDGES the frustration and disappointment experienced by stakeholders in the time for delivery of the Oakford Fire Brigade.
 - b. ACKNOWLEDGES the improvements that have been made in how major projects are managed will result increased oversight and management of projects such as the Oakford Fire Brigade.
4. NOTES motion GME005/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and:
 - a. NOTES that subject to budget approval, the Chief Executive Officer will be undertaking a fulsome review of the Shire's procurement processes and will present the findings and recommendations to the Audit, Risk and Governance Committee by June 2026.
 - b. REQUESTS, as part of the review, the Chief Executive Officer obtain probity advice on publishing the following information in tender award Council reports:
 - a scoring table with a percentage assessment of the qualitative and price scores for each applicant, and
 - an evaluation criteria assessment, which provides commentary from the evaluation panel around how and why they came to each score.
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7. NOTES motion GME008/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
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8. That Council NOTES motion GME009/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. NOTES the option exists for Council to undertake further community consultation at the conclusion of detailed design, prior to inviting tenders for construction.
9. NOTES motion GME010/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. REQUESTS the Chief Executive Officer prepare a budget submission to fund a business case for the 2025/26 budget, detailing a comprehensive needs analysis including specific use cases, regulatory requirements, staff capability needs, cost-benefit considerations, risk management measures (including privacy and data governance).
10. NOTES motion GME011/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
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 - b. NOTES that the in-house option would result in a projected additional cost of \$425,837.68 over three years.
 - c. DETERMINES that retaining external services is the more cost-effective approach at this time, unless strategic or operational benefits of in-house provision are determined to outweigh the additional cost.
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- b. ACKNOWLEDGES that the required repair works have been programmed as part of routine operational maintenance.
- c. DOES NOT SUPPORT allocating budget funding for full fence replacement in the 2025/2026 financial year, as a complete replacement is not considered necessary at this time based on the condition and risk assessment of the site.
17. NOTES motion GME019/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
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18. That Council NOTES motion GME020/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025 and takes no further action at this time.



19. NOTES motion GME021/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. NOTE the continued implementation of Local Planning Policy 4.16, with a focus on structure planning design, to viably consider opportunities for tree retention.
20. That Council NOTES motion GME022/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025 and takes no further action at this time.
21. NOTES motion GME023/03/25 that was carried at the Annual Electors Meeting held on 31 March 2025, and
 - a. NOTES the Roads Forward Works Plan will be presented to the May 2025 OCM for Adoption.

**10.3.9 - Appointment of Presiding Members and Deputy Presiding Members to the Audit Risk and Governance Committee and the CEO Employment Committee (SJ4564)**

Responsible Officer:	Manager Corporate Performance
Senior Officer:	Director Corporate Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

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 enable Council to consider appointments of the Presiding Members and Deputy Presiding member to the Shire's Audit Risk and Governance Committee and the CEO Employment Committee as required by recent amendments to the *Local Government Act 1995*.

Relevant Previous Decisions of Council***Ordinary Council Meeting - 14 April 2025 - OCM088/04/25 - COUNCIL RESOLUTION***

- 1. In accordance with Standing Orders Local Law 2002 (as Amended) clause 11.1(b), that the question be adjourned to the May Ordinary Council Meeting.*
- 2. REQUESTS the Chief Executive Officer consult with external members to ensure they are provided with all the options available to them.*

Background

In 2022 the State Government announced reforms to the *Local Government Act 1995* aimed at enhancing the efficiency, transparency and accountability of local governments. The reforms were introduced in two tranches. The first tranche was introduced in 2023 under the *Local Government Amendment Act 2023* and focused on electoral reforms to ensure key changes were in place before the 2023 local government elections.

The second tranche, the *Local Government Amendment Act 2024* (Amendment Act) focused on early intervention, effective regulation, stronger penalties and the introduction of the Local Government Inspector, and widened the scope of audit committees to Audit, Risk and Improvement Committees with an independent chairperson.

The Amendment Act also introduced a requirement that Committee Presiding Members and Deputy Presiding Members are appointed by the Council by absolute majority. Transitional provisions in the Amendment Act require that Council appoint any existing Presiding Members and Deputy Presiding Members by absolute majority no later than 1 July 2025.



Community / Stakeholder Consultation

Following the April Ordinary Council Meeting, Officers contacted the two external members of the Audit, Risk and Governance Committee, Ms Eileen Newby and Mr Jacob Curulli, to discuss their appointment on the Committee.

Ms Newby advised via email on Friday, 2 May that she nominates herself for the role of Presiding Member of the Audit, Risk and Governance Committee.

Mr Curulli advised via email on Tuesday, 6 May that he nominates to remain as the Deputy Presiding Member of the Audit, Risk and Governance Committee.

Statutory Environment

The Local Government Amendment Act 2024 inserted section 5.12 which provides that:

- (1) The local government must appoint* a member of a committee to be the presiding member of the committee. * Absolute majority required.*
- (2) The local government may appoint* a member of a committee to be the deputy presiding member of the committee. * Absolute majority required*

In accordance with Schedule 9.3 Subdivision 4 of the Act, Local Governments are required to appoint the new presiding member and deputy presiding members by 1 July 2025 and 30 June 2025 respectively.

Under section 5.11(1)(d) of the Act, committee appointments are in place until the next ordinary local government election.

Comment

Prior to the Amendment Act, Committees elected the presiding member and deputy presiding member by resolution informed by a secret ballot. However, the Amendment Act has introduced a requirement for Council to appoint these positions by absolute majority.

The Transitional Provisions in the Act give Council until the end of June 2025, to reappoint the Presiding Member and Deputy Presiding Member for the following Shire committees:

- Audit, Risk and Governance Committee
- CEO Employment Committee

These appointments will remain in place until the Ordinary Local Government Election in October 2025, following which, Council will need to reconsider the Presiding and Deputy Presiding Member for both Committees.

At the time of writing the report, Ms Newby has nominated for Presiding Member of the Audit, Risk and Governance Committee, and Mr Curulli has nominated to remain as Deputy Presiding Member of the Audit, Risk and Governance Committee.

Officers have called for nominations from Committee members. If further nominations are received, a secret ballot may be conducted to inform Council's decision. This will involve a draw to determine the order of names to appear on the ballot paper, completion of a ballot paper by Elected Members, and announcement of results. Council will then be required to resolve the appointments by absolute majority.



Audit, Risk and Improvement Committee - future changes

As noted by Council at the December 2024 Ordinary Council Meeting, further changes to the Audit Committee will be implemented at a later stage (potentially after the 2025 Local Government Elections) when the relevant provisions of the Amendment Act are proclaimed. This will require the newly formed Audit, Risk and Improvement Committee to have an independent Presiding Member and Deputy Presiding Member. Current members who are Elected Members will no longer be eligible for the role and a new independent member will need to be appointed.

The Department of Local Government, Sport and Cultural Industries are yet to provide any information on when these provisions will take effect.

Options**Option 1**

That Council:

1. APPOINT _____ as the Presiding Member of the Audit, Risk and Governance Committee for the period ending at the next Local Government Election in October 2025.
2. APPOINT _____ as the Deputy Presiding Member of the Audit, Risk and Governance Committee for the period ending at the next Local Government Election in October 2025.
3. APPOINT _____ as the Presiding Member of the CEO Employment Committee for the period ending at the next Local Government Election in October 2025.
4. APPOINT _____ as the Deputy Presiding Member of the CEO Employment Committee for the period ending at the next Local Government Election in October 2025.

Option 1 is recommended.

Conclusion

Amendments made by the *Local Government Amendment Act 2024*, requires the reappointment of the Presiding and Deputy Presiding Members of the Shire's two Committees to ensure compliance with the *Local Government Act 1995*.

Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

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

Financial Implications

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 & 2	There are no significant risks associated with either option.						

Voting Requirements: Absolute Majority (section 5.12 of the *Local Government Act 1995*)

Officer Recommendation

That Council:

1. **APPOINT _____ as the Presiding Member of the Audit, Risk and Governance Committee for the period ending at the next Local Government Election in October 2025.**
2. **APPOINT _____ as the Deputy Presiding Member of the Audit, Risk and Governance Committee for the period ending at the next Local Government Election in October 2025.**
3. **APPOINT _____ as the Presiding Member of the CEO Employment Committee for the period ending at the next Local Government Election in October 2025.**
4. **APPOINT _____ as the Deputy Presiding Member of the CEO Employment Committee for the period ending at the next Local Government Election in October 2025.**

**10.4 Community Engagement reports:**

10.4.1 - Bushfire Advisory Committee Meeting - Receipt of Minutes and Consideration of Recommendation (SJ648)	
Responsible Officer:	Coordinator Emergency Services
Senior Officer:	Director Community Engagement
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.
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Report Purpose

The purpose of this report is for Council to:

- Receive the Bush Fire Advisory Committee Meeting (BFAC) Minutes for 10 April 2025; and
- Consider a recommendation of the BFAC.

Relevant Previous Decisions of Council

<i>Ordinary Council Meeting - 9 December 2024 - OCM356/12/24 - COUNCIL RESOLUTION - extract</i> <i>That Council:</i> <i>1. RECEIVES the Bush Fire Advisory Committee Meeting Minutes of 21 November 2024 as at attachment 1.</i>

<i>Ordinary Council Meeting - 20 May 2024 - OCM140/05/24 - COUNCIL RESOLUTION - extract</i> <i>That Council:</i> <i>3. REQUESTS the Chief Executive Officer implement the following recommendations, subject to funding allocations in the 2024/25 Budget:</i> <ul style="list-style-type: none">• <i>Undertakes a review of its volunteer bush fire brigade distribution and a review of the 20 Year Facilities Plan for the Shire's six Bush Fire Brigades, Emergency Support Brigade and SES Unit to identify opportunities to optimise resource allocation, facility investment and/or rationalisation, streamline operational procedures, and enhance overall emergency response capabilities.</i>
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Background

The Bush Fire Advisory Committee (BFAC) met on Thursday, 10 April 2025 and considered a range of matters. Resolution 7.1/4/25 was tabled during general business and passed for consideration by Council.

Community / Stakeholder Consultation

The Bush Fire Advisory Committee Meeting held on Thursday, 10 April 2025.

Statutory Environment

- *Bush Fires Act 1954*
- *Bush Fire Regulations 1954*
- *Emergency Management Act 2005*

Comment

A Bush Fire Advisory Committee Meeting was held on Thursday, 10 April 2025. At this Meeting, the Committee made the following recommendation for Council's consideration:

BUSH FIRE ADVISORY COMMITTEE RESOLUTION 7.1/4/25

That the Bush Fire Advisory Committee:

- 1. NOTES that the current 20-Year Facilities Plan for the Shire's six Bush Fire Brigades, Emergency Support Brigade, and State Emergency Service (SES) Unit does not adequately identify realistic funding opportunities for the replacement or upgrade of volunteer fire stations within the Shire of Serpentine Jarrahdale.*
- 2. RECOMMENDS that Council requests the Chief Executive Officer prepare a report for the next meeting of the Bush Fire Advisory Committee addressing the following:*
 - i. The establishment of a dedicated Fire Station Fund for the purpose of securing and allocating capital funding to be used exclusively for the replacement or upgrade of:*
 - Byford Fire Station*
 - Mundijong Fire Station*
 - Serpentine Fire Station*
 - Oakford Fire Station*
 - Jarrahdale Fire Station*
 - Keysbrook Fire Station*
 - ii. The eligibility of including volunteer fire stations within the Shire of Serpentine Jarrahdale's existing Traditional Infrastructure Development Contribution Plans, and Community Infrastructure Development Contribution Plan.*
 - iii. An overview of all current State and Federal funding programs available for the replacement or upgrade of volunteer fire stations, not including the Local Government Grants Scheme.*
 - iv. An overview of the current process for securing Land Management Orders from the State Government for land intended for use as emergency services infrastructure.*



3. *RECOMMENDS that Council, in all future planning and development activities, formally recognise volunteer fire stations as essential infrastructure and actively advocate for their prioritisation in funding commitments during all State and Federal election cycles.*

The 20-Year Facilities Plan remains the Shire's guiding document for bushfire infrastructure planning and was developed in close collaboration with BFAC, DFES, and other key stakeholders. It is evidence-based, aligned with the Integrated Planning and Reporting Framework, and provides a structured basis for securing LGGS funding.

Officers acknowledge BFAC's intent to ensure the sustainability of emergency services infrastructure in the Shire. However, Council has already resolved, at the May 2024 Ordinary Council Meeting, to undertake a comprehensive review of the Shire's volunteer bush fire brigade distribution and the 20-Year Facilities Plan. This review, scheduled for the 2025/26 financial year subject to budget allocation, will include consideration of the matters raised by BFAC in its recommendation, including opportunities to optimise resource allocation, prioritise facility investment, and enhance emergency response capability.

With regards to the BFAC recommendation regarding the establishment of a dedicated fire station fund, overview of funding programs and overview of securing land management orders from the State Government, Officers are able to present this information to the next BFAC meeting.

In respect to investigating the eligibility of including volunteer fire stations within the Shire's developer contribution plans, it is noted that emergency service infrastructure is not permitted to be funded by developer contributions. Such is not listed within Schedule 1 of State Planning Policy 3.6, and in the opinion of Officers is not an example of community type infrastructure intended for funding via contributions. Firstly, such could be seen to represent double dipping, insofar that the residential lots created by development result in parcels of land which must contribute to the ESL via annual payments at the same time which rates are collected. Such duplicity would directly impact housing affordability and would not meet the tests for community infrastructure being precipitated by new residential development. Residential areas represent lower risk environments from the threat of bushfire, where such are planned according to hazard risk which has been a feature for many years in WA. Officers do not propose investigating this matter further.

Options

Option 1

That Council:

1. RECEIVES the Bush Fire Advisory Committee Meeting Minutes of 10 April 2025 as at **attachment 1**.
2. NOTES the recommendation from the Bush Fire Advisory Committee.
3. REQUESTS the Chief Executive Officer present a report to the next BFAC meeting on the status of the review of the 20-Year Facilities Plan for the Shire's 6 Bushfire Brigades, Emergency Support Brigade and SES Unit, inclusive of:
 - a. Options for a dedicated Fire Station Fund for the purpose of securing and allocating capital funding to be used exclusively for the replacement or upgrade of Byford Fire Station, Mundijong Fire Station, Serpentine Fire Station, Oakford Fire Station, Jarrahdale Fire Station, and Keysbrook Fire Station;
 - b. An overview of current State and Federal funding programs available for the replacement or upgrade of volunteer fire stations, excluding the Local Government Grants Scheme (LGGS); and



- c. An overview of the current process for securing Land Management Orders from the State Government for land intended for use as emergency services infrastructure.

Option 2

That Council DOES NOT RECEIVE the Bush Fire Advisory Committee Meeting Minutes of 10 April 2025 as at **attachment 1**.

Option 1 is recommended.

Conclusion

The BFAC has recommended that Council seek further information on the feasibility of establishing a dedicated Fire Station Fund, the inclusion of fire station infrastructure within existing development contribution frameworks, the availability of external State and Federal funding programs, and the process for securing State Government land for emergency services purposes.

Officers support a future report being presented to BFAC on the above matters with the exclusion of the contribution frameworks, subject to the 2025/26 budget, this report will align with the commencement of the 20-Year Facilities Plan for the Shire's 6 Bushfire Brigades, Emergency Support Brigade and SES Unit.

Officers remain committed to transparent, collaborative engagement with BFAC throughout the review and reaffirm the importance of incorporating volunteer perspectives into the Shire's emergency services planning and infrastructure delivery.

Attachments (available under separate cover)

- **10.4.1 - attachment 1** - Bush Fire Advisory Committee Meeting Minutes - 10 April 2025 (E25/4085)

Alignment with our Council Plan 2023-2033

Thriving
4. Ensure sustainable and optimal use of Shire resources and finances
Liveable
4. Invest in facilities and amenities to meet current and future needs
Connected
3. 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	Not acting on the BFAC recommendation may result in stakeholder perception that Council is not responsive to brigade concerns, leading to reduced engagement.	Existing brigade engagement processes; Facilities plan review scheduled for 25/26 FY.	Reputation	Possible	Minor	LOW	
2	Not receiving the BFAC minutes may lead to significant loss of trust from volunteer brigades and undermine the advisory function of BFAC.	BFAC Terms of Reference; community consultation mechanisms.	Reputation	Likely	Moderate	SIGNIFICANT	



Voting Requirements: Simple Majority

Officer Recommendation

That Council:

- 1. RECEIVES the Bush Fire Advisory Committee Meeting Minutes of 10 April 2025 as at attachment 1.**
- 2. NOTES the recommendation from the Bush Fire Advisory Committee.**
- 3. REQUESTS the Chief Executive Officer present a report to the next BFAC meeting on the status of the review of the 20-Year Facilities Plan for the Shire's 6 Bushfire Brigades, Emergency Support Brigade and SES Unit, inclusive of:**
 - a. Options for a dedicated Fire Station Fund for the purpose of securing and allocating capital funding to be used exclusively for the replacement or upgrade of Byford Fire Station, Mundijong Fire Station, Serpentine Fire Station, Oakford Fire Station, Jarrahdale Fire Station, and Keysbrook Fire Station;**
 - b. An overview of current State and Federal funding programs available for the replacement or upgrade of volunteer fire stations, excluding the Local Government Grants Scheme (LGGS); and**
 - c. An overview of the current process for securing Land Management Orders from the State Government for land intended for use as emergency services infrastructure.**

**10.4.2 - Review of Council Policy - Community Contributions (SJ1282)**

Responsible Officer:	Manager Community Activation
Senior Officer:	Director Community Engagement
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

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

The purpose of this report is present the outcomes of the investigation into how community groups who volunteer at Shire-run events can be financially recognised for their contribution.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 10 February 2025 - OCM006/02/25 - COUNCIL RESOLUTION / Elected Member Recommendation

That Council REQUESTS the Chief Executive Officer to:

- 1. Review Council Policy 5.1.14 - Community Contributions and Investigate how community groups who volunteer at Shire-run events can be financially recognised for their contribution*
- 2. Present a report back to Council by May 2025 and any recommendations following the review of Council Policy 5.1.14 - Community contributions*

Background

Following Council's decision at its February Ordinary Council Meeting, Officers have reviewed Council Policy - Community Contributions, relating to the provision of financial recognition for Community Group volunteers at Shire-run events.

Community / Stakeholder ConsultationPolicy Concept Forum

Meeting Date	5 May 2025
Elected Members in Attendance	President Coales, Cr Duggin, Cr Jerrett, Cr Mazzini

Local Government Consultation and Review

Research and engagement were undertaken with the following local governments:

- City of Gosnells
- City of Canning
- City of Kwinana



- City of Rockingham
- City of Mandurah

Industry Consultation and Review

- VolunteeringWA
- Understand Motivations to Volunteer (White paper) Dr Arthur Stukas and Sarah Wilson (September 2022)

Statutory Environment

- *Volunteers and Food and other Donors (Protection from Liability) Act 2002*
- *Work Health Safety Act 2020*
- *Work Health and Safety Regulations 2022*

Comment

Defining Community Groups and Volunteers

Community Group - any group whose activities are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; but does not include schools or State or Federal Government agencies.

These groups and organisations are generally not for profit by nature and may be incorporated or unincorporated. This can affect how they may receive and distribute income often in areas such as grant development and receiving donations as well as have tax reporting implications.

Volunteers - Individuals who contribute free labour to conduct community service or support a community group or non-for-profit organisation.

The National Standards for Volunteer involvement indicate that an organisation that involves volunteers should ensure that a policy and procedure exist for reimbursement for volunteer out-of-pocket expenses. This will vary from organisation to organisation, where financially feasible, organisations should provide reasonable reimbursements for pre-approved out-of-pocket expenses.

Outgoing financial contributions for individuals or community groups

Council Policy - Community Contributions outlines various ways of financial recognition for individuals and/or groups.

The Policy allows for donations to be made to community groups via:

- In-Kind
- Donations
- Sponsorships
- Fee Waivers and Reductions

Recognition of community groups and volunteers takes other forms other than direct financial assistance, such as:

- Public acknowledgement
- Certificates of appreciation



- Inclusion in event programmes or publications.

The Shire actively participates in National Volunteer Week and delivers the annual Emergency Services Awards dinner to celebrate its volunteers. Community groups have opportunities to promote their activities, to drive membership or fundraise at applicable Shire events. On these occasions there are no payments from the Shire, as this is a community group decision as to whether there is benefit in being part of the event.

Community Groups providing a service (financial)

Council Policy - Community Contributions is not the mechanism for community groups who have the ability and capacity to provide services to help in the delivery of events.

Current practice for Shire events, where applicable, is to ask community groups who can provide a service to quote, and a fee is paid. The community group becomes a 'contractor' under our procurement process, which allows them to generate an income for their participation.

This process is often employed by local governments where a community organisation has the abilities and resources to deliver a service.

Provision of financial recompense

As part of the Shire's commitment to fostering active community involvement and supporting local initiatives, including Shire delivered events, amending Council Policy-Community Contributions to allow for donations to community groups or organisations that provide a service at Shire events, will ensure groups are appropriately recognised for their service.

This approach recognises and values the vital role volunteers play in building a resilient, connected and inclusive community and allows the Shire to financially recognise community groups or organisations.

Based on the review, Shire Officers propose amending Council Policy - Community Contributions to include an additional reason for a donation to be made, within the Acceptable donations to third parties' section of the Policy, as outlined below:

- *Community groups or organisations that provide a service at Shire events to support outcomes aligned with the events objectives.*

The revised Policy, which includes the above addition, is provided at **attachment 2** for Council's consideration.

Options

Option 1

That Council ADOPTS the revised Council Policy - Community Contributions as at **attachment 2**.

Option 2

That Council ADOPTS the revised Council Policy - Community Contributions as at **attachment 2** with the following amendments:

[Elected Member moving motion to specify changes]

Option 3

That Council NOTES the review of Council Policy - Community Contributions.



Option 1 is recommended.

Conclusion

In reviewing Council Policy - Community Contributions, Officers have identified the opportunity for provision within the *Acceptable donations to third parties* section of the Policy, which will allow for community groups or organisations to be financially recognised for their contribution at Shire events.

Attachments (available under separate cover)

- **10.4.2 - attachment 1** - Council Policy - Community Contributions (E25/3219)
- **10.4.2 - attachment 2** - Council Policy - Community Contributions - Tracked Changes (E25/5082)

Alignment with our Council Plan 2023-2033

Connected	
1.	Invest in community recreation and support local clubs and groups to increase opportunities for participation
3.	Empower the community to engage with the Shire and collaborate on matters that are important to them
Thriving	
4.	Ensure sustainable and optimal use of Shire resources and finances

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 these options.						
2	Amendments to Policy may have financial implications that cannot be accommodated within budgets.	Review that was undertaken.	Financial	Possible	Insignificant	LOW	



3	Current Policy is not revised.	Shire operates under current Policy.	Reputation	Unlikely	Minor	LOW	
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Voting Requirements: Simple Majority

Officer Recommendation

That Council ADOPTS the revised Council Policy - Community Contributions as at attachment 2.

**10.4.3 - Shire of Serpentine Jarrahdale Junior Council Program and Youth Advisory Council (SJ1282)**

Responsible Officer:	Manager Community Activation
Senior Officer:	Director Community Engagement
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.
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Report Purpose

The purpose of this report is for Council to consider next steps relating to a Junior Council Program and a Youth Advisory Council.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 20 May 2024 - OCM109/05/24 - COUNCIL RESOLUTION / Elected Member Recommendation

That Council REQUESTS the Chief Executive Officer investigate options for the establishment of a Shire of Serpentine Jarrahdale Youth Advisory Council and present the options and resourcing requirements to Council at a future Policy Concept Forum.

Background

Over the past 9 months Officers have been investigating a Youth Advisory Council and a Junior Council Program for the Shire.

Community / Stakeholder ConsultationPolicy Concept Forum

Meeting Date	24 March 2025
Members in Attendance	President Coales, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini

Meeting Date	24 February 2025
Members in Attendance	President Coales, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini

Meeting Date	24 June 2024
Members in Attendance	President Coales, Cr Bishop, Cr Duggin, Cr Mack, Cr Mazzini



Principals Forum - 5 May 2025

Shire of Serpentine Jarrahdale
City of Rockingham
Hugh Jones MLA
Mundijong PS
Marri Grove PS

Woodland Grove PS
Byford Secondary College
Beenyup PS
West Byford PS
Salvado Catholic College

Statutory Environment

Nil.

Comment

Following Council's decision in May 2024 to investigate a Youth Advisory Council, Officers have presented options to Elected Members about a Youth Advisory Council, as well as a Junior Council Program.

Junior Council Program

A Junior Council Program provides a structured platform for young people to actively engage with civic life, develop leadership skills, and contribute to community decision-making. The Program typically mirrors the operations of a formal council and provides young people with a voice on issues affecting young people in the community.

The City of Rockingham has delivered a Junior Council model for the past 37 years, which provides a forum for Year 6 primary school students to be involved in civic and leadership development. The City of Rockingham presented to Shire Officers and Elected Members on their Junior Council Program in April 2025 as well as to a Principals Forum in May 2025, which was attended by Shire Officers, Elected Members, Darling Range MLA and local schools.

There was general support for the Junior Council Program to be established in the Shire of Serpentine Jarrahdale. Successful implementation requires thoughtful planning and strong engagement and collaboration with local schools.

To progress the Junior Council Program, Officers propose the following steps be undertaken:

1. **Gain Council mandate** - Purpose of this report.
2. **Define Purpose and Objectives** - Clarify the goals of the Junior Council Program (e.g., young person empowerment, civic education, leadership development, and community representation) in collaboration with local schools.
3. **Design Program Structure** - Decide on the format (e.g., elected vs. nominated members), age range, term length, number of members, meeting frequency, and reporting protocols.
4. **Develop Governance Framework** - Establish policies and procedures, a Terms of Reference and role descriptions to guide the Junior Council Program's operation.
5. **Gain Council endorsement**- Future report to Council to get endorsement on Junior Council Program objectives and Terms of Reference.
6. **Engage Key Stakeholders** - Collaborate with local schools to support recruitment for establishment of the Program.
7. **Select Members** - Work with local schools to select members for the Junior Council Program.



8. **Provide Induction and Training** - Deliver an orientation session to equip members with knowledge of the Junior Council Program.
9. **Implement the Junior Council Program** - Schedule and hold Junior Council Meetings.
10. **Monitor, Evaluate, and Celebrate** - Regularly assess the Program's impact and gather feedback. Celebrate achievements through presentations to Council or community events.

Youth Advisory Council

Separately to the Junior Council Program, Shire Officers have carried out engagement with young people about the establishment of a Youth Advisory Council, which is aimed at young people aged 12-25 years. The outcomes of the engagement were presented to Elected Members in February 2024. Engagement of high-school aged students was also discussed with the attendees at the Principals Forum, and it was agreed that the focus of engagement with young people should be focused with Year 9 students in the first instance, as it was felt this age group was at a critical stage of their personal, social, and civic development.

Based on this feedback, Officers recommend progressing with focus group engagement with Year 9 students in collaboration with the Shire's local high schools. This engagement will inform next steps for whether to progress with a Youth Advisory Council or an alternative model.

Resourcing

Developing and implementing a Junior Council Program is best delivered by service teams focused on child services aged from 0-11, which for the Shire is the Library Services team. The Shire's Youth Services Team is responsible for working and engaging with young people aged 12-25 years of age, as this requires different skillsets in communication, program development and activity delivery from the 0-11 years age group.

The Shire's Library Services team has a Library Officer - Children and Families, who is responsible for delivering programming and events for children aged 0-11. Based on current service delivery, this Officer does not have the capacity to carry out the steps identified to successfully develop and implement the Junior Council Program, without reducing current service delivery.

Based on the requirements to develop and establish a Junior Council Program, Officers recommend a Child Programs Officer position be created at 0.5 FTE and be included in the draft 2025/26 Budget. The Child Programs Officer would be responsible for implementing the steps identified earlier in this report to support the successful development and implementation of the Junior Council Program.

Next Steps

Based on the feedback received from Elected Members and the attendees at the Principals Forum, Officers recommend the following approach:

- Develop and establish a Junior Council Program in the Shire
- Targeted engagement with Year 9 students in collaboration with the local high schools
- Do not progress with the Youth Advisory Council at this time



Options

Option 1

That Council:

1. REQUESTS the Chief Executive Officer develop and establish a Junior Council Program for the Shire of Serpentine Jarrahdale and present a report back to Council by November 2025 outlining the proposed Terms of Reference, structure and operating model for a Junior Council Program to commence in the 2026 school year.
2. REQUESTS the Chief Executive Officer to include an amount of \$52,783 for a Child Programs Officer and an amount of \$10,000 for materials and consumables in the draft 2025/26 Budget for the delivery of the Junior Council Program.
3. NOTES that Officers will partner with local high schools to undertake engagement with Year 9 students and present a report back to Council by November 2025 and NOTES that the Youth Advisory Council will not progress at this time.

Option 2

That Council:

1. DOES NOT PROGRESS with a Junior Council Program.
2. REQUESTS the Chief Executive Officer to progress with the implementation of a Youth Advisory Council.

Option 1 is recommended.

Conclusion

Shire Officers have explored options for both a Junior Council Program, presenting a structured plan to establish a Junior Council Program that engages Year 6 students in civic leadership, and a Youth Advisory Council, presenting a structured plan for engagement with high school aged students.

Feedback from Elected Members, school principals, and community stakeholders showed strong support for the Junior Council Program, while further engagement with Year 9 students is recommended to inform future youth-focused initiatives.

Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

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



Financial Implications

Child Programs Officer - 0.5 FTE

Salaries (including Leave)	\$40,420
Superannuation	\$4,786
Workers Comp	\$877
Training	\$1,000
ICT Onboarding	\$5,700
	\$52,783

Materials and Consumables

\$10,000 for delivery of Program (advertising and promotion, catering, name badges etc)

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 not support funding a Child Programs Officer, which could impact the successful development and implementation of the Junior Council Program	Research and engagement with other local government about requirements for Program development and current resourcing levels	Organisational Performance	Likely	Moderate	SIGNIFICANT	Shire Officers to identify existing programming or services to be reduced to enable Junior Council Program to be developed and implemented.
2	Council does not support progressing with a Junior Council Program, which could result in	Engagement with local schools on the Junior Council Program	Strategic Stakeholder Relationships	Possible	Minor	LOW	



	impacts to stakeholder relationships with local schools						
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Voting Requirements: Simple Majority

Officer Recommendation

That Council:

1. **REQUESTS** the Chief Executive Officer develop and establish a Junior Council Program for the Shire of Serpentine Jarrahdale and present a report back to Council by November 2025 outlining the proposed Terms of Reference, structure and operating model for a Junior Council Program to commence in the 2026 school year.
2. **REQUESTS** the Chief Executive Officer to include an amount of \$52,783 for a Child Programs Officer and an amount of \$10,000 for materials and consumables in the draft 2025/26 Budget for the delivery of the Junior Council Program.
3. **NOTES** that Officers will partner with local high schools to undertake engagement with Year 9 students and present a report back to Council by November 2025 and **NOTES** that the Youth Advisory Council will not progress at this time.



10.4.4 - Commemorative naming proposal for Reserves 19197 and 24162 (SJ975-7)	
Responsible Officer:	Manager Community Projects and Property
Senior Officer:	Director Community Engagement
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

This report will be distributed prior to the Ordinary Council Meeting.

**10.5 Executive Services reports:**

10.5.1 - Switch Your Thinking Business Plan 2025/26 - 2029/30 (SJ829)	
Responsible Officer:	Manager Waste and Fleet
Senior Officer:	Chief Executive Officer
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

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

To seek Council endorsement for the Shire's continued participation as one of the partner local governments of the Switch Your Thinking program as part of the South East Regional Energy Group (SEREG) over the next 5-year business cycle.

Relevant Previous Decisions of Council

There are no previous Council decisions relating to this application / issue / matter

Background

In 1999, the Shire of Serpentine Jarrahdale and the Cities of Armadale and Gosnells (Switch Your Thinking partner local governments) resolved to work together, as the South East Regional Energy Group (SEREG), to reduce corporate and community greenhouse gas emissions. The Switch Your Thinking program was developed by the SEREG in 2002 as a vehicle to deliver diverse greenhouse gas emission abatement projects.

The SEREG is comprised of a Councillor Delegate and Senior Officer from each Partner local government. The Group's primary function is to guide the development and implementation of Switch Your Thinking to the satisfaction and mutual benefit of Partner local governments.

SEREG employ a full-time coordinator and two full-time officers to manage the Switch Your Thinking program and implement projects and initiatives to achieve corporate and community greenhouse gas emission reductions and education.

The current Switch Your Thinking Business Plan expires on 30 June 2025. Partner local government contributions during the current business cycle (2020/21 - 2024/25) were pre-determined and reported in the business plan document. The total value of contributions was designated for payment of staff salaries and on-costs, with vehicle costs and the program's implementation budget covered by income received through:

- A yearly subscription-based service to other local governments (Subscribing local governments), enabling them to receive a variety of Switch Your Thinking program goods and services including workshops and educational materials.



- Pay-as-you-go activity income received from Subscribing local governments for goods and services over and above what is provided in the yearly subscription package (commenced during 2023/24).
- A partnership with the Western Australian Government enabling Switch Your Thinking to undertake a full-funded Energy Efficiency Pilot Program.
- Grants.

Successive Switch Your Thinking business plans are a vehicle to identify strategic objectives and actions and outline budget requirements.

Community / Stakeholder Consultation

Policy Concept Forum

Meeting Date	5 May 2025
Elected Members in Attendance	President Coales, Cr Duggin, Cr Jerrett, Cr Mazzini

Statutory Environment

Local Government Act 1995.

Comment

Through implementation of the current Switch Your Thinking Business Plan (2020/21 - 2024/25), the following benefits have been realised:

- Over \$963,352.56 of external funding was secured to assist the SEREG Partner local governments to undertake corporate and community emission abatement and sustainability projects.
- A new Switch Your Thinking website which has attracted 23,851 active users since its launch in April 2023.
- Over 7,373 community members actively engaged in Switch Your Thinking workshops and events.
- Up to 17 local governments within the Greater Perth area subscribed to Switch Your Thinking at any one time.
- A significant expansion of reach and brand recognition and reach across Western Australia, with 55 local governments currently participating in the Energy Efficiency Pilot Program.
- Distribution of 103 home energy audit kits across Western Australia and the creation of allied educational materials.
- New education materials including a guide for building an energy efficient home, plus infographics and checklists.
- Installation of solar and battery energy storage systems and electric vehicle charging at Partner local government facilities.
- Development and adoption of Sustainable Events Guidelines.



- Level 2 energy audits conducted at major SEREG local government facilities including at the Byford Recreation Centre, with recommendations resulting in reductions in energy use and the installation of a 100kW solar energy system.
- Small-scale energy audits at multiple SEREG LG facilities, resulting in recommendations and ongoing behavioural change engagement with staff and tenants.
- Increased scrutiny of home energy performance reports through funding provided by Switch Your Thinking to the Shire, resulting in improved outcomes for new home owners.
- Expansion of the Rewards for Residents and Rewards for Business discount program which now includes 19 business partners and 16 different products and services.

Business Plan

The draft new Switch Your Thinking business plan for 2025/26 to 2029/30 was presented to the SEREG for their consideration ahead of the SEREG meeting which was held on 10 April. During the meeting, the SEREG's Elected Member Delegates unanimously approved the 2025/26 - 2029/30 Switch Your Thinking Business Plan (**attachment 1**).

Terms of Reference

The updated Terms of Reference (**attachment 2**) were redrafted and approved by the SEREG at their meeting held on 10 April 2025. The changes to the document (as compared to the 2020/21 - 2024/25 Terms of Reference) are outlined in Table 3.

Table 3: Changes to the South East Regional Energy Group Terms of Reference

Change	Reason
<p><i>Change in Group membership from:</i></p> <ul style="list-style-type: none">▪ A Councillor delegate from each Partner Council, and a deputy▪ Relevant senior staff member from each partner local government (non-voting)▪ The Switch your thinking Program staff (non-voting) <p><i>To:</i></p> <ul style="list-style-type: none">▪ A Councillor delegate from each partner local government, and a deputy▪ A relevant staff member from each Partner local government, acting as a line manager for SYT staff (non-voting)▪ The Switch Your Thinking Program staff (non-voting)	Reflects changes to management structures at the City of Gosnells and Shire of Serpentine Jarrahdale
<p><i>Updated meetings frequency from:</i></p> <ul style="list-style-type: none">▪ The Group will meet at least 5 times per year at the offices of the City of Armadale, City of Gosnells and Shire of Serpentine Jarrahdale, on a rotating basis.	To reduce some of the administrative duties for the Switch Your Thinking team and



To: <ul style="list-style-type: none">▪ The Group will meet at least 4 times per year at the offices of the City of Armadale, City of Gosnells and Shire of Serpentine Jarrahdale, on a rotating basis.	
Updated duration of the Terms from: <p>These Terms of Reference will be reviewed in 2025 and every 5 years thereafter or as required</p> To: <p>These Terms of Reference will be reviewed in 2029 and every 5 years thereafter or as required</p>	Update document duration

Memorandum of Understanding

The Memorandum of Understanding (**attachment 3**) was updated and approved by the SEREG at the meeting held on 10 April 2025. The changes to the document (as compared to the 2020/21-2024/25 Memorandum of Understanding) are outlined in Table 4.

Table 4: Changes to the Memorandum of Understanding Document

Change	Reason
'Senior officer' is also referred to as 'SYT line manager'	Stylistic change to better reflect allocation of supervision at different Partner local governments
'Member Councils' now referred to as 'Subscribing local governments'	Ensures a clear distinction between SEREG local governments and non-SEREG local governments, and better reflects how non-SEREG local governments contribute financially
Change in membership of SEREG to reflect changes to the Terms of Reference	Reflects changes to management structures at the City of Gosnells and Shire of Serpentine Jarrahdale
Frequency of regular SEREG meetings reduced from bi-monthly to quarterly	To reduce some of the administrative burden on the Switch Your Thinking team.



Change	Reason
<p>Amendments to 5b. Financial Support</p> <p>Explanation of financial support mechanisms updated to reflect new funding model:</p> <ol style="list-style-type: none">1. The salaries and on-costs for three FTE staff (\$408,248.00), SYT vehicle costs (\$10,241.85) and a modest implementation budget (\$20,000.00) have been combined resulting in Year 1 program costs of \$438,489.85 + GST. Thereafter, year-on-year SYT salaries and on-costs have been determined through using salary estimates and an on-cost calculator provided by the City of Gosnells. Vehicle costs have been advised by the City of Gosnells fleet management department, and program implementation costs have been determined through the identification of expenses that would continue to be necessary if the SYT program was confined to servicing the three SEREG LGs only.2. The program costs for each Partner local government have then been determined by percentage of time to be allocated to each LG for corporate and community activities, that being the 40% for City of Armadale, 40% for the City of Gosnells and 20% for the Shire of Serpentine Jarrahdale.	<p>Determined to be a fairer contribution model (previous funding model was based on population in each Partner local government which did not reflect actual goods and services received by each Partner local government).</p> <p>Ensures core expenditure related to the running of the program is funded by the Partner local governments, meaning if external funding streams discontinued, the program would remain viable and its staff, vehicle and basic implementation costs are funded.</p>



Change	Reason
<p>Further amendment to 5b. Financial support</p> <p>From:</p> <p>Should the Switch Your Thinking program budget have a surplus at the end of a business cycle this money will be used for a suitable project as identified by the Group and endorsed by Partner local governments</p> <p>To:</p> <p>Unless otherwise indicated by the SEREG, carry forward funds will be reserved for SEREG local governments to enable them to commission unbudgeted feasibility studies and to develop business cases. Any carry forward funds made available for this purpose will be distributed as per the Partner LG contributions agreement, that is the City of Armadale, and the City of Gosnells will each be allocated 40%, and the Shire of Serpentine Jarrahdale will be allocated 20% of the available funds. Each Partner local government can utilise their portion of funds at any time during the Business Cycle until their portion of the funding is exhausted.</p>	<p>Provides clarity on how budget surpluses will be used in the future.</p>
<p>Addition of 5i. Communications and marketing support:</p> <p>Partner local governments' communications and marketing teams to assist Switch Your Thinking in promoting Program activities, events and messaging through their respective communications and marketing platforms.</p>	<p>To ensure that all Partner local governments recognise the importance of assisting with the distribution of sustainability education and local events via the Partner local government's communications and marketing channels.</p>
<p>Update to the City of Gosnells Fleet Management Policy's name, now 'Fleet Management Policy 2.2.6'</p>	<p>To reflect policy name, change and updated document</p>

Shire's Annual Contributions

The Shire's program contributions during the 2025/26 - 2029/30 business cycle are based on the percentage of time to be allocated to it for corporate and community activities, that being the 20% of total time available to Switch Your Thinking's Partner local governments and their communities.



The method to calculate the Shire's contribution percentage during Switch Your Thinking's 2020/21 - 2024/25 Business cycle was based on Shire population projections and an assumption of ongoing and consistent external funding. Partner local government contributions were based on estimated staff salaries and on-costs for 3 full time equivalents (FTEs) but year-on-year wage increases were not adequately accounted for, nor were the costs of the vehicle allocated to Switch Your Thinking or any portion of its implementation budget.

This methodology has been determined by the partner local governments to be ineffective and inadequate if it is to ensure the long-term viability of the Switch Your Thinking program. The tables below outline why an increase in the Shire of Serpentine Jarrahdale's contribution is required from 2025/26.

Table 5: SEREG LG contributions

	\$ Contribution 2024/25 based on LG population	Percentage of total contributions	\$ Contribution 2025/26 based on percentage of time allocated to LGs	Percentage of total contributions
Armadale	\$136,408.00	35.62%	\$175,395.94	40.00%
Gosnells	\$193,245.00	50.52%	\$175,395.94	40.00%
Serpentine Jarrahdale	\$52,970.00	13.86%	\$87,697.97	20.00%
TOTAL	\$382,683.00	100.00%	\$438,489.85	100.00%

Table 6: Expenses covered by SEREG LGs - Budgeted v Actual

	Budgeted and paid by SEREG LGs 2024/25	Projected actual costs 2024/25	Discrepancy	Budgeted and paid by SEREG LGs 2025/26
Salaries and on-costs (3 FTEs)	\$378,911.00	\$392,756.00	\$175,395.94	\$408,248.00
Vehicle *	\$0.00	\$10,384.00	\$10,384.00	\$10,241.00
Basic implementation costs	\$0.00	\$19,500.00	\$87,697.97	\$20,000.00
TOTAL	\$378,911.00	\$422,640.00	\$(43,729.00)	\$438,489.85

* Switch Your Thinking is likely to upgrade its vehicle to an electric vehicle option, thereby reducing overall vehicle costs in 2025/26 compared to 2024/25.

Details about budget, other contributions and allocations are provided in detail in the business plan.



Major Goods and Services the Shire has received during the 2020/21 - 2024/25 Business Plan

- Facilitated or participated in 31 workshops and events for the Serpentine Jarrahdale community achieving direct engagement with 650 people.
- Funded and facilitated a Level 2 energy audit for the Byford Recreation Centre.
- Funded and facilitated a LED streetlights feasibility study and report.
- Assisted in the development of the Shire of Serpentine Jarrahdale's Climate Change Strategy and Action Plan and community survey.
- Funded and hosted two full-day carbon accounting training sessions for staff and elected members.
- Set up the Shire's carbon emissions monitoring platform (Azility), improved data integrity and facilitated quarterly performance meetings
- Assisted with the analysis and procurement of renewable energy supply options for the WALGA-facilitated Renewable Energy Offset Program (PPA 2021/2022) and Sustainable Energy Project Phase 2 (2024/25).
- Funded and assisted the development of a project which assessed the credibility of the energy performance reports provided with new building applications, resulting in significant improvements in the quality of reports submitted to the Shire.
- Funded and coordinated switchboard inspections, data loggers and reports to inform the current electrical capacity at the Serpentine Jarrahdale Administration Building and Operations Depot.
- Assisted with the procurement and installation of a 22kW AC charger at the administration building, plus the development of internal documentation and establishment of public charging fees.
- Provision of information to assist the Shire in developing a short-term fleet and equipment electrification plan.
- Monthly Lunch and Learn sessions for staff.
- Development of energy efficient home educational resources, available to the community via the Shire's website (building information webpage).
- Provided the Serpentine Jarrahdale's planning team with recommendations regarding the development of new environmentally sustainable design considerations for developments within the Shire.
- Preparation of a no-gas policy related to new and renovated Shire owned and operated buildings.
- Development of Sustainable Events Guidelines for Shire-run meetings and events.



Major Goods and Services the Shire will receive from the Switch Your Thinking team as part of the 2025/26 - 2029/30 Business Plan

Corporate activities

- Provide up-to-date information to staff and Elected Members regarding evolving GHG reporting mechanisms and approaches.
- Assist with the actioning and monitoring of the Shire's Climate Change Strategy and Action Plan.
- Assist in the development of sustainable procurement guidelines and policy in relation to the Shire's suppliers, and the education of staff.
- Assist with the development of the scope and management of the Shire's carbon inventory.
- Maintain the Shire's carbon emissions monitoring platform (energy, water and fleet emissions), track issues and facilitate resolution of issues.
- Monitor the Shire's solar PV systems' performance and report/ resolve issues that may arise.
- Assist with the development or commissioning of feasibility studies pertaining to renewable energy and battery storage projects, energy monitoring, building energy efficiency and low emissions fleet.
- Assist with the development and/ or expansion of real-time energy monitoring capabilities at SEREG LG operated or tenanted buildings.
- Conduct basic energy assessments on SEREG LG operated or tenanted buildings and provide ongoing support to staff and/ or tenants to improve energy efficiency.
- Assist with the development or renewal of low emissions corporate fleet and charging strategies and/or policy.
- Analyse and report outcomes associated with the WALGA facilitated Sustainable Energy Project.
- Provide support to the Shire's home building approvals team in relation to vetting of home energy performance reports.
- Participate in the Shire's Waterwise Council Committee and contribute to action plan development.
- Initiate discussions about and facilitate improvements to the Shire's circular economy practices.

Community-based activities

- Provide workshops and events on topics including but not limited to energy and water efficiency, renewable energy, environmentally sensitive home design, waste and recycling, food and garden organics waste management, gardening and circular economy.
- Develop and distribute sustainability-related messaging and up-to-date information via Switch Your Thinking's website, social media platforms, community e-newsletter and SMS and provide content for Shire communications platforms.
- Develop, update and distribute digital and printed education materials on a variety of sustainability-themed topics.



- Create short videos on sustainability related tips.
- Expand, maintain and promote the Rewards for Residents (and staff) and Rewards for Business discount program.
- Undertake a home energy assessment program and prepare case studies based on outcomes (actions taken, cost savings and GHG emissions reductions). Follow up with former participants to gauge long-term outcomes and benefits.
- Directly engage with community groups within the Shire (E.g. seniors, church groups, CALD community groups) to provide sustainability themed presentations.
- Create digital, print and video content in multiple languages to extend community reach.
- Provide Shire schools the opportunity for student incursions that align with school curriculum sustainability topics.
- Host education sessions and/or forums for teachers and members of school Parents and Citizen Associations.
- Commence a sustainable business mentoring program by undertaking assessments of Shire business' energy and water use, and waste and recycling practices. Provide mentees with findings and recommendations, education, support and networking opportunities.
- Utilise findings from yearly business mentorship programs to publish case studies which can demonstrate real-world examples for future program participants and small to medium-sized businesses generally.

Implications of not continuing with the SEREG Partnership

Since the inception of Switch Your Thinking in 1999, it has grown and is now recognised as a leading organisation in the sustainability space for local governments in Western Australia (WA). As evidence of this Switch Your Thinking was successful at winning a \$500,000 grant from the Department of Mines, Industry Regulation and Safety for the new Energy Efficiency Pilot Program. The program oversaw the roll out of home energy audit kits to public libraries within WA and social media opportunities which helped increase knowledge within the community. The Shire can be proud of being one of the founding members of Switch Your Thinking and what it has been able to achieve and the momentum it is gaining in the space.

In addition to the recognition and plaudits from other local governments, by continuing to be a contributing member of the SEREG partnership, the Shire continues to gain from the work hours and expertise of the three staff that form the SEREG and Switch Your Thinking team. The team have their finger on the pulse, informing the Shire of upcoming grants and opportunities in the industry, keeping data updated, reporting, researching and contributing towards strategic documents. Given that the Shire does not have a dedicated Sustainability Officer or team, the Switch Your Thinking team has been essential in filling this gap. Their knowledge has been particularly vital in the development of the Shire's Climate Change Strategy Action Plan. They continue to assist with supporting the Shire in delivering the actions of the plan.

Most recently, the Shire has also been able to negotiate the use of the surplus budget funds for consultancy required for specific projects, which require specific expertise. As examples - streetlighting, EV charger feasibility, power usage and solar feasibility. This is a direct rebate for the contributions being made as a contributing member of Switch Your Thinking. These studies are becoming more essential as the Shire continues to make reductions in carbon emissions and seeks grant funding support.



The Switch Your Thinking staff have been undergoing carbon accounting training. Once the legislation changes, the Shire will need expertise in this space to account for the Shire's Scope 1,2 and 3 carbon emissions and assist in the ongoing push towards carbon neutrality. On this note, any carbon emissions that are not able to be eliminated will need to be offset. The cost of carbon offsets is steadily increasing with the difficulty in procuring suitable offsets. The cost to the Shire will far outweigh the cost of the contribution to SEREG.

If the Shire opts not to continue with the partnership with SEREG, the most significant consequence would be the loss of momentum and expertise to complete actions approved by council in the Shire's Climate Change Strategy. With the lack of a Sustainability Officer, set structure and available budget, these actions are likely to be stalled. Therefore, if the Shire does opt not to continue with the SEREG contributions as partner, budget should be set aside for consultancy and/ or a Sustainability Officer to drive the actions of the Climate Change Strategy.

Regional Partnerships

One of the intangibles of being a partner of SEREG is the benefit the Shire receives from partnering with local governments such as Gosnells and Armadale, who are far more advanced in the climate change and carbon emissions accounting strategies. The knowledge gained from the successes and failures of these local governments, allows the Shire to make informed decisions that are cost effective. Furthermore, as the Shire looks to strengthen links with the South East Metro local governments, SEREG provides a good foundation to build upon.

Comparison of Options

Item	Contribution to SEREG for Switch Your Thinking	Consultancy/In-house staff
Recognition as founding member Council	Maintained	Lost
Completion of Climate Change Strategy actions	Good understanding and ability to guide the Shire towards delivery.	Disruption and requirement to spend additionally on consultancy. Amounts will vary depending on action.
Knowledge bank	Three or four different Officers with different skillsets. Shared knowledge with officers and Councillors from other LGs.	If in-house one staff member dedicated to the role. Potentially less experienced.
Contribution towards feasibility studies and specialists	Availability of at least \$24,000 for consultants required in the Sustainability space.	All consultancy and staffing fees will need to be budgeted for. Likely to receive just over \$16,237.50 in surplus funds.
Alliance with neighbouring local governments	Strengthened through on-going partnership with SEREG members.	Reduced with option to exit the partnership.



Item	Contribution to SEREG for Switch Your Thinking	Consultancy/In-house staff
2025/26 expected Costs	\$87,697.97 for the SEREG contribution.	Dependent upon actions undertaken in the space, use of consultants and/or recruitment of dedicated staff.

Options**Option 1**

That Council:

1. AGREES with the following documents as one of the founding partner local governments of the South East Regional Energy Group:
 - a) Switch Your Thinking Business 2025/26 - 2029/30 at **attachment 1**.
 - b) South East Regional Energy Group Terms of Reference 2025/26 - 2029/30 at **attachment 2**.
 - c) South East Regional Energy Group Memorandum of Understanding 2025/26 - 2029/30 at **attachment 3**.
2. ENDORSES the continued participation as partner local government of the South East Regional Energy Group between the 2025/26 and 2029/30 financial years.
3. REQUESTS the Chief Executive Officer to sign the South East Regional Energy Group Memorandum of Understanding 2025/26 - 2029/30 at **attachment 3** on behalf of the Shire of Serpentine Jarrahdale.
4. AGREES to include \$87,697.97 towards the South East Regional Energy Group in the 2025/26 operating budget.

Option 2

That Council:

1. DOES NOT ENDORSE the Shire of Serpentine Jarrahdale's participation as partner local government of the South East Regional Energy Group.
2. REQUESTS the Chief Executive Officer to inform the South East Regional Energy Group of Council's decision to withdraw from the South East Regional Energy Group.
3. APPROVES an increase of \$75,000 to the Shire's consultancy budget.

Options 1 is recommended.

Conclusion

The Switch Your Thinking program is a unique asset of the Shire of Serpentine Jarrahdale and the regional community. The actions outlined in the 2025/26 - 2029/30 Business Plan will ensure emissions are abated efficiently and sustainability objectives are achieved within the Shire and across the community.



The funding model has been reviewed as part of the Business Plan to ensure that the allocation across funding partners is more reflective of the split of project activities. It also ensures that the Program is self-sufficient and not reliant on external funding to cover salaries and on costs, vehicle costs and a modest implementation budget. This results in an increase in cost to the Shire of \$34,727.97 (annual contribution of \$87,697.97 in year 1, compared to a contribution of \$52,970 in 2024/25).

The Memorandum of Understanding has remained largely unchanged since the previous version. It reflects current practice, and the requirements are well within the Shire's abilities to accommodate.

The Switch Your Thinking brand has grown in awareness and significance and there is positive recognition for remaining one of the founding members. The other intangible of remaining a contributing member is the strengthened alliance with the Cities of Armadale and Gosnells. Most importantly, by maintaining the contributions to SEREG, with the assistance of the staff of the Switch Your Thinking team, the Shire can continue to innovate in the Sustainability space and deliver on the action of the Climate Change Strategy.

Attachments (available under separate cover)

- **10.5.1 - attachment 1** - Switch Your Thinking Business Plan 2025/26 - 2029/30 (IN25/7527)
- **10.5.1 - attachment 2** - SEREG Terms of Reference 2025/26 - 2029/30 (IN25/7529)
- **10.5.1 - attachment 3** - SEREG Memorandum of Understanding 2025/26 - 2029/30 (IN25/7528)

Alignment with our Council Plan 2023-2033

Thriving	
1.	Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
Liveable	
5.	Increase our capacity to reduce, recover and recycle waste to improve sustainability and reduce impacts on the environment

Financial Implications

The Shire's annual contributions are set to increase by \$34,727.97 in 2025/26 to a total of \$87,697.97 and then by inflation in subsequent years until 2029/30.

Subject to Council endorsement, the contribution payment will be included in 2025/26 the 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	Increase in contribution impacting budgets and other planned activities.	On-going expertise of Switch Your Thinking Officer staff towards climate plan actions and potential contributions towards feasibility studies from surplus funds will compensate for the additional contributions.	Financial	Almost Certain	Insignificant	LOW	Continued Council member and supervising Manager engagement with Switch Your Thinking staff and SEREG group.
2	Loss of momentum and expertise to complete actions approved by council in the Shire's Climate Change Strategy.	Choose Option 1	Environment / Heritage	Almost Certain	Moderate	MODERATE	NA



Voting Requirements: Simple Majority

Officer Recommendation

That Council:

- 1. AGREES with the following documents as one of the founding partner local governments of the South East Regional Energy Group:**
 - a) Switch Your Thinking Business 2025/26 - 2029/30 at attachment 1.**
 - b) South East Regional Energy Group Terms of Reference 2025/26 - 2029/30 at attachment 2.**
 - c) South East Regional Energy Group Memorandum of Understanding 2025/26 - 2029/30 at attachment 3.**
- 2. ENDORSES the continued participation as partner local government of the South East Regional Energy Group between the 2025/26 and 2029/30 financial years.**
- 3. REQUESTS the Chief Executive Officer to sign the South East Regional Energy Group Memorandum of Understanding 2025/26 - 2029/30 at attachment 3 on behalf of the Shire of Serpentine Jarrahdale.**
- 4. AGREES to include \$87,697.97 towards the South East Regional Energy Group in the 2025/26 operating budget.**



10.5.2 - Shire Traineeship Program (SJ4565)	
Responsible Officer:	Manager People Development and Wellbeing
Senior Officer:	Chief Executive Officer
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

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 merits of the implementation of a Shire traineeship program across various service areas, delivered through an outsourced model.

Relevant Previous Decisions of Council

*Ordinary Council Meeting - 17 June 2025 - OCM177/06/24 - COUNCIL RESOLUTION
That Council:*

2. REQUESTS the Chief Executive Officer implement the following recommendations, subject to funding allocations in the 2024/25 Budget: • Recommendation 1 As part of the 2024/25 FY program, establishes an Apprentice and Traineeship program designed to bring more young people into the organisation.

Background

In June 2024, the CEO presented to Council a discussion paper that addressed the identification of opportunities and recommendations for innovative staff working arrangements and provided options and recommendations for Council consideration.

That discussion paper included the need to support youth employment, workforce development, and community capacity building within the Shire through a traineeship program, offering structured pathway for individuals, particularly young people, career changers, and those re-entering the workforce to gain practical work experience and accredited training in local government service delivery.

Additionally, the Organisational Development Roadmap was adopted by Council in June 2023. This Roadmap included the development of a workforce plan, as part of the recruitment strategy, incorporating trainees and graduates designed to bring more young people into the organisation.

In 2022, the Shire implemented a program for graduates to fill part time training positions in Building Surveying and Environmental Health. The Shire currently has 2 graduate Building Surveyors, a graduate Statutory Planner and a graduate Strategic Planner working and undertaking their studies, which the Shire has supported financially.



A recent graduate in the Environmental Health team has recently completed their studies and been offered a full-time position.

This program was specifically designed as a strategic investment in building a sustainable pipeline of home-grown talent to address these difficult to fill roles and strengthening the Shires long-term resilience by creating a capable, and future-ready team from within.

Comment

The Shire of Serpentine Jarrahdale, as a growth local government with a relatively small rate base, is required to be innovative to meet community needs and expectations. The original concept in both the Workforce Plan in the Organisational Development Roadmap and the discussion paper presented to Council in June 2024 provided for the engagement of 5 trainees. The initial areas identified for trainee placement include:

- Parks and Gardens
- Library Services
- Civil Maintenance
- Civil Construction Design (Subdivisions)
- Customer Service.

These particular business areas attract the most interest from students at careers, from work experience students and provide the greatest opportunities for career progression in the future.

The program will align with relevant TAFE and RTO qualifications, ensuring that trainees receive industry-recognised credentials.

This approach ensures strong governance and oversight while leveraging external expertise in trainee support and vocational training.

Given the diverse operational demands and the resource requirements of hosting trainees in-house, an outsourced model is proposed, allowing Council to partner with a reputable traineeship provider to manage key aspects of the program, including:

- Recruitment and onboarding of trainees
- Coordination of training and development plans
- Supervision support and performance monitoring
- Compliance with employment regulations.

The outsourcing model is significant more cost effective than to do this inhouse as providers are generally not for profit organisations who received payments from the government to improve youth employment opportunities.

The first group of trainees would be contracted to commence at the beginning of the 2026 academic year in February 2026 and continue to be contracted for the duration of the term of the traineeship (generally 12-18 months).



Options**Option 1**

That Council:

1. ENDORSES the implementation of a Shire traineeship program utilising an outsourced delivery model.
2. AUTHORISES the Chief Executive Officer to engage with an external training provider to manage recruitment, training, and on going support of trainees.
3. REQUESTS the Chief Executive Officer to include \$138,500 in the draft 2025/26 Annual Budget for Council's consideration to fund the traineeships with a further \$283,400 for subsequent years to ensure an ongoing program of trainees in future years.

Option 2

That Council resolves not to progress with the establishment of a Traineeship program at this time.

Option 1 is recommended.

Conclusion

The proposed traineeship program offers a strategic opportunity to contribute to local workforce development while addressing Council's service delivery needs for future growth

These recommendations are aimed at ensuring the Shire is able to meet current and future growth, attracting young and innovative employees through a financially sustainable program.

An outsourced model is the most efficient, cost effective and sustainable approach for implementation across multiple areas of the Shire and is therefore recommended.

Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

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

Financial Implications

The costs of having 5 trainees in the organisation are:

- \$138,500 in 2025/26 financial year
- \$283,400 in subsequent financial years.

This is proposed to be considered in upcoming budget processes.

**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 current risks associate with option 1						

Voting Requirements: Simple Majority

Officer Recommendation

That Council:

1. **ENDORSES** the implementation of a Shire traineeship program utilising an outsourced delivery model.
2. **AUTHORISES** the Chief Executive Officer to engage with an external training provider to manage recruitment, training, and on going support of trainees.
3. **REQUESTS** the Chief Executive Officer to include \$138,500 in the draft 2025/26 Annual Budget for Council's consideration to fund the traineeships with a further \$283,400 for subsequent years to ensure an ongoing program of trainees in future years.



10.5.3 - Annual Report as per Contract for Services between the Shire and Landcare SJ Inc (SJ4564)	
Responsible Officer:	Manager Operations
Senior Officer:	Director Operations
Disclosure of Officer's Interest:	No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Executive	The substantial direction setting and oversight role of the Council such as adopting plans and reports, accepting tenders, directing operations and setting and amending budgets.
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Report Purpose

The purpose of this report is to present the audited financial statements of Landcare SJ Inc for the year ending 30 June 2024, in accordance with the terms of the Contract for Services with the Shire. The report also provides an overview of Landcare SJ Inc's performance during the 2023/2024 financial year, including the status of key performance indicators (KPIs) and an update on the ongoing management and development of the working relationship.

As outlined in the Contract of Services, Landcare SJ Inc is required to:

Landcare SJ Inc agrees to:

- (a) maintain an appropriate system of accounting in accordance with Australian Accounting Standards and generally accepted good financial management principles and practices;*
- (b) prepare and provide to the Shire, in an agreed format, an annual financial report and statement in relation to the expenditure of the Funding (Annual Financial Report).*
- (c) ensure that the Annual Financial Report is audited by a suitably qualified auditor; and*
- (d) provide copies of the Annual Financial Report to the Shire, no later than 31 December.*

Landcare SJ Inc has submitted their audited financial statements for the 2023/2024 financial year, fulfilling part of their contractual obligations and Council resolution.

Relevant Previous Decisions of Council

*Ordinary Council Meeting - 15 May 2023 - OCM106/05/23 - COUNCIL RESOLUTION / Officer recommendation - **extract***

That Council:

- 5. **REQUIRES** Landcare SJ Inc to present an annual report on their achievements and their audited financial statements to Council each Financial Year.*



Background

On 17 July 2023, the Shire of Serpentine Jarrahdale entered into a Contract for Services with Landcare SJ Inc, a not-for-profit organisation engaged in natural resource management, environmental restoration, and community education. The agreement reflects a shared commitment to the protection and enhancement of the Shire's natural areas and biodiversity, while also fostering active community participation in environmental stewardship.

Under the contract, the Shire committed to providing funding of \$233,223.00 (ex GST) for the 2023/2024 financial year, invoiced quarterly in equal amounts. In return, Landcare SJ Inc is responsible for delivering a range of services and programs aimed at addressing land degradation, improving water quality, enhancing native flora and fauna habitats, and supporting local landholders and volunteers.

The contract outlines specific deliverables, including:

- Submission of an audited annual financial report;
- Bi-monthly reporting to demonstrate progress against contract objectives;
- Delivery of programs and activities aligned with the Key Performance Indicators (KPIs) set out in Annexure 2 of the contract.

KPI targets cover a range of activities, including tree planting, feral animal and weed control (subject to grant funding), community workshops, and ongoing coordination with the Shire. Landcare SJ Inc is also expected to maintain sound financial management practices, provide timely and accurate documentation, and participate in collaborative planning and review processes with the Shire.

The performance of Landcare SJ Inc is assessed annually to ensure the outcomes of the contract are met. Where full compliance with KPIs is not demonstrated, the Shire may adjust payment in accordance with the level of service delivered.

This report presents Landcare SJ Inc's audited financial statements and provides an overview of their performance against the 2023/2024 KPIs, including a confidential assessment of achievements and areas for improvement.

Community / Stakeholder Consultation

Policy Concept Forum

Meeting Date	24 March 2025
Elected Members in Attendance	President Coales, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini

Engagement with Landcare SJ Inc

Throughout the 2023/2024 financial year, the Shire and Landcare SJ Inc engaged in ongoing discussions regarding the delivery of works and achievement of Key Performance Indicators (KPIs). While formal meetings during the early part of the reporting period were limited, both parties maintained open lines of communication to support project delivery.



A key milestone in the engagement process occurred on 8 May 2024, when the Shire met with Landcare SJ Inc to review progress and clarify expectations regarding the delivery and documentation of KPI-related outcomes. This meeting was an important step in strengthening the partnership, with a shared commitment to improving transparency, reporting, and alignment with the contract.

This engagement process has been instrumental in identifying areas for improvement and building a more coordinated approach between the Shire and Landcare. It has directly contributed to the stronger working relationship seen in the first half of the 2024/2025 financial year.

Statutory Environment

In accordance with the *Local Government (Functions and General) Regulations 1996*, Landcare SJ Inc are deemed a sole supplier for assistance in protecting the natural resources of the Shire of Serpentine Jarrahdale and the Peel Harvey Catchment.

Comment

Landcare SJ Inc has submitted its audited financial statements for the 2023/2024 financial year in accordance with clause (c) of the contract and the Council resolution. These statements have been reviewed and are attached to this report.

A CONFIDENTIAL attachment (**CONFIDENTIAL attachment 5**) outlines the status of each KPI, and the percentage achieved, as assessed by Officers.

Since the commencement of the 2024/2025 financial year, the relationship between the Shire and Landcare SJ Inc has significantly improved, with monthly meetings now in place to support consistent reporting and collaboration.

The planned work for the remainder of the 2024/2025 financial year will greatly benefit the Shire's Natural Areas.

Options

Option 1

That Council NOTES Landcare SJ Inc Audited Financial Statement 2023/2024 as per the requirement of the Contract for Services.

Option 1 is recommended.

Conclusion

Landcare SJ Inc remains a valued partner in delivering environmental initiatives within the Shire.

Attachments (available under separate cover)

- **10.5.3 - attachment 1** - Landcare SJ Inc- Audited Financial Statement 2023/2024 (E25/3892)
- **10.5.3 - attachment 2** - Landcare SJ Inc - Annual Information Statement _ ACNC (E25/3893)
- **10.5.3 - CONFIDENTIAL - attachment 3** - Landcare SJ Inc- Annexure 1 Objectives Extract 10.2.3 OCM 15 May 2023 (E25/3894)
- **10.5.3 - CONFIDENTIAL - attachment 4** - Landcare SJ Inc- Annexure 2 KPI- Extract 10.2.3 OCM 15 May 2023 (E25/3895)



- **10.5.3 - CONFIDENTIAL - attachment 5** - Landcare SJ Inc KPI Review 23/24FY (E25/5111)

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
Liveable
3. Preserve and enhance our natural places, parks, trails and reserves
Connected
3. Empower the community to engage with the Shire and collaborate on matters that are important to them

Financial Implications

The Shire allocated \$233,223.00 (ex GST) to Landcare SJ Inc for 2023/2024, invoiced quarterly at \$58,305.75 (ex GST).

Risk Implications

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

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	No risks associated with this option						
2.	Approving the full KPI payment without additional supporting evidence may impact stakeholder confidence.	Request further information to support achievement of KPI's	Reputation	Possible	Moderate	LOW	

Voting Requirements: Simple Majority

Officer Recommendation:

That Council NOTES Landcare SJ Inc Audited Financial Statement 2023/2024 as per the requirement of the Contract for Services.

**10.5.4 - Status Report of CEO KPI's for the 2024/25 FY and Mid-Cycle Workshop Outcomes (SJ2071-2)****Responsible Officer:** Chief Executive Officer**Senior Officer:** Chief Executive Officer

Disclosure of Officer's Interest:

Chief Executive Officer (CEO), Mr Paul Martin, has declared a Financial Interest in item **10.5.2** as, as CEO, Council is assessing the performance and achievement of Mr Martin's KPIs.

As the performance criteria and any changes to that performance criteria must be mutually agreed between the local government and the CEO, it is not appropriate for Mr Martin to leave the room, as has been customary.

Per the Department of Local Government, Sport and Cultural Industries Operational Guidelines, there is no legislative requirement for employees to leave the meeting when a disclosure has been made. Disclosures of interest will be recorded in accordance with the legislative requirements of section 5.70 of the Act.

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 present to Council the outcomes of the mid-cycle workshop between Councillors and the CEO including a report on the Status of CEO KPI's.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 18 March 2024 - OCM068/03/24 - COUNCIL RESOLUTION / Officer Recommendation

That Council ADOPTS the recommendations outlined in CONFIDENTIAL attachment 1.

Ordinary Council Meeting - 21 August 2023 - OCM185/08/23 - COUNCIL RESOLUTION

- 1. RECEIVES the Unconfirmed Minutes of the CEO Employment Committee Meeting held on 7 August 2023 (E23/10342).*
- 2. ADOPTS CEO Employment Committee Resolution CEO009/08/23 and:*
 - 1. AGREES to the Chief Executive Officer Key Performance Indicators as stated in 'Attachment 1: Proposed CEO Performance Criteria (KPIs) for 2023-24' as contained in CONFIDENTIAL attachment 1, noting that the CEO's AGREEMENT to Key*



Performance Indicator 2 is conditional, subject to the conditions stated in CONFIDENTIAL attachment 2.

- 2. REQUESTS that the Shire President write to Mr Paul Martin, Chief Executive Officer, informing the Chief Executive Officer of Council's resolution.*
- 3. RESOLVES that the Key Performance Indicators agreed by Council and the CEO in CONFIDENTIAL attachment 1, including conditions set out in CONFIDENTIAL attachment 2 become publicly available in accordance with Regulation 21 of the Local Government (Model Code of Conduct) Regulations 2021.*

Background

This report presents to Council the outcomes of the annual mid cycle status report and workshop to review CEO KPI's as per the Council Policy - CEO Performance Review Cycle.

Community / Stakeholder Consultation

Policy Concept Forum

A workshop (facilitated by the independent consultant) was held on Monday 28 April 2025 between Elected Members, the CEO and Directors where a report on progress on the CEO KPI's was presented.

Statutory Environment

Part 5 Division 4 of the *Local Government Act 1995* addresses employment arrangements for local government employees, including the CEO. Section 5.39A of the Act sets out that local governments must adopt model standards for CEO recruitment, performance and termination. The Shire adopted the model standards in June 2021 and is published on the Shire's website.

While a report on progress of CEO KPI's is not a requirement of the model standards, it could assist in meeting the requirement of clause 17 of the standards to "Collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner".

The [Department's Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination](#) notes the importance of providing the CEO regular feedback where it states:

"It is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises."

Clause 16 of the model standards states that the local government and the CEO must agree on any performance criteria to be met by the CEO that are in addition to the contractual performance criteria. This means that the performance criteria and any changes to that performance criteria must be mutually agreed.

Council Policy - CEO Performance Review Cycle provides guidance on this process of mid cycle KPI review and monitoring.

**Comment**

The status of the CEO KPI's were discussed at the workshop and are reflected in the report prepared by the independent consultant attached at **CONFIDENTIAL attachment 1** for Council's consideration.

If Council wants to ask questions or make changes to this report, it is recommended the Council goes behind closed doors.

OptionsOption 1

That Council ADOPTS the recommendations outlined in **CONFIDENTIAL attachment 1**.

Option 2

That Council DOES NOT ADOPT the recommendations outlined in **CONFIDENTIAL attachment 1**.

Option 1 is recommended.

Conclusion

The mid-cycle workshop to consider the CEO KPI's Status Report was conducted in accordance with the Council Policy on Monday 28 April 2025. The Workshop was facilitated by an independent consultant who also facilitates the annual CEO performance review.

The outcomes report of the workshop prepared by the independent consultant is now presented to Council for consideration.

Attachments (available under separate cover)

- **10.5.4 - CONFIDENTIAL - attachment 1** - CEO Performance Review Cycle KPI Monitoring and Quarterly Update (E25/4991)

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
2. Advocate and attract businesses to grow and thrive, increasing opportunities for local employment
3. 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
3. Preserve and enhance our natural places, parks, trails and reserves
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
Connected
1. Invest in community recreation and support local clubs and groups to increase opportunities for participation



2. Contribute to a well-connected, accessible and health community
3. Empower the community to engage with the Shire and collaborate on matters that are important to them
4. Facilitate an inclusive community that celebrates our history and diversity

Financial Implications

The mid cycle workshop and report is included within the yearly engagement for the independent consultant.

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 material risks associated with this option.						
2	If Council was not to adopt the recommendations in CONFIDENTIAL attachment 1, it may constrain the capacity to undertake an effective performance review consistent with the provisions of the Standards into the future.	Nil	Organisational Performance	Unlikely	Moderate	MODERATE	

Voting Requirements: Simple Majority

Officer Recommendation

That Council ADOPTS the recommendations outlined in CONFIDENTIAL attachment 1.



10.6 Confidential reports:

10.6.1 - CONFIDENTIAL - Shire of Serpentine Jarrahdale Administration Presence in Byford Town Centre - Request to accept Letter of Offer to Lease Shop 1 in Byford Village (SJ4583)	
Responsible Officer:	Director Development Services
Senior Officer/s:	Chief Executive Officer
Disclosure of Officers Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Confidentiality Provisions

This report is confidential in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*

A full report is provided to Councillors under a separate cover. The report is not available for publication.



10.6.2 - CONFIDENTIAL - Keirnan Park Recreation Precinct - Stage 1A - Approval to Appoint Design Consultant (SJ1364)	
Responsible Officer:	Manager Major Projects
Senior Officer:	Acting Director Infrastructure Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Confidentiality Provisions

This report is confidential in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*

A full report is provided to Councillors under a separate cover. The report is not available for publication.



10.6.3 - CONFIDENTIAL - Stabilisation Technology Pty Ltd dispute resolution (SJ2420)	
Responsible Officer:	Strategic Projects Lead
Senior Officer:	Acting Director Infrastructure Services
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Confidentiality Provisions

This report is confidential in accordance with Section 5.23(2)(c) and (d) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (c) *a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and*
- (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;*

A full report is provided to Councillors under a separate cover. The report is not available for publication.



- 11. Urgent business:**
- 12. Elected Member questions of which notice has been given:**
- 13. Closure:**