



Shire of
Serpentine
Jarrahdale

Ordinary Council Meeting Agenda

7pm

Monday, 9 December 2024

Contact Us

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In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

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



www.sjshire.wa.gov.au



Councillor Attendance Register

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

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

Date	Type	President Coales	Cr Bishop	Cr Byas	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
27/11/24	PCF	✓	A	EP	A	✓	✓	✓
25/11/24	PCF	✓	A	A	✓	✓	✓	✓
18/11/24	OCM	✓	✓	✓	✓	✓	✓	✓
11/11/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
04/11/24	PCF	✓	A	A	✓	✓	✓	✓
28/10/24	PCF	LoA	✓	A	✓	✓	✓	✓
21/10/24	OCM	✓	✓	✓	✓	✓	✓	✓
14/10/24	Q&A (OCM)	✓	A	✓	✓	✓	✓	✓
07/10/24	PCF	✓	✓	✓	✓	A	✓	✓
07/10/24	SCM	✓	✓	✓	✓	A	✓	✓
16/09/24	OCM	✓	✓	✓	✓	✓	✓	✓
09/09/24	Q&A (OCM)	✓	✓	✓	✓	A	✓	✓
02/09/24	PCF	✓	✓	✓	✓	✓	✓	✓
26/08/24	PCF	✓	✓	✓	✓	✓	✓	✓
19/08/24	OCM	✓	✓	A	✓	✓	✓	✓
12/08/24	Q&A (OCM)	✓	A	A	✓	✓	✓	✓
05/08/24	PCF	✓	✓	A	A	✓	✓	✓



Continued

Ordinary Council Meeting Agenda Monday, 9 December 2024

Date	Type	President Coales	Cr Bishop	Cr Byas	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
29/07/24	WORKSHOP	✓	A	A	✓	✓	✓	✓
25/07/24	SCM	✓	✓	✓	✓	✓	✓	✓
22/07/24	PCF	A	✓	A	✓	✓	✓	✓
18/07/24	Q&A (SCM)	EP	✓	✓	✓	✓	✓	✓
15/07/24	OCM	A	✓	✓	✓	✓	✓	✓
08/07/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
03/07/24	WORKSHOP	✓	✓	A	✓	✓	✓	A
26/06/24	WORKSHOP	✓	A	A	✓	LoA	✓	✓
24/06/24	PCF	✓	✓	A	✓	LoA	✓	✓
17/06/24	OCM	✓	✓	A	✓	LoA	✓	✓
17/06/24	Q&A (OCM)	✓	✓	A	✓	LoA	✓	✓
12/06/24	WORKSHOP	✓	A	A	✓	LoA	✓	✓
12/06/24	WORKSHOP	✓	A	A	✓	LoA	✓	✓
10/06/24	Q&A (OCM)	✓	✓	A	✓	A	✓	✓
05/06/24	WORKSHOP	✓	✓	A	✓	✓	✓	✓
29/05/24	WORKSHOP	A	✓	A	✓	✓	✓	✓
27/05/24	PCF	✓	✓	A	✓	✓	✓	✓
20/05/24	OCM	✓	✓	✓	✓	✓	✓	✓
20/05/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
15/05/24	WORKSHOP	✓	A	✓	✓	✓	✓	A
13/05/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
06/05/24	PCF	✓	✓	A	✓	✓	✓	✓
01/05/24	WORKSHOP	✓	✓	✓	✓	✓	✓	✓
29/04/24	WOKRSHOP	✓	✓	A	✓	✓	✓	✓



Continued

Ordinary Council Meeting Agenda Monday, 9 December 2024

Date	Type	President Coales	Cr Bishop	Cr Byas	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
22/04/24	PCF	✓	✓	✓	✓	✓	✓	✓
17/04/24	WORKSHOP	✓	✓	✓	A	A	A	✓
15/04/24	OCM	✓	✓	✓	✓	✓	✓	✓
15/04/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
08/04/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
25/03/24	PCF	✓	A	A	✓	A	✓	✓
18/03/24	OCM	✓	✓	A	✓	✓	✓	
11/03/24	WORKSHOP	✓	✓	✓	✓	✓	✓	
11/03/24	Q&A (OCM)	✓	✓	A	✓	✓	✓	
06/03/24	WORKSHOP	✓	EPNG	✓	✓	✓	✓	
06/03/24	PCF (Special)	✓	EPNG	✓	✓	✓	✓	
28/02/24	WORKSHOP	✓	A	✓	✓	A	A	
26/02/24	PCF	✓	A	A	✓	✓	✓	
19/02/24	OCM	✓	A	✓	✓	✓	✓	
12/02/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	
05/02/24	PCF	✓	✓	A	✓	✓	✓	
29/01/24	PCF	✓	✓	✓	✓	✓	✓	

Key:

✓ - Attended

A – Apology

LoA – Leave of Absence

NA – Non Attendance

EPNG – Electronic Participation Not Granted

EP - Electronic Participation



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

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

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



Dear Elected Member

The next Ordinary Council Meeting of the Shire of Serpentine Jarrahdale will be held on Monday, 9 December 2024 in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong, commencing at 7pm.

Paul Martin

Chief Executive Officer

29 November 2024

Agenda

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

2. Public question time:

2.1 Response to previous public questions taken on notice:

Questions asked by **Mrs Bond** at the Ordinary Council Meeting, Monday, 18 November 2024. Correspondence was sent to Ms Bond on 28 November 2024 (OC24/23125).

Question 1

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

Response (Chief Executive Officer)

The Shire has a duty of care to provide all workers and contractors with a safe and healthy working environment. This obligation of safety may become compromised if a worker or contractor is impaired by drugs or alcohol. As such the WHS staff are trained and issued with drug and alcohol testing kits to be able to test workers to minimise and eliminate these risks due to the effects of drug and alcohol use. Testing is conducted on a random basis across all areas of the business and immediately after an incident or accident. This is standard practice within both Local Government and other businesses that undertake work considered to be at higher risk.

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

Response (Director Infrastructure Services)

At the Ordinary Council Meeting of 18 March 2024, (OCM056/03/24), it was resolved that a review of the footpath linking Graceford Village to Byford Town Centre be conducted and that a business case be prepared for the:

- *design of appropriate upgrades as part of the 2024/2025 annual budget process, and*



- *construction of the appropriate upgrades as part of the 2025/2026 annual budget process.*

The design is currently being prepared in accordance with the resolution.

Question 3

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

Response (Director Infrastructure Services)

The street light design for the intersection of Abernethy Road and Hopkinson Road has been completed by the electrical consultant, and the application has been submitted to Western Power. Currently, Western Power is in the process of assessing the design and is awaiting the construction quote from their team to proceed further with the project.

There has been no decrease from the original budget for this project. The budget for the project was \$49,700 and expenses incurred to date are \$4,115 with \$45,585 remaining.

Questions asked by **Mrs Vanessa Reynolds** at the Ordinary Council Meeting, Monday, 18 November 2024. Correspondence was sent to Mrs Reynolds on 28 November 2024 (OC24/23123).

Question 2

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

Response (Executive Manager Operations)

The costs listed were for actual expenditure in the two 12-month periods requested.

Questions asked by **Mrs Michelle Rich** at the Ordinary Council Meeting, Monday, 18 November 2024. Correspondence was sent to Mrs Rich on 28 November 2024 (OC24/23147).

Question 3

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

*Response (Director Infrastructure Services)*

Shire Officers are currently communicating with both the Water Corporation as the bridge asset owner and Main Roads WA as the Authority undertaking the bridge inspections and associated load limit review in regards to this bridge and all Water Corporations bridges within the Shire in general. Once the information and a way forward has been agreed upon with Water Corporation and Main Roads WA, information will be provided to the community via email and the Shire's website.

The bridge load limit reduction is a direct result of the condition of the bridge, with the U-beams cracking as inspected and assessed by Main Roads WA. The bridge is a reinforced concrete inverted U-beam Structure, it does not consist of culverts. The Hopeland Road upgrade is a Shire project, and the scope of this project is mainly limited to pavement rehabilitation including the shoulders. The road project and where the shoulders meet the bridge is completely unrelated to the load limit imposed on the bridge.

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 - 18 November 2024**

That the minutes of the Ordinary Council Meeting held on 18 November 2024 be CONFIRMED (E24/17070).

8. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meeting:**8.1 - Audit, Risk and Governance Meeting - 25 November 2024**

Attachments (available under separate cover)

- 8.1 – attachment 1 – Audit, Risk and Governance Meeting Minutes – 25 November 2024 (E24/17405)**

Voting Requirements: Simple Majority

That Council

- 1. RECEIVES the Unconfirmed Minutes of the Audit, Risk and Governance Committee Meeting held on 25 November 2024 (E24/17405)**
- 2. ADOPTS Audit, Risk and Governance Committee Resolution ARG10/11/24 and**



1. **NOTES** the Strategic Risk Register Review as contained within this paper.
2. **ENDORSES** the updated Strategic Risk Register as contained within attachment 1 with the following amendments:
 - Add as an action to risk 12 to review the progress of the economic development and tourism strategy.
 - Add as an action to risk 14 to conduct a review of the business continuity plan.
3. **ADOPTS** Audit, Risk and Governance Committee Resolution ARG11/11/24 and **RECOMMENDS** that Council **NOTES** the proposed reforms to the *Local Government Act 1995* that relate to the Committee, as contained within this paper.
4. **ADOPTS** Audit, Risk and Governance Committee Resolution ARG12/11/24 and
 1. **NOTES** that a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken and will be issued to volunteer brigade members by 30 November 2024.
 2. **NOTES** that following the issuing of the revised Brigade Operating Procedures, all volunteer brigade members will be required to sign acknowledgement of the Shire’s Code of Conduct as a Shire volunteer.
 3. **RECOMMEND** that Council request the Chief Executive Officer to present the following items to the February 2025 Audit, Risk and Governance Committee Meeting:
 - i. The proposed sections of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures to be reviewed in 2025;
 - ii. A proposed timeline and scope for the review of the *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*;
 - iii. A summary of compliance by volunteer brigade members who have signed the Shire’s Code of Conduct as a Shire volunteer.
5. **ADOPTS** Audit, Risk and Governance Committee Resolution ARG14/11/24 and
 1. **RECOMMENDS** that Council **NOTES** the update regarding the implementation of agreed actions previously conducted and update on the ICT audit actions.
 2. **REQUESTS** that a report be brought back to the Audit, Risk and Governance Committee at the next meeting on the ACSC essential eight implementation.
6. **ADOPTS** Audit, Risk and Governance Committee Resolution ARG17/11/24 and
 1. **AUTHORISES** the Chief Executive Officer to conduct a Request for Tender to procure and implement a new backup solution as outlined



in this report.

2. **NOTES** that the old backup infrastructure will be decommissioned 12 months following implementation of the new solution.
3. **APPROVES** the following budget variation:

Account Number	Type	Account Description	Debit \$	Credit \$
6100-NEW-6600-0000	Increase Expenditure	Backup Solution – Capital Expenditure	100,000	
6100-NEW-5044-0000	Increase Income	Backup Solution – Transfer From Reserve – ICT Reserve		100,000

Reason:
Funding to implement backup solution and decommission old backup infrastructure 12 months later to be funded from the ICT Reserve.



9. Motions of which notice has been given:

9.1 - Notice of Motion - Improving Council Transparency and Accountability - Q&A Sessions (SJ4383)	
Elected Member	Councillor Byas
Disclosure of Officers Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Notice of Motion

A Notice of Motion was received from Councillor Byas via email on Monday, 11 November 2024.

The Notice of Motion is:

1. *REQUESTS that the Chief Executive Officer AMENDS Council Policy 1.1.14 – Forums of Council – Policy Concept Forums, Question and Answer Agenda Forums and Workshops to open Question and Answer sessions to the public by:*

- i) *DELETING paragraph:*

“QAAF’s shall not be open to the public and therefore no debate on the items shall be entered into during the QAAF’s there shall be no opportunity for a collective Council decision or implied decision that binds the local government. Fundamental to this decision is that any debate shall be held at Council meetings so as to ensure the public in attendance at a Council meeting can see and hear the decisions and debate around Council decisions.”

and INSERTING:

“QAAFs shall be open to the public but no debate of items shall be entered into to ensure the integrity of the Council Meeting as the decision-making forum of Council prescribed in legislation.”

2. *RESOLVES to live stream Question and Answer sessions in accordance with Council Policy 3.3.11 – Live Streaming and Recording of Council and Committee Meetings.*

Relevant Previous Decisions of Council

Ordinary Council Meeting – 15 April 2024 – OCM070/04/24 – COUNCIL RESOLUTION

That Council RESOLVES to:

1. *open Question and Answer sessions to the public for a trial period of three months only, being the May, June, and July 2024 Council Meetings. No debate of items shall be entered into to ensure the integrity of the Council Meeting as the decision-making forum of Council, as prescribed in legislation. Meetings shall be closed to the public by the Presiding Member when discussing matters under the provisions of section 5.23 of the Local Government Act 1995. No public presentations or questions are permitted to take place during the Question and Answer session.*
2. *review the trial with a PCF item and survey of councillors at the conclusion of the three month period to determine whether Council Policy 1.1.14 - Forums of Council - Policy*



Concept Forums, Question and Answer Agenda Forums and Workshops should be amended to open all ongoing Question and Answer sessions to the public.

Officer Comment

The notice of motion proposes the following:

- opening Question and Answer (Q&A) session to the public; and
- livestreaming Q&A sessions.

In April 2024, Council agreed to trial open Q&A sessions for a period of three months. As per the recommendation, at the conclusion of the trial, a survey of Elected Members was undertaken to determine whether Council Policy 1.1.4 – Forums of Council – Policy Concept Forums, Question and Answer Agenda Forums and Workshops, should be amended to open all ongoing Q&A sessions to the public.

Following the trial, a survey was distributed to all Elected Members. A summary of the feedback is provided below:

For	Against
<ul style="list-style-type: none"> • enabled the community to hear the questions asked on each item, especially with en bloc voting at Council meetings • no cost to the Shire • demonstrates Council’s commitment to transparency • opportunity for the public to attend if they choose 	<ul style="list-style-type: none"> • resulted in less informed elected members as less questions were asked in the public forum • politicised a valuable forum for elected members to gain an understanding of items on the agenda • little interest from the community • the sessions became more formalised • has harmed, rather than helped, how Council is perceived as the public were not able to ask questions

Elected members have now experienced Q&A sessions that are open to the public and closed and appreciate the pros and cons of each option. Elected members need to consider the pros and cons in making a decision on whether all future Q&A sessions should be open to the public and live streamed, and vote on this motion accordingly. Officers can work in either environment, although it should be noted that with the inclusion of live streaming, additional administration preparation is required and ICT and administration Officers need to attend the meetings to support live streaming.

If the motion is not supported the status quo remains.

Statutory Environment

On 12 August 2024, a similar Notice of Motion was submitted by Councillor Byas for the Ordinary Council Meeting on 19 August 2024. As Councillor Byas was an apology for the meeting, the Motion lapsed in accordance with clause 3.10(6)(a) of the Shire’s *Standing Orders Local Law 2002 (as amended)*. Clause 3.10(7) of the Standing Orders provides that a notice of motion that is in the same terms or the same effect, is not to be given again for at least three months.



In accordance with the Standing Orders, this Notice of Motion could not be brought back to a Council Meeting until after 19 November 2024.

Attachments (available under separate cover)

Nil.

Voting Requirements: Simple Majority

Elected Member Recommendation

1. **REQUESTS** that the Chief Executive Officer **AMENDS** Council Policy 1.1.14 – Forums of Council – Policy Concept Forums, Question and Answer Agenda Forums and Workshops to open Question and Answer sessions to the public by:

i) **DELETING** paragraph:

“QAAF’s shall not be open to the public and therefore no debate on the items shall be entered into during the QAAF’s there shall be no opportunity for a collective Council decision or implied decision that binds the local government. Fundamental to this decision is that any debate shall be held at Council meetings so as to ensure the public in attendance at a Council meeting can see and hear the decisions and debate around Council decisions.”

and **INSERTING:**

“QAAFs shall be open to the public but no debate of items shall be entered into to ensure the integrity of the Council Meeting as the decision-making forum of Council prescribed in legislation.”

2. **RESOLVES** to live stream Question and Answer sessions in accordance with Council Policy 3.3.11 – Live Streaming and Recording of Council and Committee Meetings.



10. Chief Executive Officer reports:

10.1 Development Services reports:

10.1.1 - Endorsement of Clay-Based Wetlands Management Plan (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 endorse the Clay-Based Wetlands Management Plan (**attachment 1**) following a public comment period of 28 days. No responses were received.

Relevant Previous Decisions of Council

<p><i>Ordinary Council Meeting - 16 September 2024 - OCM248/09/24 - COUNCIL RESOLUTION - Officer Recommendation:</i></p> <p><i>That Council:</i></p> <ol style="list-style-type: none"> <i>RESOLVES to release the draft Clay-Based Wetlands Management Plan for public comment for a period of 28 days.</i> <i>REQUESTS that, following the public comment period, the revised Clay-Based Wetlands Management Plan be presented back to Council (inclusive of recommended changes emanating from community consultation) for endorsement.</i>
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Background

The Shire has a number of individual Management Plans for natural area reserves. 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 Clay-Based Wetlands Management Plan is the third in a series of Plans presenting a new style for managing the Shire's natural reserves. The reserves are grouped according to vegetation complex into four Management Plans, for banksia woodland, marri woodland, scarp/plateau forest, and clay-based wetlands. The Banksia Woodland Management Plan was the first endorsed, the Marri Woodland Management Plan the second, and the Clay-Based Wetlands Management Plan will be the third.



The Clay-Based Wetlands Management Plan contains information relevant to managing any area of clay-based wetland, plus Action Plans for the four Shire reserves which contain clay-based wetlands. These reserves are:

- Brickwood Reserve (Briggs Park), Byford
- Serpentine Sports Reserve (Paul Robinson Reserve), Serpentine
- Yangedi Airfield Reserve, Hopeland
- Karnup Road Flora Reserve, Serpentine

Community / Stakeholder Consultation

A community consultation program was carried out. No submissions were received.

Statutory Environment

Nil.

Comment

Three Shire natural area reserves which contain clay-based wetlands have had individual Management Plans prepared and adopted by Council: Brickwood Reserve (second edition 2016), Serpentine Sports Reserve (second edition 2021) and Yangedi Airfield Reserve (2011). 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. This is in contrast to the importance of clear and concise action statements, focussed on improving the quality and resilience of the reserve.

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

The Shire's natural area reserves are proposed to be grouped according to vegetation complex into four Management Plans, for banksia woodland, marri woodland, scarp/plateau forest, and clay-based wetlands. The Clay-Based Wetlands Management Plan is the third to be produced, with the Banksia Woodland and Marri Woodland Management Plans endorsed and the fourth proposed for early next year.

All of these reserves (Brickwood Reserve, Serpentine Sports Reserve, Yangedi Airfield Reserve and Karnup Road Flora Reserve) contain more than one vegetation type. The Clay-Based Wetland Management Plan will address the areas of clay-based wetland, while the other vegetation types in these reserves (banksia woodland and/or marri woodland) will be covered under other Management Plans.

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



The section of the Clay-Based Wetlands Management Plan that can be used for any area of clay-based wetland covers the characteristics of clay-based wetlands and the threats and pressures that apply. This is followed by a brief description of the Shire reserves that contain clay-based wetlands and an Action Plan that is applicable to any area of clay-based wetland.

Appendices contain lists of flora and fauna found in the clay-based wetland reserves, and a general fire management strategy for clay-based wetlands.

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

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

Options

Option 1

That Council ENDORSES the Clay-Based Wetlands Management Plan (**attachment 1**) with no modifications.

Option 2

That Council does not endorse the Clay-Based Wetlands Management Plan.

Option 1 is recommended.

Conclusion

The Clay-Based Wetlands Management Plan contains information relevant to managing any area of clay-based wetland, plus Action Plans for the four Shire reserves which contain clay-based wetlands. While clay-based wetlands 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** - Clay-Based Wetlands Management Plan (E24/11392)

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

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

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	Option 1 is considered the lowest risk option.						
2	Council does not agree to endorse the Clay-Based Wetlands Management Plan, delaying best practice management of the four natural area reserves.	Council has existing Management Plans for three of the four reserves which will continue to represent Council's position.	Organisational Performance	Unlikely	Minor	LOW	Implement the existing Management Plans.

Voting Requirements: Simple Majority

Officer Recommendation

That Council ENDORSES the Clay-Based Wetlands Management Plan (attachment 1) with no modifications.



10.1.2 - Significant Tree Register - Shire and Private Property Trees (SJ781)

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.
Information	For the Council / Committee to note.

Report Purpose

The purpose of this report is for Council to consider updates to the Significant Tree Register of the Shire.

Since first adoption of the Register in December 2021 and updates in 2022, further nominations have been received for additions to the Register. These relate to trees on Shire managed land and private property.

The Significant Tree Register provides an important step in a process to record, recognise and protect trees that are special or have significant value to the community, and to promote the special trees that characterise the Shire.

Whilst much of the natural character of the Shire is formed by the presence and access to nature including treed environments, there are increasing risks which growth places on such environments, and specifically trees. These include not only land use change, but also pressure to upgrade roads. Many of the historic roads within the Shire have large extents of trees, and understanding where those most significant trees are located helps in considering how best to manage this pressure.

The trees identified in this report are recommended for listing as significant trees.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 12 December 2022 - OCM300/12/22 - COUNCIL RESOLUTION / Officer Recommendation

That Council:

- 1. ENDORSES the inclusion of 11 additional trees in the Significant Tree Register as per attachment 1.*
- 2. ENDORSES the removal of three dead trees from the Significant Tree Register as per attachment 3.*



*Ordinary Council Meeting - 13 December 2021 - OCM343/12/21 - COUNCIL RESOLUTION / Officer Recommendation
That Council ADOPTS the Significant Tree Register as per attachment 1.*

Background

The Significant Tree Register records trees in the Shire that are special or significant, which may be a single tree or a group, avenue or area.

A Significant Tree may be:

- Particularly old or large;
- Of a beautiful shape or form;
- Of heritage significance;
- An unusual type or species;
- Special to a person or the community for a specific reason.

The Significant Tree Register will draw attention to those listed trees' special qualities and values.

The initial establishment of the Significant Tree Register in December 2021 considered trees on Shire controlled land. Nominated trees on private property (which have been nominated by the tree owner) or on land controlled by government agencies were added to the Register in December 2022.

Community / Stakeholder Consultation

The property owner with a nominated tree on their property was contacted with regard to the nomination. The property owner supported the listing of their tree on the Significant Tree Register.

Statutory Environment

- *Shire of Serpentine Jarrahdale Local Planning Scheme No. 3*

Comment

The Significant Tree Register provides a process in which to record, recognise and protect trees that are special or have significant value to the Shire. Significant Trees can be particularly old or large, have a beautiful shape or form, have heritage significance, be an unusual type, or be special to a person or community for a specific reason. There are ten categories of significance, based on the categories used by the National Trust.

The Significant Tree Register is an action arising from the Urban and Rural Forest Strategy, which was adopted by Council in September 2018. The Urban and Rural Forest Strategy formalises the Shire's commitment to managing, protecting and retaining trees and native flora. The Strategy will guide the Shire in its vision to create and maintain cool, healthy and liveable communities which integrate the natural environment and reflect the Shire's unique sense of place and identity.

Action 2.2 (a) of the Urban and Rural Forest Strategy is to prepare a Significant Tree Register. In consideration of new nominations received since first adoption of the Register in December 2021 and additions in December 2022, two new trees are recommended for inclusion on the Register. Assessment reports for these trees are in **attachment 1**. These two trees include one on Shire managed land and one on private property. The exact location, ownership and address of the tree on private property are withheld for privacy reasons. The two trees are discussed following:



ST 110 - Eucalyptus grandis (Flooded Gum/ Rose Gum) of NSW origin

In terms of significance, this is a very large and quite beautiful tree, providing rare landscape value. Being located within the Whitby area generally, its location needs to be considered early as part of longer-term growth to ensure opportunity for retention and celebration of the tree. Having such a rare tree capable of integration with longer term development, will become more viable should listing of the tree occur.





ST 111 - Jarrah tree on Keirnan Street, Mundijong, opposite Baskerville Road (refer photograph below)

The tree on Shire managed land is notable for its monumental size and age.

In terms of its significance, the Jarrah tree is estimated to be 448 years old, representing one of the rare pre-colonial Jarrah trees remaining on the Swan Coastal Plan. Being a Jarrah tree which was otherwise heavily felled and milled as part of the colony's early timber milling industry, makes it an even more rare specimen. Being at the juncture of Keirnan Street and Baskerville Street, see the tree form an important landmark which terminates the vista of people travelling east bound along Baskerville Road. Its many hollows support biodiversity and ecology, and through largely protecting the tree in its setting, has resulted in its continued thriving.





Options

Option 1

That Council ENDORSES the inclusion of two additional trees in the Significant Tree Register as per **attachment 1**.

Option 2

That Council does not endorse the inclusion of additional trees in the Significant Tree Register.

Option 1 is recommended.

Conclusion

Keeping the Shire’s Significant Tree Register up to date enables the continued process to record, recognise and protect trees that are special or significant, and to promote the special trees that characterise the Shire. Inclusion of additional trees on Shire managed land and private property in the Register, as proposed by this update, helps progress implementation of the Shire’s Urban and Rural Forest Strategy and demonstrate the value of places of natural and historic significance.

Attachments (available under separate cover)

- **10.1.2 – attachment 1** - Significant Tree Register Assessment Reports - Shire and Private Property Trees (E24/16834)

Alignment with our Council Plan 2023-2033

Liveable
3. Preserve and enhance our natural places, parks, trails and reserves
Connected
4. Facilitate an inclusive community that celebrates our history and diversity

Financial Implications

There are no financial implications of endorsement of additions to the Significant Tree Register. As and when roads are proposed to be upgraded, or development occur, it will be expected that reasonable and practicable efforts be taken to protect significant trees. It is noteworthy that this section of Keirnan Street has been recently upgraded, and was done so in a manner to protect this and many other remnant trees along that road.



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	Council endorses the addition of trees to the Significant Tree Register.	This option is considered the lowest risk					
2	Council does not endorse the addition of trees to the Significant Tree Register, which places such trees under threat of removal due to a lack of awareness to their significance	Nil	Organisational Performance	Possible	Major	HIGH	Accept Option 1.

Voting Requirements: Simple Majority

Officer Recommendation

That Council ENDORSES the inclusion of two additional trees in the Significant Tree Register as per attachment 1.



10.1.3 - Byford Health Hub - Consideration of Draft Deed of Agreement to Construct and Maintain Accessway

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

This report is for the Council to consider endorsing the draft Accessway Deed of Agreement to Construct and Maintain the Accessway associated with the Byford Health Hub. This accessway will be utilised by both the Shire and the general public, in accessing the future long term library site and also in moving between the Byford Rail Station and retail shopping precinct. The draft Deed (**attachment 1**) sets out the intended arrangements between the Shire and East Metropolitan Health Service (EMHS), including EMHS's ongoing construction and maintenance responsibilities.

If the Draft Deed is endorsed, it will underpin the ultimate arrangements for how the future Health Hub, future library, and pedestrian connectivity will coexist as intended pursuant to the Byford Town Centre Civic Master Plan. Such will also facilitate the Crown land subdivision as previously supported by Council, pursuant to the Memorandum of Understanding (MOU) endorsed at the 15 May 2023 Ordinary Council Meeting.

Relevant Previous Decisions of Council

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

That Council:

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



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

That Council:

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

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

That Council:

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

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

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



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

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

Background

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

A Master Plan for the Civic Site was subsequently formulated, to establish the intended layout, relationship, accessibility and connectivity to be achieved from development of the site.

Subsequent to the Master Plan being endorsed, a leasing plan was developed to identify an arrangement for a Health Hub portion, a Shire portion, and an access portion. This access portion would be utilised by both the Health Hub and Library, and pedestrians in moving throughout the station precinct and activity centre. Given the timing of the health hub and its predominant use of the reserve, it has been agreed that the Health Hub would both build and maintain the access portion.

A draft agreement has been formulated to ensure this intended arrangement occurs.

Community / Stakeholder Consultation

The Shire's legal representatives have been assisting Officers in the assessment of the draft deed of agreement, considering its appropriateness to protect the ongoing needs of the Shire. This has also involved engagement with the legal representatives of EMHS, and Department of Planning Lands and Heritage (DPLH) Crown Lands Team division.

Statutory Environment

- *Local Government Act 1995*
- *Land Administration Act 1997*

Comment

Figure 1 following illustrates the proposed area (in red) which will function as the accessway for the Health Hub, the Shire's future library and to provide broader pedestrian connectivity between the Byford Station Precinct and retail core. In terms of the relationship to the future Crown allotments to be created from the Crown subdivision of Reserve 53923, the following depicts:

1. The land area in blue, including the accessway, being a Crown allotment reserved for 'Health, Hospital and Allied Purposes', and vested in Eastern Metropolitan Health Service;
2. The land area in green, being a Crown allotment reserved for 'Public Recreation and Community Purposes', and vested in the Shire;
3. The land area in yellow, being a Crown allotment reserved for 'Rail Purposes', and vested in Main Roads WA.

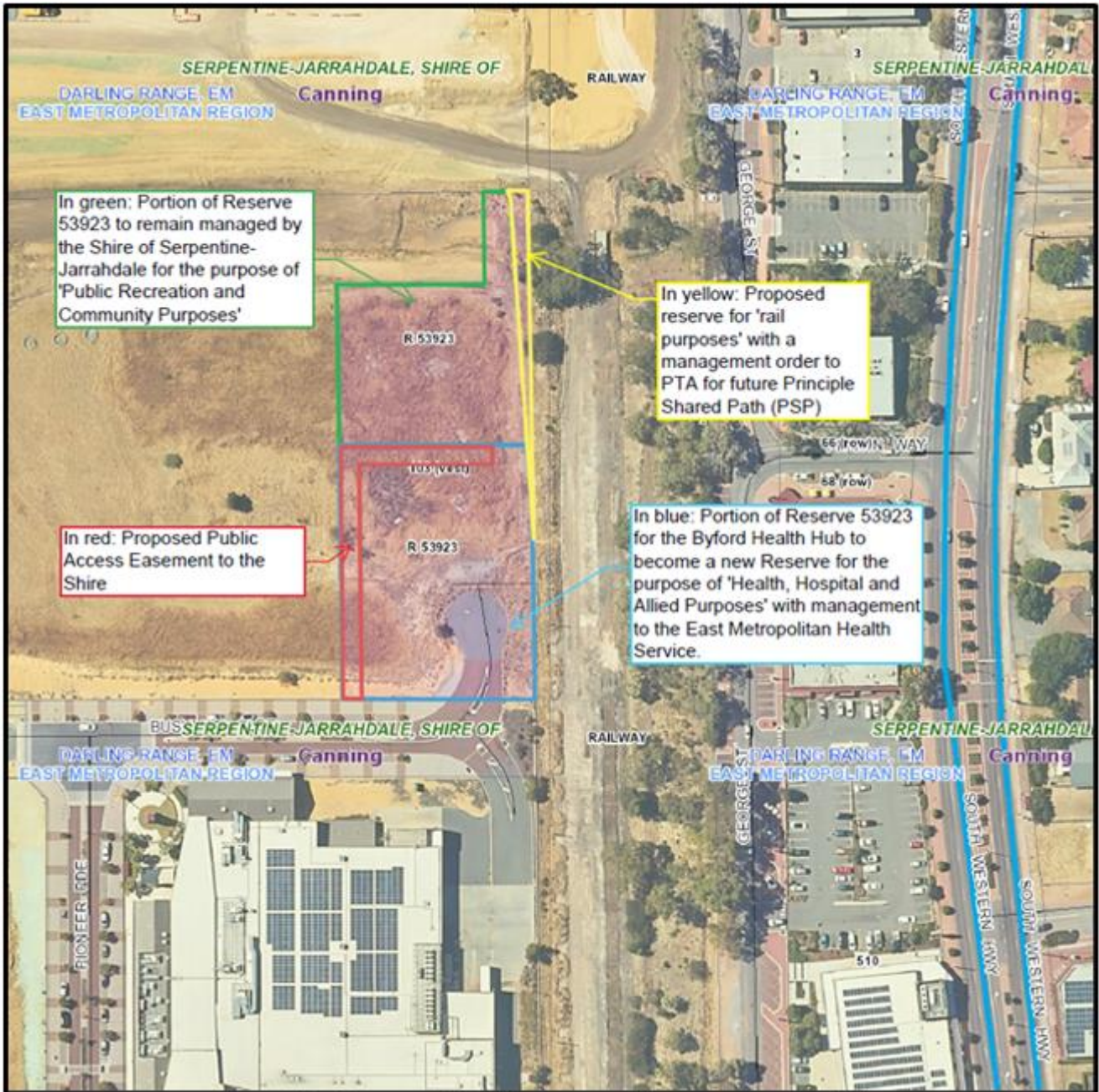


Figure 1 - Proposed Public Access Easement to the Shire

To affect the accessway as intended, a Draft Deed of Agreement to Construct and Maintain the Accessway was prepared, and is provided in **attachment 1**.

This Deed of Agreement establishes the obligations under which EMHS will be responsible for the construction and maintenance of the Accessway, and for granting access over it at all times for the Shire and the general public. This is set out through the following key terms:

Draft Deed of Agreement obligations	Details
Construct and Maintain Accessway	EMHS must: a. Design, detail, construct, pave, mark and drain the Accessway at its costs, to the Shire's reasonable



Draft Deed of Agreement obligations	Details
	<p>satisfaction, prior to the completion of the Development; and</p> <p>b. Maintain, replace, and repair the Accessway in good and substantial repair and condition and to a standard to the Shire's reasonable satisfaction, inclusive of all elements.</p> <p>If EMHS fails to undertake any construction, repair, or maintenance to the Accessway which EMHS is required to undertake, the Shire may give EMHS a Notice requiring EMHS to undertake that repair or maintenance.</p>
Maintain Access	<p>EMHS must:</p> <p>a. At all times allow the Shire and anyone authorised by the Shire, unrestricted access and use of the accessway for the purpose of access to and from the Shire lot, both pedestrian and vehicular; and</p> <p>b. At all reasonable times, allow members of the public to have access and use of the Accessway for pedestrian purposes.</p>
Revocation of Management Order	<p>The Shire agrees to:</p> <p>a. Consent to the revocation of the Management Order and do all things reasonably necessary in order to facilitate the Crown Subdivision.</p> <p>b. Be responsible for any wilful, tortious or unlawful act or omission of the Shire in connection with its use of the Accessway; and</p> <p>c. Make good, or pay the cost to make good, any damage to the Accessway arising from the Shire's use of the Accessway, within a reasonable time of a Notice of the damage being given to the Shire by EMHS.</p>

Implementation - Next Steps

If Council agree to the Deed of Agreement, this would enable the survey instructions to be finalised to create the two separate lots plus lot for the rail corridor. This will see Management Orders granted to the Shire for its lot, to EMHS for its Health Hub lot and to MRWA for the PSP lot.

Based on **attachment 1**, it is recommended that the Draft Deed of Agreement be endorsed by Council for signing by the Chief Executive Officer.



Options

Option 1

That Council:

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

Option 2

That Council does not endorse the Draft Deed of Agreement, and advise EMHS that it wishes to reconsider the land arrangement options for the project.

Option 1 is recommended.

Conclusion

This report outlines the background and negotiations held to date with EMHS. The aim is to facilitate the Crown Subdivision and new land arrangements for a Shire reserve and EMHS reserve, and reserve for the PSP along the rail corridor. The Byford Health Hub will improve the community's long-term health outcomes and provide an opportunity to deliver integrated care in the community. This Crown subdivision and intended management orders will affect the final land dealings necessary, to enable construction of the Health Hub to begin.

Attachments (available under separate cover)

- **10.1.3 - attachment 1** - Draft Deed of Agreement to Construct and Maintain the Accessway (E24/17171).

Alignment with our Council Plan 2023-2033

This proposal aligns with the Shire's Council plan to invest in facilities to meet community needs and to explore potential opportunities to accommodate staff in multiple locations, such as Byford, given the hypergrowth occurring.

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

EMHS is responsible in preparing the Crown subdivision, pending the outcome of this report consideration by Council. The Shire will realise cost savings by not having to contribute to the funding of the access way which is estimated over \$1.5m, nor its ongoing maintenance.



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 current risks associated with Option 1						
2	The Draft Deed of Agreement is not endorsed, and Council indicates it wishes to reconsider land arrangement options for the reserve. This could pose a significant risk to the viability of the project and could impact critical timelines in delivering the project.		Reputation	Possible	Major	SIGNIFICANT	Accept Option 1.

Voting Requirements: Simple Majority

Officer Recommendation:

That Council:

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



10.2 Infrastructure Services reports:

10.2.1 - Request for Tender - RFT 10/2024 - Oakford Bush Fire Brigade Station (Design and Construct) (SJ4485)	
Responsible Officer:	Director Infrastructure Services
Senior Officer:	Director Infrastructure Services 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 Local Government Act 1995.

This report will be distributed prior to the Ordinary Council Meeting.



10.2.2 - Award Request for Tender - RFT 20/2024 - Kargotich Road Stage 2 & 3 and Orton Road - Upgrade Projects (SJ4538)

Responsible Officer:	Strategic Projects Lead
Senior Officer:	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 to seek Council approval for the award of RFT20/2024 – Kargotich Road Stage 2 & 3 and Orton Road – Upgrade Project. Additionally, the report requests Council’s consideration for the temporary closure of Kargotich Road (between Thomas Road and Orton Road) and Orton Road (between Hopkinson Road and Kargotich Road) for a period exceeding four weeks to facilitate the necessary works.

Relevant Previous Decisions of Council

*Ordinary Council Meeting – 16 October 2023 – OCM255/10/23 - COUNCIL RESOLUTION / Officer Recommendation - **extract***

That Council:

- 1. APPROVES the revised scope of work for the Hypergrowth Projects as below:*

<i>Road name</i>	<i>Allocated funding</i>
<i>Kargotich Road (Rowley Road to Orton Road)</i>	<i>\$10.1M</i>
<i>Orton Road (100m east of Bullock Drive to 1.8km east of King Road)</i>	<i>\$6.1M</i>
<i>Soldiers Road - Keirnan Street Roundabout and Cardup Siding Road Roundabout</i>	<i>\$1.75M</i>

*Ordinary Council Meeting – 19 July 2021 – OCM196/07/21 - COUNCIL RESOLUTION / Officer Recommendation - **extract***

That Council:

- 3. NOTES the correspondence from Main Roads regarding the election commitment of \$18 million for upgrade of local roads and that this is reflected in the draft 2021/22 Financial Year budget and Corporate Business Plan for Council consideration; and*



Background

The Shire secured funding through the State Government election commitment to upgrade three major roads in the Shire, referred to as hypergrowth road projects. These roads consist of Kargotich Road, Orton Road and Soldiers Road. The election commitments for which the Shire will have responsibility to deliver are outlined in **attachment 3**. These projects are fully funded by the State Government with no funding contribution by the Shire towards any of these projects.

The total funding allocation by the State Government for the three hypergrowth road projects is \$18M and in order to meet the Shire’s commitments to the funding body, these projects need to progress to construction phase before the next State Government election in March 2025 and be completed by the end of 2024-25 Financial Year.

Details of the current scope of works and funding allocation for each of the projects is shown below:

Road name	Allocated budget
Kargotich Road – Upgrade the section between Rowley Road and Orton Road excluding intersections	\$10.1M
Orton Road – Upgrade the section between 100m east of Bullock Drive (Western edge of Tonkin Highway Extension) and Kargotich Road	\$6.1M
Soldiers Road – Upgrade Keirnan Street Roundabout and Cardup Siding Road Roundabout	\$1.75M

Project Scope and Adjustments

The project scope for Kargotich Road and Orton Road was revised in August 2024 with consideration being given to the latest information impacting the project delivery within budget and on time whilst ensuring that the project priorities aligned with key criteria, including:

- Road safety;
- Current and projected traffic volumes;
- Pavement conditions;
- Future urban and industrial developments in the region;
- Meeting funding agreement conditions and project deadlines;
- Extent of native vegetation clearing;
- Tonkin Highway Extension scope and delivery plan;
- Services relocation;
- Construction and deliverability constraints;
- Updated cost estimates.

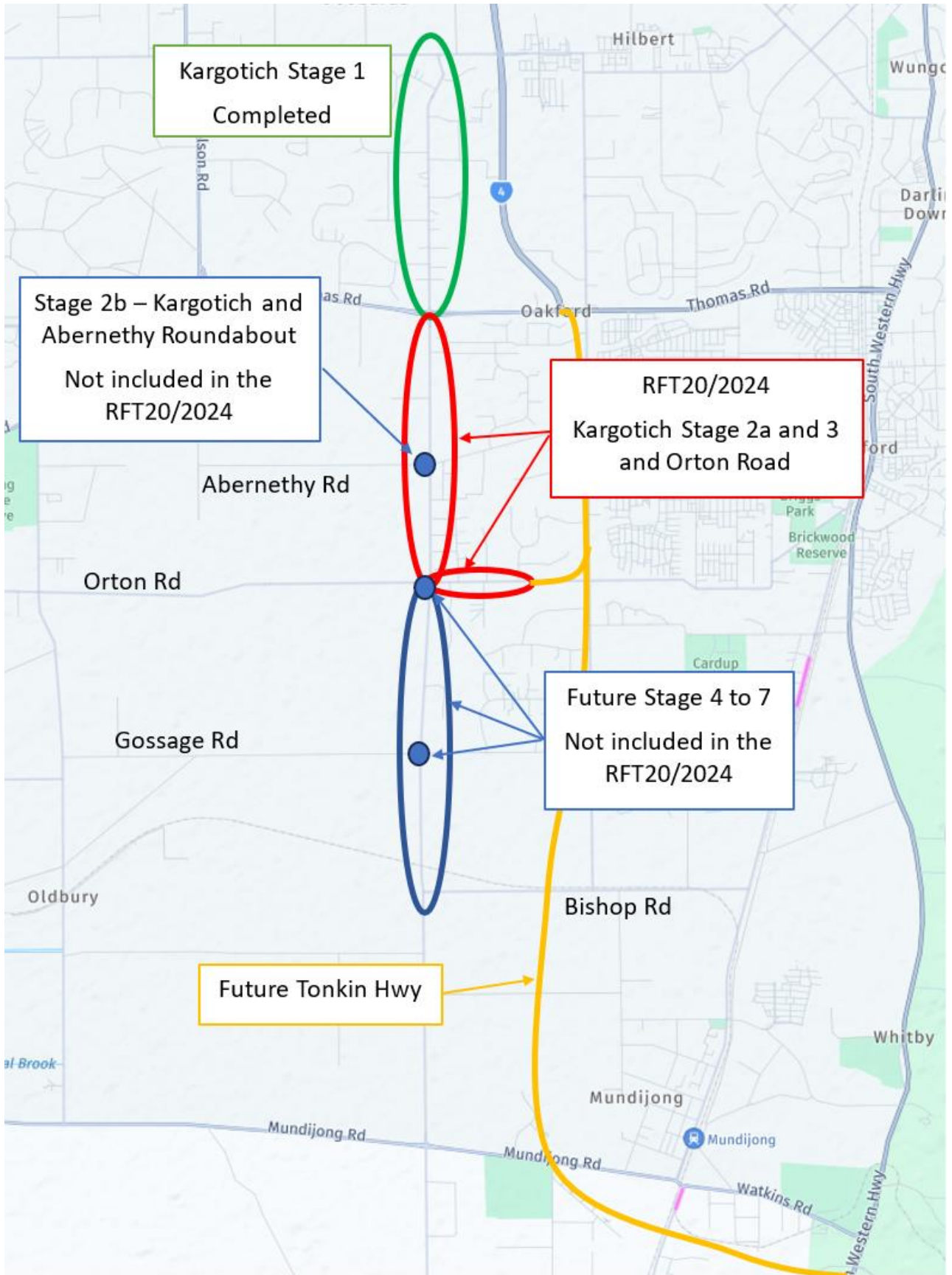
The updated project scope reflects a more efficient allocation of resources, focusing on achieving maximum benefits within the available budget and project delivery timeframe. Details of the revised funding allocations are discussed in the Financial Implications section of the report.



It is important to note that lengthy temporary road closures will be required during the construction period, which is expected to take approximately five months. A comprehensive communication plan will be implemented to inform the community of these road closures. This plan will include issuing local public notice and providing written notifications to affected landowners and the broader road users by issuing targeted notifications as well as posting notifications on various online platforms including Shire's website. These notices will detail the intent to temporarily close Kargotich Road (section between Thomas Road and Orton Road) and Orton Road (section between Hopkinson Road and Kargotich Road) to facilitate the necessary works.

Future stages and budget adjustments

Separate but related to these projects, Shire Officers have submitted grant funding applications to the Metropolitan Regional Road Group (MRRG) Improvement Program for funding support to construct three roundabouts at intersections of Kargotich Road with Abernethy Road, Orton Road and Gossage Road at a total cost of \$17.6M. The three projects have been identified as top three priority in the Shire's election road advocacy plan. The Shire's application has received support from the MRRG at technical member level and included in the draft 2025-26 road improvement program to be approved by the State Advisory Committee and the Minister. The final outcome of these applications will be announced in early 2025. If successful, these projects will be delivered in stages over the coming 3 to 5 years, with construction timeframes to be closely aligned with the delivery of Tonkin Highway Extension project taking into account constraints such as traffic management requirements for each project to ensure efficiency, access and road safety during construction phase.



RFT 20/2024 - Kargotich Road stage 2& 3 and Orton Road



The Request for Tender RFT 20/2024 - Kargotich Road Stage 2 & 3 and Orton Road - Upgrade Project was advertised on Saturday 5 October 2024 and closed at 2.00pm Friday, 1 November 2024.

The Tender was advertised in the following ways:

- West Australian Newspaper and Shire Website (Saturday, 5 October 2024);
- Shire Notice Boards (Monday, 7 October 2024);
- Serpentine Jarrahdale & Armadale Examiner Newspaper (Thursday, 10 October 2024);
- Sound Telegraph and Mandurah Times Newspapers (Thursday, 10 October 2024).

Community / Stakeholder Consultation

Residents with direct access from Kargotich Road and Orton Road have been consulted by way of letter drop which included the information on concept design. Residents were requested to send their comments in writing or by accessing the Shire's website where the project concept was uploaded. In addition, consultation workshop was also arranged on 25 August 2022 where residents and community members in general had the opportunity to attend, ask questions and provide feedback. Comments and feedback received through the Shire's website, submissions in writing and at the workshop were all collated and taken into consideration when developing the detailed design.

Statutory Environment

Section 3.57(1) of the *Local Government Act 1995* requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply the goods or services.

Division 2 under Part 4 of the *Local Government (Functions and General) Regulations 1996* prescribes the kinds of contracts that must be publicly invited. Regulation 11(1) states:

Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250,000 unless subregulation (2) states otherwise.

The Regulations also prescribe requirements and processes to apply when undertaking a public tender.

In relation to the award of tenders, Regulation 18(4) states:

Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.

Closing certain thoroughfares to vehicles

Under section 3.50 of the *Local Government Act 1995*, a local government may close any thoroughfare it manages for a period not exceeding four weeks. To close a thoroughfare for a period exceeding four weeks, the Act requires local public notice of the intent to close the thoroughfare, including calling for public submissions, prior to making an order to close the road.



This function has been delegated to the Chief Executive Officer under delegation 1.1.5 of the Shire's Register of Delegations and Authorisations.

Submissions

Three (3) submissions were received, and the submissions are summarised in **CONFIDENTIAL attachment 1**.

Tender submissions were received from the following companies:

#	Company Name
1	Raubex Construction Pty Ltd
2	Stabilised Pavements of Australia
3	WCP Civil Pty Ltd

Evaluation Panel

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

- Strategic Projects Lead;
- Director Infrastructure Services;
- Manager Engineering Services.

All members of the evaluation panel have made a conflict of interest declaration in writing confirming that they have no relationships with any of the respondents. Each member of the panel assessed the submissions separately.

Evaluation Criteria

Compliance Criteria

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

Qualitative Criteria:

The following qualitative evaluation criteria and weightings were used by the tender evaluation panel to assess tender submissions:

EVALUATION CRITERIA	WEIGHTING
Price with quantities	50%
<p>Relevant Experience</p> <p>Tenderers are to demonstrate relevant experience of the organisation in delivering the same or similar requirements to those outlined in the Technical Specification of the RFT, by providing details of previously completed projects of a similar nature.</p> <p>Please note – Tenderers are reminded that as the Technical Specification contains Separable Parts that may be awarded separately, the Tenderer should provide a response to this criterion based on the offer(s) made, i.e. if a Tenderer</p>	20%



<p>has made an offer for both Separable Parts, the Tenderer should demonstrate experience in delivering similar services to both projects, and managing multiple projects concurrently.</p>	
<p>Key Personnel, Skills, and Resources</p> <p>Tenderers are to demonstrate the suitability of the key personnel nominated to deliver the requirements of the works, including</p> <ul style="list-style-type: none"> - Detailed Organisational structure, outlining the team proposed to deliver the project. - The contractor must nominate all subcontractors (noting that Shire approval will be required before engaging them.) <p>Note – Tenderers providing an offer for more than one Separable Portion must clearly identify the following:</p> <ul style="list-style-type: none"> • In the event of being awarded only one Separable Portion: <ul style="list-style-type: none"> ○ If a nominated team of personnel or any individuals are nominated as a ‘Primary Team’, and will be the proposed project team regardless of which Separable Portion is awarded; or ○ If there are separate nominated teams for each Separable Portion; • In the event of being awarded both Separable Portions: <ul style="list-style-type: none"> ○ Which personnel are dedicated resources for the delivery of one Separable Portion; ○ Which personnel will perform a role across the delivery of both Separable Portions; and ○ * For personnel performing a role across both Separable Portions, their FTE commitment to each Separable Portion. <p>Plant and Equipment</p> <p>Supply details in an attachment.</p> <p>The tenderer shall demonstrate its ability to provide suitably maintained plant and equipment to complete the work as described in the specifications. Include a list of the plant and equipment which states the model, year of manufacture and a brief description of its use.</p>	<p>15%</p>
<p>Demonstrated Understanding</p> <ul style="list-style-type: none"> - Tenderers should detail the process they intend to use to achieve the Requirements of the Specification. The process should include a timetable in the form of a Gantt Chart, for delivering on the service. - The contractor must also investigate potential interference with other projects in the vicinity of the project area - The contractor should also take into consideration possible delays due to adverse weather conditions if the work extends into the winter season 	<p>15%</p>



Note: Tenderers applying for more than one Separable Portion should:

- respond to this criterion with separate responses for the delivery of the Kargotich Road Project, and the Orton Rd Project respectively. For clarity, separate methodologies and Gantt Charts should be supplied for each project; and
- provide a Gantt Chart and methodology for the delivery of both projects concurrently, identifying potential interfaces; and identify how they will be managed to ensure the delivery of both projects within the required timeframes

Evaluation Outcome

All tender submissions were assessed against the evaluation criteria and the qualitative and quantitative results of this assessment and prices are documented in **CONFIDENTIAL attachment 1**.

Following the assessment of all tender submissions, against the selection criteria, the tender submitted by Raubex Construction Pty Ltd was assessed as being the best value for money that meets the Shire's requirements.

The tender evaluation panel therefore recommends the tender submission made by Raubex Construction Pty Ltd be accepted.

Options

Option 1

That Council:

1. AWARDS the Tender RFT 20/2024 - Kargotich Road Stages 2 & 3 and Orton Road - Upgrade Project to Raubex Construction Pty Ltd as contained in CONFIDENTIAL attachment 1 for \$8,789,641.48 (ex GST);
2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 20/2024 - Kargotich Road Stage 2 & 3 and Orton Road - Upgrade Project.
3. NOTES that the Chief Executive Officer will:
 - a) give local public notice in accordance with section 3.50(4)(a) of the Act stating that it is proposed to close Kargotich Road (the section between Thomas Road and Orton Road) and Orton Road (the section between Hopkinson Road and Kargotich Road) from mid-January 2024 for approximately 5 months to allow for necessary works to take place,
 - b) give written notice to affected persons and landowners in accordance with s3.50(4)(b) of the Act advising of its intent to close Kargotich Road (the section between Thomas Road and Orton Road) and Orton Road (the section between Hopkinson Road and Kargotich Road) from mid-January 2024 for approximately 5 months to allow for necessary works to take place,
 - c) invite submissions regarding the proposed road closure, which can be made to the Shire within a period of two weeks after the notice is given,
 - d) consider any submissions received, and



- e) advise the Commissioner of Main Roads of the closure of the road in accordance with section 3.50(5) of the Act.
4. Following consideration of any submission, NOTES that the Chief Executive Officer will issue a local public notice ordering closure of Kargotich Road (the section between Thomas Road and Orton Road) and Orton Road (the section between Hopkinson Road and Kargotich Road) from mid-January 2024 for approximately 5 months to allow for necessary works to take place in accordance with section 3.50(1a) of the Act.
5. REQUESTS the Chief Executive Officer to prepare and implement a Communications Plan regarding the closure of Kargotich and Orton Road;
6. Council APPROVES the following budget variation:

Account Number	Type	Account Description	Debit	Credit
6400-80345-6600-0000	Decrease Expenditure	Upgrades of Roads - Soldiers Road - Capital Expenditure		473,198
6400-80297-6600-0000	Decrease Expenditure	Upgrades of Roads - Kargotich - Stage 1 - Capital Expenditure		3,219,395
6400-80521-6600-0000	Decrease Expenditure	Upgrades of Roads - Kargotich - Stage 3 - Capital Expenditure		1,315,250
6400-80522-6600-0000	Decrease Expenditure	Upgrades of Roads - Orton - Stage 2 - Capital Expenditure		1,315,250
6400-80296-6600-0000	Decrease Expenditure	Upgrades of Roads - Orton - Capital Expenditure		1,119,537
6400-80344-6600-0000	Increase Expenditure	Upgrades of Roads - Kargotich - Stage 2 & 3* - Capital Expenditure	7,442,630	
6400-80345-4802-0000	Decrease Income	Upgrades of Roads - Soldiers Road - Grant - Capital - State	473,198	
6400-80297-4802-0000	Decrease Income	Upgrades of Roads - Kargotich - Stage 1 - Grant - Capital - State	3,219,395	



Account Number	Type	Account Description	Debit	Credit
6400-80521-4802-0000	Decrease Income	Upgrades of Roads - Kargotich - Stage 3 - Grant - Capital - State	1,315,250	
6400-80522-4802-0000	Decrease Income	Upgrades of Roads - Orton - Stage 2 - Grant - Capital - State	1,315,250	
6400-80296-4802-0000	Decrease Income	Upgrades of Roads - Orton - Grant - Capital - State	1,119,537	
6400-80344-4802-0000	Increase Income	Upgrades of Roads - Kargotich - Stage 2 & 3* - Grant - Capital - State		7,442,630

Option 2

That Council DECLINES to accept any tender.

Option 1 is recommended.

Conclusion

Raubex Construction Pty Ltd has been assessed as being able to meet the requirements of the contract. The respondent met all of the requirements for Relevant Experience, Key Personnel, Skills and Experience and Demonstrated Understanding and was assessed as providing the best value for money.

Therefore, it is recommended that Council support Option 1 and the contract be awarded to Raubex Construction Pty Ltd.

Attachments (available under separate cover)

- **10.2.2 – CONFIDENTIAL attachment 1** – RFT 20/2024 - Kargotich Road Stage 2 & 3 and Orton Road - Upgrade Project - Evaluation Report (E24/16346)
- **10.2.2 – CONFIDENTIAL attachment 2** – RFT 20/2024 - Kargotich Road Stage 2 & 3 and Orton Road - Upgrade Project – Probity Certificate (E24/16348)
- **10.2.2 – attachment 3** - Letter from Main Roads - Election Commitments 2021 - Orton, Soldiers and Kargotich Roads (IN21/16442)



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

Financial Implications

The submission of \$8,789,641.48 by the preferred tenderer Raubex Construction Pty Ltd is within the available budget.

No additional funds are required as these projects still come within the \$18m funding provided by the State Government.

However, as the budgets on the specific projects within the funding agreement have now changed, a budget amendment is required to reflect the following:

Project	Original Budget	Required Budget	Increase/ (decrease)
80345 – Soldiers Road <i>(project completed)</i>	\$1,758,000	\$1,284,802	(\$473,198)
80297 – Kargotich Stage 1 <i>(project completed)</i>	\$7,769,500	\$4,550,105	(\$3,219,395)
80344/80521 – Kargotich Stage 2 & 3*	\$2,383,250	\$8,510,630	\$6,127,380
80296/80522 – Orton -Stage 1 & 2*	\$6,089,250	\$3,654,463	(\$2,434,787)
Total	\$18,000,000	\$18,000,000	\$0

*These projects were initially planned and budgeted to be delivered as separate projects through individual contracts. The budget variation contained in this report will combine the budgets into a single project per location. Following these budget amendments, the project budget will be \$8,510,630 for Kargotich Stage 2 & 3 and \$3,654,463 Orton – Stage 1 & 2.



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 proceeds with recommendation to award and projects run over budget.	Budget process, internal costing and reviews.	Financial	Unlikely	Moderate	MODERAT	Nil
2	Not awarding the contract to the successful Tenderer and road works do not occur.	Nil	Organisational Performance	Unlikely	Moderate	MODERAT	Nil

Voting Requirements: Absolute Majority

Officer Recommendation

1. **AWARDS** the Tender RFT 20/2024 - Kargotich Road Stages 2 & 3 and Orton Road - Upgrade Project to Raubex Construction Pty Ltd as contained in CONFIDENTIAL attachment 1 for \$8,789,641.48 (ex GST);
2. **AUTHORISES** the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 20/2024 - Kargotich Road Stage 2 & 3 and Orton Road - Upgrade Project.
3. **NOTES** that the Chief Executive Officer will:
 - a) give local public notice in accordance with section 3.50(4)(a) of the Act stating that it is proposed to close Kargotich Road (the section between Thomas Road and Orton Road) and Orton Road (the section between Hopkinson Road and Kargotich Road) from mid-January 2024 for approximately 5 months to allow for necessary works to take place,
 - b) give written notice to affected persons and landowners in accordance with s3.50(4)(b) of the Act advising of its intent to close Kargotich Road (the section between Thomas Road and Orton Road) and Orton Road (the section between Hopkinson Road and Kargotich Road) from mid-January 2024 for approximately 5 months to allow for necessary works to take place,
 - c) invite submissions regarding the proposed road closure, which can be made to the Shire within a period of two weeks after the notice is given,
 - d) consider any submissions received, and



- e) advise the Commissioner of Main Roads of the closure of the road in accordance with section 3.50(5) of the Act.
4. Following consideration of any submission, NOTES that the Chief Executive Officer will issue a local public notice ordering closure of Kargotich Road (the section between Thomas Road and Orton Road) and Orton Road (the section between Hopkinson Road and Kargotich Road) from mid-January 2024 for approximately 5 months to allow for necessary works to take place in accordance with section 3.50(1a) of the Act.
5. REQUESTS the Chief Executive Officer to prepare and implement a Communications Plan regarding the closure of Kargotich and Orton Road;
6. Council APPROVES the following budget variation:

Account Number	Type	Account Description	Debit	Credit
6400-80345-6600-0000	Decrease Expenditure	Upgrades of Roads - Soldiers Road - Capital Expenditure		473,198
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6400-80344-6600-0000	Increase Expenditure	Upgrades of Roads - Kargotich - Stage 2 & 3* - Capital Expenditure	7,442,630	
6400-80345-4802-0000	Decrease Income	Upgrades of Roads - Soldiers Road - Grant - Capital - State	473,198	
6400-80297-4802-0000	Decrease Income	Upgrades of Roads - Kargotich - Stage 1 - Grant - Capital - State	3,219,395	



Continued

**Ordinary Council Meeting Agenda
Monday, 9 December 2024**

Account Number	Type	Account Description	Debit	Credit
6400-80521-4802-0000	Decrease Income	Upgrades of Roads - Kargotich - Stage 3 - Grant - Capital - State	1,315,250	
6400-80522-4802-0000	Decrease Income	Upgrades of Roads - Orton -Stage 2 - Grant - Capital - State	1,315,250	
6400-80296-4802-0000	Decrease Income	Upgrades of Roads - Orton - Grant - Capital - State	1,119,537	
6400-80344-4802-0000	Increase Income	Upgrades of Roads - Kargotich - Stage 2 & 3* - Grant - Capital - State		7,442,630

**10.3 Corporate Services reports:**

10.3.1 - Confirmation of Payment of Creditors - November 2024 (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> .

Given the early Council Meeting at the time of publishing the Agenda, payments for November were still being finalised and therefore this report will be distributed prior to the Ordinary Council Meeting.



10.3.2 - Monthly Financial Report - October 2024 (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 October 2024.

Relevant Previous Decisions of Council

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

7. That Council, in accordance with regulation 34 (5) of the Local Government (Financial Management) Regulations 1996, and AASB 1031 Materiality, the level to be used in statements of financial activity in 2024/25 for reporting material variances shall be:

- a. $\geq 10\%$ 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 October 2024.

The municipal surplus as at 31 October 2024 is \$28,695,343 which is favourable, compared to a budgeted amount of \$24,599,885. This is primarily due to a higher than anticipated opening position. It is worth noting that the opening position for 2024/25 may change, pending the finalisation of the 2023/24 Financial reports.

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

Operating Activities

Operating Revenue

Rates

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

Operating Grants, Subsidies and Contributions

Favourable permanent variance of \$176,166 primarily due to:

- Payment from Main Roads Direct Roads Grant for 2024/25 more than anticipated - \$77,692
- Payment from National Trust Western Australia for Bushland Management works at Jarrahdale Heritage Park - \$70,500
- Payment from Western Australian Government Association for Urban Greening Grant Program - \$25,014

Fees and Charges

Favourable temporary variance of \$218,059 primarily due to:

- Building and Development Application fees higher than anticipated for the period - \$45,462
- Development Compliance fines/penalties higher than anticipated for the period - \$36,239
- Refuse Charges higher than anticipated for the period - \$112,501

Interest Earnings

Favourable permanent variance of \$235,246 primarily due to:

- Higher than anticipated interest received on Reserve Term Deposits - \$201,983
- Higher than anticipated interest received on overdue Rates - \$36,534.



Other Revenue

Favourable permanent variance of \$109,098 primarily due to:

- Reimbursement on workers compensation claim from Local Government Insurance Scheme (LGIS) - \$110,194

Profit on Asset Disposal

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

Operating Expenses

Employee Costs

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

Materials and Contracts

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

Utility Charges

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

Depreciation

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

Finance Costs

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

Insurance Expenses

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

Other Expenditure

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

Loss on Disposal of Assets

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

Investing Activities

Contributions/Grants for the Construction of Assets

Favourable permanent variance of \$3,432,211 due to:

- Byford DCP - \$2,093,288
- Mundijong Urban - \$859,211
- Community Infrastructure DCP - \$479,265

Proceeds from Disposal of Assets

Favourable temporary variance of \$109,775 primarily due to the sale of vehicles which were budgeted for disposal in 2023/24 which will be adjusted in the carry forwards.



Capital Expenditure

Unfavourable temporary variance of \$592,847 primarily due to:

- Carryforward budget adjustments pending for:
 - 80270 Old Railway Bridge Interpretation Art/Sign - \$35,608
 - 80460 Depot Refurbishment - Outdoor Canopy - \$73,580
 - 80302 Accessible Toilet Facilities at Jarrahdale Cemetery - \$10,271
 - 80396 Mens Shed Upgrade - \$57,903
 - 80424 Irrigation Renewal - \$27,398
 - 80412 Kingsbury Drive - \$41,472
 - 80345 Upgrades of Roads - Soldiers Road (Hypergrowth Project) - \$308,191
 - 80409 Mundijong Rd & King Rd Intersection - \$12,044
 - 80465 Electronic Signage - \$28,438

Financing Activities

Proceeds from new Borrowings

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

Transfer from Reserve

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

Repayment of new Borrowings

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

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 \$3,618,148 due to:

- Byford DCP - \$2,093,288
- Mundijong Urban - \$859,211
- Community Infrastructure DCP - \$479,265
- Higher than anticipated interest received on Reserve Term Deposits - \$201,983

Option 1

That Council RECEIVES the Monthly Financial Report for October 2024 in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* as contained in **attachment 1**.



Option 2

That Council DOES NOT RECEIVE the Monthly Financial Report for October 2024, in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* as contained in **attachment 1**.

Option 1 is recommended.

Conclusion

Nil.

Attachments (available under separate cover)

- **10.3.2 - Attachment 1** – Monthly Financial Report – October 2024 (E24/16704)

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 October 2024, the Shire’s respective cash position was as follows:

Municipal Fund:	\$8,814,857
Cash Reserve:	\$11,462,873
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 October 2024 leading to the Shire not meeting legislative requirements on financial reporting.	Provision of sufficient information and records to support the recommendation	Financial	Unlikely	Insignificant	LOW	Accept Officer Recommendation

Voting Requirements: Simple Majority

Officer Recommendation

That Council RECEIVES the Monthly Financial Report for October 2024 in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* as contained in attachment 1.



10.3.3 - Monthly Financial Report - November 2024 (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> .

Given the early Council Meeting at the time of publishing the Agenda, the November Monthly Financial Report was still being finalised and therefore this report will be distributed prior to the Ordinary Council Meeting.



10.4 Community Engagement reports:

10.4.1 - Bushfire Advisory Committee Meeting - Receipt of Minutes and Shire of Serpentine Jarrahdale Bush Fire Service - Brigade Operating Procedures Review (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 21 November 2024 and consider the specific item and recommendation of the BFAC, pertaining to the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures Review.
- Inform Council in respect of clause 3.6(ii) of the *Shire of Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021*, which states:

The duties of the Chief Bush Fire Control Officer include –

- (ii) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the Local Government or as directed by the Chief Executive Officer.*

Relevant Previous Decisions of Council

<p><i>Ordinary Council Meeting – 20 May 2024 – OCM140/05/24 – COUNCIL RESOLUTION - extract</i></p> <p><i>That Council:</i></p> <p><i>1. RECEIVES the Bush Fire Advisory Committee Meeting Minutes as at attachment 1.</i></p>

Background

The Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures (BOP) is established under the *Shire of Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021* and outlines the working structure of the Bush Fire brigades. Following changes to *Work Health and Safety Regulations 2022* it was identified that a review of the Shire's Bush Fire Service – Brigade Operating Procedures was required to ensure compliance with Work, Healthy and Safety legislation.



Community / Stakeholder Consultation

Brigade Captains

Engagement with the Bush Fire Brigade members was undertaken through the brigade enhancement working group throughout 2023. This consisted of a selection of volunteers from all brigades.

Additional consultation was undertaken with the brigade captains in August 2024. All feedback provided by the captains has been incorporated in the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures (BOP).

Statutory Environment

- *Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021*
- *Bush Fires Act 1954*
- *Bush Fire Regulations 1954*
- *Fire Brigades Act 1942*
- *Emergency Management Act 2005*
- *Local Government Act 1995*
- *Work Health and Safety Act 2020*
- *Work Health and Safety Regulations 2022*
- *Equal Opportunities Act 1984*

Comment

Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures

A Bush Fire Advisory Committee Meeting was held on Thursday, 21 November 2024. At this Meeting, the Committee noted that a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken.

The revised Brigade Operating Procedures incorporate several key changes. These changes include aligning the procedures with the *Work Health and Safety Act 2020* and the *Work Health and Safety Regulations 2022*. A summary of the changes and updates is provided below:

Update	Comment
Alignment with WHS Legislation	Revised BOP ensures compliance with the <i>Work Health and Safety Act 2020</i> and <i>Work Health and Safety Regulations 2022</i> , meeting the Shire's obligations towards our volunteer workers.
Streamlined Membership Application and Leave Processes	Simplifies onboarding and exit procedures, improving brigade efficiency and member management. Leave of absence rules updated to ensure continuity and accountability.
Updated Training and Attendance Standards and Competencies	Aligns training requirements with minimum standards and minimum attendance requirements for each role, increasing brigade readiness and reducing operational risks.
Revised Operational Turn-Out Procedures	Replaces references to SMS with BART for brigade communications.



Update	Comment
Enhanced Social Media Guidelines	Establishes clear boundaries for social media use.
Code of Conduct	Clarity improved to ensure all members are aware of the requirement to adhere to the Shire's Code of Conduct. Following the issuing of the revised BOP, all volunteer brigade members will be required to sign acknowledgement of the Shire's Code of Conduct as a Shire volunteer.
Grievance and Disciplinary Processes Aligned with Shire's Internal Procedures	Streamlines grievance handling by integrating with the Shire's internal systems, ensuring consistency and fairness in managing conflicts within the brigade.
Procedure Updates	Outdated procedures have been removed. Clarifications have been made to voting eligibility and meeting procedures.

The revised Brigade Operating Procedures provides the Shire with a contemporary working structure for the Bush Fire Brigades. The review has identified that further improvements to the BOP are currently limited by provisions of the *Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021*. Officers propose to initiate a review of the local law to support contemporary Bush Fire Brigade management principles.

Report on the bush fire brigades' resourcing, equipment (including protective clothing) and training levels

Clause 3.6(ii) of the *Shire of Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021* requires the Chief Bush Fire Control Officer to provide a report on the bush fire brigades' resourcing, equipment (including protective clothing) and training levels.

Financial

- Local Government Grant Scheme (LGGs) Acquittal: this has been submitted to DFES for the 2023/24 financial year.
- LGGs Budget: For 2024/25: the Shire received a grant offering of \$458,898 from DFES.

Equipment

- Recent Upgrade: In March 2024, the Shire acquired a new 2000L 4x4 Broadacre Tanker, which replaced the Keysbrook BFB's Light Tanker as their primary appliance.



- Current Fleet Overview:

Brigade	Primary Appliance	Other Appliances
Byford	3.4 Urban Tanker	Light Tanker
Emergency Support	-	Incident Control Vehicle
Jarrahdale	4.4 Rural Tanker	Light Tanker
Keysbrook	2.4 Broadacre Tanker	-
Mundijong	3.4 Urban Tanker	Light Tanker, 12.2 Bulk Water Tanker
Oakford	3.4 Urban Tanker	Light Tanker, 9.2 Bulk Water Tanker
Serpentine	3.4 Urban Tanker	Light Tanker

- Protective Clothing and Equipment: The Shire has fulfilled 107 orders for PPC this calendar year. All members are adequately equipped.

Membership

- Members - Brigades currently have 253 members across the Shire. All Brigade Annual General Meetings have been completed and Captains appointed.

Training

- Pre-Season Readiness: As of 27 November, 139 members across the Shire's seven brigades have completed pre-season skills assessment, enabling them to respond to incidents for the forthcoming High Threat Fire Period. Shire Officers will continue to support brigades in assisting with other members to complete their pre-season skills assessments.
- A Rural Urban Interface (RUI) exercise was held in October 2024 in Keysbrook, engaging 40 members across all seven brigades.

Options

Option 1

That Council:

- RECEIVES the Bush Fire Advisory Committee Meeting Minutes of 21 November 2024 as at **attachment 1**.
- NOTES a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken and was issued to the volunteer brigade members on 29 November 2024.
- REQUEST the Chief Executive Officer to present the following items to the next Audit, Risk and Governance Committee Meeting and the next Bush Fire Advisory Committee Meeting:
 - The proposed sections of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures to be reviewed in 2025;
 - A proposed timeline and scope for the review of the *Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021*;
 - A summary of compliance by volunteer brigade members who have signed the Shire's Code of Conduct as a Shire volunteer.



4. NOTES the Report on the bush fire brigades’ resourcing, equipment (including protective clothing) and training levels in accordance with clause 3.6(ii) of the *Shire of Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021*.

Option 2

That Council:

1. DOES NOT RECEIVE the Bush Fire Advisory Committee Meeting Minutes of 21 November 2024 as at **attachment 1**.
2. DOES NOT NOTE the review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures.
3. DOES NOT NOTE the Report on the bush fire brigades’ resourcing, equipment (including protective clothing) and training levels in accordance with clause 3.6(ii) of the *Shire of Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021*.

Option 1 is recommended.

Conclusion

The revised Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures reflect a comprehensive revision that addresses alignment with the *Work Health and Safety Act 2020* and the *Work Health and Safety Regulations 2022*, streamlining processes for efficiency, and updating training and operational procedures to enhance effectiveness and appropriate management of the Shire’s volunteer Bush Fire Brigade members.

Attachments (available under separate cover)

- **10.4.1 - attachment 1** –Bush Fire Advisory Committee Meeting Minutes – 21 November 2024 (E24/16773)

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	There are no risks associated with this recommendation						
2	There could be negative public perception that the Shire's Council has not noted the review of the Shire's Bush Fire Service - Brigade Operating Procedures, which governs all aspects of operations of brigades and members.	Engagement with relevant internal subject matter experts and Brigade captains as part of the document review.	Reputation	Possible	Minor	MODERATE	Option 1

Voting Requirements: Simple Majority

Officer Recommendation

That Council:

1. **RECEIVES** the Bush Fire Advisory Committee Meeting Minutes of 21 November 2024 as at attachment 1.
2. **NOTES** a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken and was issued to the volunteer brigade members on 29 November 2024.
3. **REQUEST** the Chief Executive Officer to present the following items to the next Audit, Risk and Governance Committee Meeting and the next Bush Fire Advisory Committee Meeting:
 - i. The proposed sections of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures to be reviewed in 2025;
 - ii. A proposed timeline and scope for the review of the *Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021*;
 - iii. A summary of compliance by volunteer brigade members who have signed the Shire's Code of Conduct as a Shire volunteer.



Continued

**Ordinary Council Meeting Agenda
Monday, 9 December 2024**

- 4. NOTES the Report on the bush fire brigades' resourcing, equipment (including protective clothing) and training levels in accordance with clause 3.6(ii) of the *Shire of Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021*.**



10.4.2 - Endorsement of Briggs Park Recreation Precinct Master Plan (SJ4403)

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> .

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:

- endorse the Briggs Park Recreation Precinct Master Plan, Opinion of Probable Costs (OPC) and the consultation and review report that accompanies the recently endorsed Serpentine Jarrahdale Community Recreation Centre (SJCRC) Concept Design and OPC.
- consider the establishment of the Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group and financial contribution towards the project as part of the Urban Precincts and Partnerships Funding Program application for the project.

Relevant Previous Decisions of Council

Ordinary Council Meeting – 16 September 2024 – OCM263/09/24 - COUNCIL RESOLUTION / Officer Recommendation

That Council:

1. *ENDORSES Concept Plan 2 as the preferred option for the SJCRC Expansion project, which is estimated at a cost of \$43.77 million.*
2. *REQUESTS the Chief Executive Officer to continue with advocacy for the 2025 State and Federal Government elections to secure funding for the SJCRC Expansion project.*
3. *ENDORSES Briggs Park Masterplan 2 for the purpose of community engagement.*
4. *REQUESTS the Chief Executive Officer to present the Briggs Park Masterplan back to Council following the community engagement.*

*Ordinary Council Meeting – 19 August 2024 – OCM233/08/24 - COUNCIL RESOLUTION / Revised Officer Recommendation - **extract***

That Council:

1. *ENDORSES the submission of two Shire applications to the following Federal Government funding programs:*



- *Thriving Suburbs Program (KPRSP Stage 1B (BMX))*
- *urban Precincts and Partnerships Program (uPPP), joint application to Stream Two (KPRSP Stage 1B (BMX) and Stage 1C) or SJCRC and Briggs Park Masterplan, depending on Thriving Suburbs Grant outcomes.*

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

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.*

Background

Following Council's endorsement of the expansion of the Serpentine Jarrahdale Community Recreation Centre as one of its 2025 election advocacy projects, OTIUM Consultants were engaged in February 2024 to undertake the development of the SJCRC expansion Concept Plan and Briggs Park Master Plan Project.

The SJCRC expansion concept plan aims to address the lack of high quality sport and recreation facilities within the Shire and address the growing need for accessible sports participation in the community through two additional basketball courts and accompanying amenities within the SJCRC. At its September Meeting, Council endorsed Concept 2 as the preferred concept for the expansion of the SJCRC.

At the September Ordinary Council Meeting, Council endorsed Briggs Park Master Plan Concept 2 for the purpose of community engagement. The Master Plan considers the overall usage, facilities, parking, flow and movement in and around the Briggs Park sporting precinct, with the aim of developing a high quality sport and recreation precinct that caters for the growing Byford Community. The Master Plan also considers a number of site constraints, including, Bush Forever site, environmental requirements, bushfire management, building compliance, old and unused infrastructure as well as new infrastructure already in design and construction phase (skatepark and pump track).

At its August Meeting, Council endorsed the development of a grant application to the Federal Government's Urban Precincts and Partnerships Program for the SJCRC Expansion Project.

Community / Stakeholder Consultation

Policy Concept Forum

Nil.



Stakeholder Engagement

Following Council's decision at its September Meeting, further engagement was conducted with Briggs Park precinct user groups regarding Briggs Park Master Plan Concept 2. The feedback is provided below:

User Group	Feedback
<p>YMCA, Byford Basketball Association, Byford Venom Futsal.</p> <p><i>Between the 3 organisations they coordinate competitive and social basketball and futsal, social netball, social beach volleyball, children's gymnastics and manage the gymnasium, OHSC and general social use of the centre.</i></p>	<p>The stakeholders felt this was clearly a better long-term outcome and created a much better overall space that met all the needs.</p> <p>The group acknowledged that the much higher estimated cost may be prohibitive, and the closure is a concern but they would be willing to work through this for the long term outcome of a more contemporary facility fit for purpose and the growing community.</p> <p>4 compliant courts would be a great outcome that would likely fit the needs into the future and allow growth of all sports to a competitive level.</p> <ul style="list-style-type: none"> • Parking allowances across the site is much better in concept 2 and the pathway network is a great addition. • Question in regard to whether pavilion will have a social space for awards etc that basketball/futsal etc could also utilise as a bookable space. • Like all courts being in the same space. • New gym and OHSC section is an excellent outcome. • Parking and flow is a big positive of concept 2. • Concept 2 will allow for day use in terms of space for private sports coaching etc that is already in demand but unable to be accommodated. • Allows expansion of current competitive sports including basketball entering WABL competition level and expansion to possible competition level for netball and hardcourt volleyball that is wanted but unable to be accommodated currently. • Allows kids gymnasium program to be developed in line with demand. • Acknowledge loss of climbing wall is not a huge item and social beach volleyball loss would be outweighed by ability to undertake hardcourt volleyball program (better income stream and more member involvement).
<p>Byford Falcons Basketball Club</p> <p>(currently play and train at two differing school sites)</p>	<p>Agree that concept 2 is by far the better option and provides a much better long-term outcome for the community.</p> <p>Concept 2 option is the only way to ensure the space is available to have their club utilise the recreation centre in future (currently do not play on site).</p> <p>Question whether an additional 5th court could be drawn up if needed over two courts for higher level game requirements.</p>



User Group	Feedback
	Question if any meeting room space provided for clubs within the SJCRC design, explained that additional club meeting rooms would also be located in central pavilion.
Probus Community Group	Happy with designs and agree that concept 2 is the best option. Interested in the fact they may be able to utilise new pavilion with a large function space, new kitchen and toilets instead of current space they feel is unsafe for their members.
Mundijong Centrals Junior Football Club	Agree that Concept 2 is by far the best option. Parking allowance is not sufficient in concept 1. Storage is important for the club and also good size changerooms which we agree are both catered in the pavilion design.
Byford BMX Club	Understand it all has little effect on them due to BMX relocation being required prior to any of this masterplan being undertaken. Discussed the option of the track being moved south if required to accommodate the recreation centre build. While this is possible it would be very costly and require full redevelopment and redesign to do so. Both BMX and SoSJ CPS agree this is not the best outcome. BMX do agree that whilst they are not involved in indoor court sports Concept 2 is by far the best outcome for the precinct and community.
Heritage Country Choir	Happy with the recommendations, expressed a need to understand how this will affect the Christmas Carol event and the choir usage of the new pavilion in future. Confirmed event and useage would be considered to be continuing in future.
Byford Bushrangers base/teeball	No response
GKR Karate	No response
SJ Blues Cricket Club	No further input
Byford Secondary College	No response
Byford Weight Watchers	No further input
Fundamentals OT	No further input
Jazzie Shazzie Dance	No response
Armadale Community Playgroup	No response



Following engagement with the Briggs Park Precinct user groups, the Master Plan Concept 2 aligns with their future needs and population growth. Based on the feedback received from user groups, the following elements have been addressed in the final Master Plan presented:

- Approximately 300 parking bays across two parking zones;
- Option for secondary access, subject to regulatory approvals;
- Centrally located shared use sports pavilion, with access to public toilets.

Statutory Environment

- *Local Government Act 1995*
- *Building Act 2011*
- *Disability Services Act 1993*

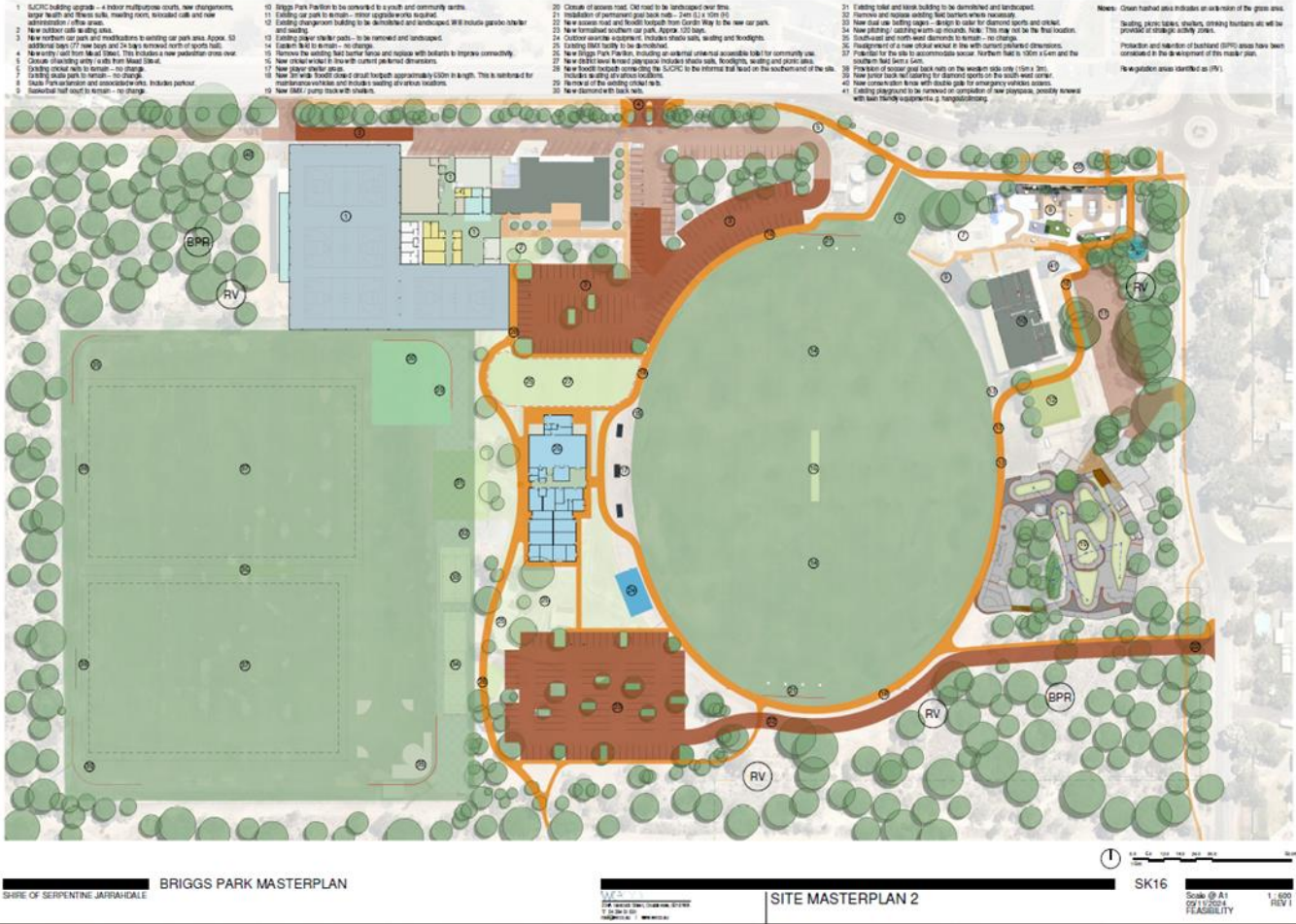
Comment

The Briggs Park Master Plan, Master Plan Report and Opinion Probable Costs (OPC) are the final documentation to be endorsed, which provides the long term future planning for the community at Briggs Park Precinct.

The Master Plan process incorporated a number of factors as part of the site analysis, including:

- Site and feature surveys (environmental, utilities/services including underground, irrigation and drainage)
- Site infrastructure (current, old and unused)
- Future and redeveloped infrastructure (skate park, pump track etc.)
- BMX relocation
- Bush Forever and bushfire management site constraints
- Improved connectivity
- Parking and flow
- Financial and community sustainability

The Master Plan concept looks at the best possible site layout given the various constraints of the site and how to best utilise the open space. The Master Plan is provided below and is at **attachment 1**.



The Master Plan is also developed on the following assumptions:

- The BMX facility is relocated to Keirnan Park
- The development of the skate park and Stages 1 and 2 of the pump track will remove the current access road from Gordin Way. The development of formalised parking at the southern end of the site will require a new access road that has been identified south of the pump track. This alignment provides the least disturbance to an area of significant bushland, but this would still require environmental permits and offsets to be granted to undertake this.

The major undertakings across the Master Plan Concept includes:

- Addition of a district level playspace central to all amenities
- Changes to the western rectangular playing fields to incorporate additional diamond and feasibly soccer/hockey pitches
- Additional parking as part of north car park expansion (approx. 175 bays)
- Additional parking at the southern end of the site - subject to access road permits (approx. 125 Bays)
- Sites for outdoor recreation (hit up mounds, gym equipment, picnic areas etc.)
- Demolish unused infrastructure
- Sealed accessible pathway network across the site to aid flow and distribution



-
- Adjustment to and addition of sporting infrastructure (nets, shelters, warm up areas)
 - Replace field barriers and upgrade synthetic pitches
 - A multi-use sports pavilion to be located centrally between the two ovals
 - Public toilets in central location as part of pavilion.

The consultant's report for the SJCRC expansion and Briggs Park Master Plan is provided at **attachment 2**. This report details the review, processes, considerations, and analysis that has been undertaken to arrive at the Briggs Park Master Plan and preferred SJCRC Concept Plan. This report should be read in conjunction with viewing the concept and Master Plans. The report also provides the OPC for the remaining elements of the Briggs Park Master Plan. Noting some elements are contained within the OPC of the SJCRC Expansion Project, such as:

- SJCRC Expansion
- New pavilion
- Siteworks around the recreation centre precinct

The OPC does not include costings for Briggs Park site works already scheduled:

- Skate Park Expansion
- Pump Track Development
- Youth Centre upgrades

Urban Precincts and Partnerships Funding Program (uPPP)

Officers have been progressing the initial requirements to undertake a funding application to the uPPP. This grant program has been identified as one of the appropriate grant funds for Shire advocacy projects to be directed toward obtaining Federal Government project funding.

The SJCRC Expansion Project, identified as the first stage of the Briggs Park Master Plan, has the strongest alignment to the program guidelines.

Officers have commenced the development of the Shire's application, which includes a Cost Benefit Analysis Report and Business Case, which are required for the application.

The uPPP application also requires other Shire and partnership commitments which form part of this report for Council's consideration.

Whilst uPPP guidelines state that it can fund up to 100% of a project to the value of \$50m, the reality of the program is that projects are only likely to get support if they include:

- Other community and government formal partnership support; and
- Funding commitment from other sources, including the local government.

Following the initial funding application planning phase, Officers have identified that the following requirements will need to be in place prior to the Shire submitting its application:

- Establishment of a partnership reference group; and
- Commitment of a financial contribution from the Shire.



Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group (SJCRCPRG)

The uPPP guidelines require applicants to undertake a partnership approach to the project bringing together government, community, and business to deliver the projects. Establishment of a partnership reference group with a focus on bringing together relevant local entities to collaboratively plan the development is stated in the guidelines and specifically suggests local membership that includes:

- Federal, state and/or territory government
- Local government
- Not-for-profit entities
- First Nations groups
- Community organisations

Officers have based the proposed membership on those community groups, organisations and government bodies that are directly impacted by or have a strong connection to the SJCRC Expansion Project to ensure a committed and connected partnership reference group.

Connection and input from the local clubs who are the predominate user groups is a high priority for the partnership reference group and also for the grant application criteria.

Attachment 3 provides the Terms of Reference for the partnership reference group, including recommended membership.

Officers propose the partnership reference group operate for an initial 12 months, to assist the Shire in its advocacy efforts to secure funding for the expansion project.

Shire Financial Contribution

A funding commitment from the applying body, in this case the Shire, is strongly recommended to ensure the application has the best opportunity to be successful.

Officers recommend that Council commit \$1million toward the capital construction of the project to assist in the advocacy strategy to leverage State and Federal funding commitments. This amount needs to be confirmed within the grant application in writing, via a formal letter from the Shire's Chief Executive Officer or President.

The establishment of a partnership reference group and the proposed funding strategy will provide a strong project framework for State and Federal election advocacy and assist the Shire in meeting program funding guidelines.

Options**Option 1**

That Council:

1. ENDORSES the following documentation for the Briggs Park Recreation Precinct:
 - a. Briggs Park Master Plan, as at **attachment 1**.
 - b. Opinion of Probable Costs and the Consultant's Report, as at **attachment 2**.
2. RESOLVES to establish the Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group in accordance with the Terms of Reference, at **attachment 3**.



3. APPOINTS [*Elected Member moving motion to specify*] as the Elected Member representative and [*Elected Member moving motion to specify*] as the deputy Elected Member on the Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group.
4. AUTHORISES the Chief Executive Officer to invite and appoint the community representatives in accordance with the Terms of Reference.
5. AUTHORISES the Chief Executive Officer to submit an application to the Urban Precincts and Partnerships Program for the SJCRC Expansion Project including a cash contribution of \$1million towards the capital construction of the project by the Shire.

Option 2

That Council:

1. ENDORSES the following documentation for the Briggs Park Recreation Precinct:
 - a. Briggs Park Master Plan, as at **attachment 1**.
 - b. Opinion of Probable Costs and the Consultant's Report, as at **attachment 2**.
2. ENDORSES the Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group Terms of Reference, as at **attachment 3**.
3. APPOINTS [*Elected Member moving motion to specify*] as the Elected Member representative and [*Elected Member moving motion to specify*] as the deputy Elected Member on the Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group.
4. AUTHORISES the Chief Executive Officer to submit an application to the Urban Precincts and Partnerships Program for the SJCRC Expansion Project without a financial contribution from the Shire.

Option 3

That Council:

1. ENDORSES the following documentation for the Briggs Park Recreation Precinct:
 - a. Briggs Park Master Plan, as at **attachment 1**.
 - b. Opinion of Probable Costs and the Consultant's Report, as at **attachment 2**.
2. REQUESTS the Chief Executive Officer to not progress the Urban Precincts and Partnerships Funding Program application for the SJCRC Expansion Project.

Option 1 is recommended.

Conclusion

The Briggs Park Master Plan provides a long term vision for the development of the Briggs Park Recreation Precinct. Through stakeholder engagement, a detailed site analysis and careful consideration of environmental, infrastructure, and connectivity factors, the Master Plan presents a strategic layout to optimise the use of the space and meet community needs.

Officers also recommend the establishment of a partnership reference group and financial contribution towards the capital construction of the project, to assist the Shire's application to the Urban Precincts and Partnerships Funding Program.



Attachments (available under separate cover)

- **10.4.2 – attachment 1** – Briggs Park Master Plan (E24/16736)
- **10.4.2 - attachment 2** – Opinion of Probable Costs and the Consultant’s Report (E24/16740)
- **10.4.2 – attachment 3** – Partnership Reference Group Terms of Reference (E24/16729)

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
Connected	
1.	Invest in community recreation and support local clubs and groups to increase opportunities for participation

Financial Implications

Option 1 would require a commitment of \$1million toward the capital construction of the project. This is not currently considered in the Shire’s Long Term Financial Plan and will be addressed if the Shire is successful in securing grant funding for this project.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	The Shire is unsuccessful in gaining funding for the SJCRC Expansion Project.	The Shire has developed the Briggs Park Master Plan and SJCRC Expansion Project Concept Plan. The establishment of a partnership reference group and a financial contribution to strength the Shire’s application.	Social / Community Outcomes	Possible	Moderate	MODERATE	Continued engagement with State and Federal MPs regarding the project.



2	A lack of financial contribution by the Shire reduces the strength of the application, resulting in the Shire being unsuccessful in its application and unable to deliver the project.	The uPPP guidelines state that it can fund up to 100% of a project, to the value of \$50m.	Social / Community Outcomes	Possible	Moderate	Moderate	Option 1
3	Not submitting an application to the uPPP would significantly reduce the Shire's chances in receiving Federal Government funding for the project.	Feedback received is that projects should be submitted via a Federal Government funding program to be considered for Federal funding support.	Organisational Performance	Likely	Moderate	SIGNIFICANT	Option 1

Voting Requirements: Simple Majority

Officer Recommendation

That Council:

1. **ENDORSES** the following documentation for the Briggs Park Recreation Precinct:
 - a. Briggs Park Master Plan, as at attachment 1.
 - b. Opinion of Probable Costs and the Consultant's Report, as at attachment 2.
2. **RESOLVES** to establish the Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group in accordance with the Terms of Reference, at attachment 3.
3. **APPOINTS** *[Elected Member moving motion to specify]* as the Elected Member representative and *[Elected Member moving motion to specify]* as the deputy Elected Member on the Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group.
4. **AUTHORISES** the Chief Executive Officer to invite and appoint the community representatives in accordance with the Terms of Reference.
5. **AUTHORISES** the Chief Executive Officer to submit an application to the Urban Precincts and Partnerships Program for the SJCRC Expansion Project including a cash contribution of \$1million towards the capital construction of the project by the Shire.



10.4.3 - Execution of Sublease between Sport Aircraft Builders Club Inc. and Fire and Emergency Services Ministerial Body - Reserve 25911 Yangedi Road Hopeland (L066)

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> .

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:

1. The amendments to the sublease, which are made in accordance with the Head Lease agreement between the Shire and Sport Aircraft Builders Club of WA Inc.; and
2. The authorisation to co-sign the sublease with key amendments between the Sport Aircraft Builders Club of WA Inc. and FES Ministerial Body, a body corporate, pursuant to the *Fire and Emergency Services Act 1998 (WA)*, located at Reserve 25911, 286 Yangedi Road, Hopeland.

Relevant Previous Decisions of Council

Ordinary Council Meeting - 18 March 2024 - OCM061/03/24 - COUNCIL RESOLUTION / Officer Recommendation

That Council:

1. *APPROVES the deed of sublease between the Sports Aircraft Builders Club Inc (SABC) and Fire and Emergency Services Ministerial Body, located at Reserve 25911, 286 Yangedi Road, Hopeland based on the following terms:*

Term: 3 years

Option: 2 successive options for a further term of 12 months in each case

Area: Part of the reserve area totalling approximately 4000m²

Rent: \$2000 per annum

Permitted use: The Tenant may use the Premises for fire and emergency purposes to house a helicopter and necessary infrastructure related thereto and for all ancillary uses unless the Landlord consents to another use.

2. *AUTHORISES the co-signing of the deed of sublease as shown in CONFIDENTIAL attachment 1 (subject to the consent of the Minister for Lands) in accordance with Council Policy 1.1.4 – Execution of Documents and Use of the Common Seal.*



Ordinary Council Meeting - 23 July 2018 - OCM071/07/18 - COUNCIL DECISION / Alternate Councillor Recommendation

That Council:

- 1. Requests the Minister for Lands amend the Management Order for Lot 164 Yangedi Road (Reserve 25911) to increase the Power to Lease to a term of 32 years and the permitted purpose amended to Recreation and Weather Radar Activities.*
- 2. Notes the key lease terms between the Shire of Serpentine Jarrahdale and the Sports Aircraft Builders Club as:
 - a) Lease term of 32 years;*
 - b) Annual rental of \$1.00 in accordance with Council Policy 5.1.3 Lease and License Management;*
 - c) Permitted purpose of Recreational Airfield and associated activities including light aircraft maintenance, aerial firefighting aircraft, Shire Bushfire Services and air rescue and weather radar activities;*
 - d) Sports Aircraft Builders Club to be responsible for all outgoings and insurances associated with their occupation of the site, inclusive of local government rates and service charges.**
- 3. Reduces the income account BOR110 by \$1,864.50 to reflect the loss of rental income from the reassignment of the BOM lease to Sports Aircraft Builders Club.*

Background

The Shire has a Management Order over Reserve 25911, 286 Yangedi Road, Hopeland for the designated purpose of Recreation, Weather Radar Activities and Emergency Services, with the power to lease (sub-lease or licence) for a term not exceeding 32 years.

The Reserve, known as 'Yangedi Airfield' consists of the Sport Aircraft Builders Club Inc. (SABC) and infrastructure erected by the Commonwealth of Australia Bureau of Meteorology (BOM) and the Fire and Emergency Services Ministerial Body (FES).

At its 18 March 2024 Meeting, Council approved the sublease between the SABC and the FES, based on the following terms:

Term: 3 years

Option: 2 successive options for a further term of 12 months in each case

Area: Part of the reserve area totalling approximately 4000m²

Rent: \$2000 per annum.

On 30 September 2024, Officers were advised that the SABC and the FES were negotiating amendments to the sublease, to ensure the SABC would not be financially disadvantaged by the sublease arrangement with the FES.

Community / Stakeholder Consultation

Policy Concept Forum

Nil.



Sport Aircraft Builders Club Inc.

Further engagement between the SABC and the FES have resulted in the proposed amendments to the sublease between the two parties:

Key Amendments	Previous Sublease	Amended Sublease
Term	3 Year + 2 x 1 Year Options	5 Year + 5 Year Option
Rent	\$2000 per annum	Yr 1 - \$3,000 Yr 2 - \$3,000 Yr 3 - \$3,000 Yr 4 - \$3,500 Yr 5 - \$4,000 Option Yr 6 – ‘By review and agreement between the parties’, but not less than the previous rent. Option Yr 7- 10 – CPI increase
Control and Safety		For the avoidance of any doubt, the Landlord at its cost must maintain the water filling tank/dip tank and the water filling tank/dip tank equipment (including the repair/replacement of) in good repair, order and condition at all times.
Assignment and Sub Subletting Permitted with Consent	The Tenant may assign this Lease or sublet all or part of the Premises with the Landlord’s and the Head Landlord’s prior written consent (such consents not to be unreasonably refused or delayed) and the prior consent of the Minister for Lands.	Removed
Additions / Alterations	To support the Tenant’s use of the Premises specified in clause 6.1, the Landlord acknowledges and agrees that the Tenant may bring onto or install the Tenant’s Property at the Premises or alter or add to the Tenant’s Property at the Premises (subject to obtaining the Head Landlord’s prior written consent).	To support the Tenant’s use of the Premises specified in clause 6.1, the Landlord acknowledges and agrees that the Tenant may bring onto or install the Tenant’s Property at the Premises or alter or add to the Tenant’s Property at the Premises (subject to obtaining the Landlord’s prior written consent).



Statutory Environment

- *Local Government Act 1995*

Associated Council Policies

- Council Policy 1.1.4 - Execution of Documents and Use of the Common Seal
- Council Policy 5.1.3 - Lease and Licence Management

Comment

The SABC leased site is 64.7-hectares. The area utilised by the FES is approximately 4,000m², as shown hachured blue below:

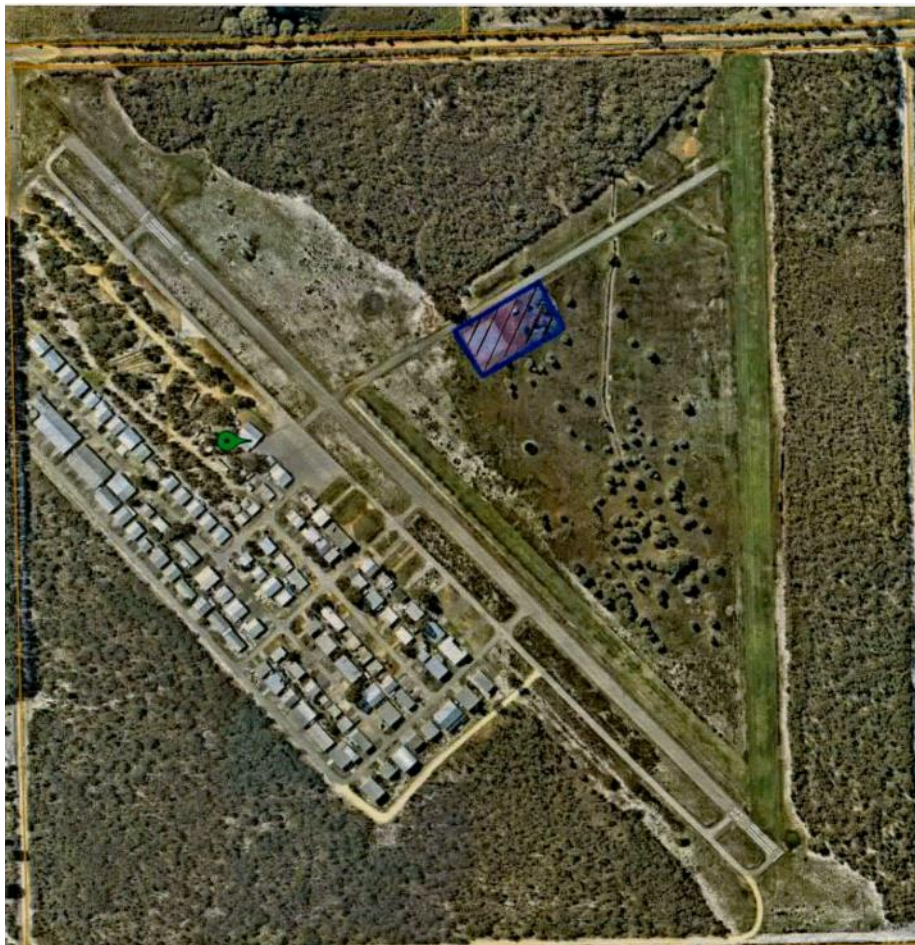


Figure 1 - Location of DFES lease area

The Head Lease agreement between the Shire and the SABC, as shown at **CONFIDENTIAL attachment 2**, specifies:

19.1(b) *provided that the Lessee (SABC) receives the prior consent of the Minister for Lands, pursuant to section 18 of the Land Administration Act 1997, the Lessor (Shire) consents to the Lessee granting sub-lease of a portion of the Land to:*

- The Department of Fire & Emergency Services for the purpose of housing a helicopter and required ancillary infrastructure for regional emergency fire response activities.*



Although the SABC agreed with the sublease terms presented to Council at its 18 March 2024 Meeting, Officers were advised following that meeting, that the SABC and the FES were negotiating amendments to the sublease terms, for the purpose of ensuring the SABC would not be financially disadvantaged.

Noting that the Head Lease provides consent to sublease to the FES, Officers are seeking Council's approval to the amended key terms of the sublease, which have been agreed upon between the SABC and the FES Ministerial Body, as below:

- Term:** 5 years
- Option:** for a further term of 5 years
- Area:** Part of the reserve area totalling approximately 4,000m²
- Rent:** Yr 1 - \$3,000
Yr 2 - \$3,000
Yr 3 - \$3,000
Yr 4 - \$3,500
Yr 5 - \$4,000
Option Yr 6 – 'By review and agreement between the parties', but not less than the previous rent.
Option Yr 7 – 10 CPI increase
- Permitted use:** The Tenant may use the Premises for fire and emergency purposes to house a helicopter and necessary infrastructure related thereto and for all ancillary uses unless the Landlord consents to another use.

Minister for Lands Consent is required: This will be obtained following Council approval.

The amended FES Sublease is included at **CONFIDENTIAL attachment 1**.

The annual rental amount payable by the FES to the SABC, will assist the SABC with operational costs associated with the sublease, such as maintaining the water filling tank / dip tank and the water filling tank / dip tank equipment (including the repair / replacement of).

Options

Option1

That Council:

1. APPROVES the amended deed of sublease, as shown in **CONFIDENTIAL attachment 1**, between the Sport Aircraft Builders Club Inc. and the Fire and Emergency Services Ministerial Body, located at Reserve 25911, 286 Yangedi Road, Hopeland, based on the following terms:

- Term:** 5 years
- Option:** for a further term of 5 years
- Area:** Part of the reserve area totalling approximately 4,000m²
- Rent:** Yr 1 - \$3,000
Yr 2 - \$3,000
Yr 3 - \$3,000



Yr 4 - \$3,500

Yr 5 - \$4,000

Option Yr 6 – ‘By review and agreement between the parties’, but not less than the previous rent.

Option Yr 7 – 10 CPI increase

Permitted use: The Tenant may use the Premises for fire and emergency purposes to house a helicopter and necessary infrastructure related thereto and for all ancillary uses unless the Landlord consents to another use.

2. AUTHORISES the Chief Executive Officer to co-sign the deed of sublease as shown in **CONFIDENTIAL attachment 1**, subject to the consent of the Minister for Lands.

Option 2

That Council DOES NOT APPROVE the amended deed of sublease between the Sport Aircraft Builders Club Inc. and the Fire and Emergency Services Ministerial Body, located at Reserve 25911, 286 Yangedi Road, Hopeland.

Option 1 is recommended.

Conclusion

In accordance with Council Policy 5.1.3 Lease and Licence Management, it is recommended that Council authorises the co-signing of the deed of sublease between the Sport Aircraft Builders Club Inc. and the Fire and Emergency Services Ministerial Body.

The deed of sublease is consistent with the provisions of the Head Lease.

Attachments (available under separate cover)

- **10.4.3 – CONFIDENTIAL attachment 1** – Amended FES Sublease (E24/16706)
- **10.4.3 – CONFIDENTIAL attachment 2** – SABC Executed Head Lease (E19/6403)

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
2. Contribute to a well-connected, accessible and health community

Financial Implications

The key terms of the executed Head Lease between the Shire of Serpentine Jarrahdale and the Sport Aircraft Builders Club Inc. are:

Term: 32 years

Annual Rent: \$1.00

Permitted use: Recreational Airfield and associated activities including light aircraft maintenance, aerial firefighting aircraft, Shire Bushfire Services and air rescue and weather radar activities



The Sport Aircraft Builders Club Inc. are responsible for all outgoing and insurances associated with their occupation of the site, inclusive of local government rates and service charges.

The rates payable to the Shire by the SABC for the 2024/2025 financial year are \$21,858.90.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no significant risks associated with this option.						
2	The SABC is negatively impacted by increasing financial pressures and unable to recoup from the sub-tenant	Option 1	Strategic Stakeholder Relationships	Possible	Minor	LOW	

Voting Requirements: Simple Majority

Officer Recommendation

That Council:

- APPROVES** the amended deed of sublease, as shown in **CONFIDENTIAL** attachment 1, between the Sport Aircraft Builders Club Inc. and the Fire and Emergency Services Ministerial Body, located at Reserve 25911, 286 Yangedi Road, Hopeland, based on the following terms:

Term: 5 years

Option: for a further term of 5 years

Area: Part of the reserve area totalling approximately 4,000m²

Rent: Yr 1 - \$3,000

Yr 2 - \$3,000

Yr 3 - \$3,000

Yr 4 - \$3,500

Yr 5 - \$4,000

Option Yr 6 – ‘By review and agreement between the parties’, but not less than the previous rent.



Option Yr 7 – 10 CPI increase

Permitted use: The Tenant may use the Premises for fire and emergency purposes to house a helicopter and necessary infrastructure related thereto and for all ancillary uses unless the Landlord consents to another use.

- 2. AUTHORISES the Chief Executive Officer to co-sign the deed of sublease as shown in CONFIDENTIAL attachment 1, subject to the consent of the Minister for Lands.**



10.5 Executive Services reports:

10.5.1 - Shire Funded Tractor for Darling Downs Residents Association (DDRA)	
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> .

This report will be distributed prior to the Ordinary Council Meeting.



10.5.2 - Award Request for Tender - RFT 15/2024 - Pest Management Services - (SJ4520)	
Responsible Officer:	Manager Facilities
Senior Officer:	Executive Manager 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 seek Council approval for the award of RFT 15/2024 – Pest Management Services.

Relevant Previous Decisions of Council

Nil.

Background

The Request for Tender RFT 15/2024 - Pest Management Services was advertised on Wednesday 11 September 2024 and closed at 2.00pm on Tuesday 1 October 2024.

The Tender was advertised in the following papers:

- West Australian Newspaper and Shire Website (Wednesday 11 September 2024)
- Shire Notice Boards (Wednesday 11 September 2024)
- Serpentine Jarrahdale & Armadale Examiner Newspaper (Thursday 12 September 2024)
- Sound Telegraph and Mandurah Times Newspapers (Wednesday 11 September 2024)

Community / Stakeholder Consultation

Nil.

Statutory Environment

Section 3.57(1) of the *Local Government Act 1995* requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply the goods or services.



Division 2 under Part 4 of the *Local Government (Functions and General) Regulations 1996* prescribes the kinds of contracts that must be publicly invited. Regulation 11(1) states:

Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250,000 unless sub regulation (2) states otherwise.

The Regulations also prescribe requirements and processes to apply when undertaking a public tender.

Comment

Submissions

The five (5) submissions were received, and the submissions are summarised in **CONFIDENTIAL attachment 1**.

Tender submissions were received from the following companies:

#	Company Name
1	The Trustee for Bug Busters Unit Trust T/A Bug Busters Pty Ltd
2	Leon Enterprises Pty Ltd T/A Envirotechnics Pest Management
3	Flick Anticimex Pty Ltd
4	Rol-WA Pty Ltd T/A Allpest WA
5	Rentokil Initial Pty Ltd

Evaluation Panel

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

- Manager Facilities
- Project and Contractor Support Officer
- Supervisor and Technical Officer Facilities

All members of the evaluation panel have made a conflict-of-interest declaration in writing confirming that they have no relationships with any of the respondents. Each member of the panel assessed the submissions separately.

Evaluation Criteria

Compliance Criteria

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

Qualitative Criteria:

The following qualitative evaluation criteria and weightings were used by the tender evaluation panel to assess tender submissions:



EVALUATION CRITERIA	WEIGHTING						
Price with quantities	50%						
<p>Relevant Experience</p> <p>Demonstrated relevant experience of the Company in providing the same or similar services to local government, Federal and WA State government bodies, the private sector, or other public sector bodies/organisations over the past five years.</p> <ul style="list-style-type: none"> Detail experience in providing pest control services including monitoring, reactive and ongoing preventative pest management services as per AS 3660.2 Detail experience in Timber pest inspections in accordance with AS 4349.3-2010. <p>Please provide a response which addresses this criterion.</p> <p>You may wish to use the following headings to assist with your response.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Project</td> <td style="width: 15%;">Client</td> <td style="width: 15%;">Duration</td> <td style="width: 15%;">Value</td> <td style="width: 15%;">Deliverables</td> <td style="width: 20%;">Achieved Results</td> </tr> </table>	Project	Client	Duration	Value	Deliverables	Achieved Results	20%
Project	Client	Duration	Value	Deliverables	Achieved Results		

<p>Key Personnel, Skills, and Resources</p> <p>Supply details in an attachment.</p> <p>Provide information that explains the capacity of the Company to deliver the services including:</p> <p>a. Key personnel and their Professional Qualifications, Certifications, Accreditations and Relevant Experience.</p> <p>The tenderer shall state which key personnel will be involved in the contract and their roles within the Company. Include / describe the past work of a similar nature for each person.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Name</td> <td style="width: 20%;">Years in Industry</td> <td style="width: 30%;">Roles and Responsibility</td> <td style="width: 35%;">Experience</td> </tr> </table> <p>Plant & Equipment</p> <p>Supply details in an attachment.</p> <p>The respondent shall demonstrate its ability to provide suitably maintained plant and equipment to complete the work as described in the specifications. Include a list of the plant and equipment which states the model, year of manufacturer and brief description.</p>	Name	Years in Industry	Roles and Responsibility	Experience	15%
Name	Years in Industry	Roles and Responsibility	Experience		
<p>Demonstrated Understanding</p> <p>Respondents should demonstrate an appreciation of the contract requirements and provide an outline of their proposed methodology in an attachment.</p>	15%				



Respondents should include details such as:

- The sequence of works; identifying Principal approval points; safe worksite management; advise of any sub-contractor/s required to support the tendered works, and how the sub-contractor/s will be managed.
- Indicate three common issues that can arise during these typical works. Outline the methodology or approaches your company will take to address these issues to ensure that there is a successful outcome.
- Record keeping of work completed with photos to show as evidence
- Include a forecast timeline for delivering each of the services.

Processes should be set out in a concise manner and the use of dot points or tabular schedule is acceptable.

Evaluation Outcome

All tender submissions were assessed against the evaluation criteria and the qualitative and quantitative results of this assessment and prices are documented in **CONFIDENTIAL attachment 1**.

Following the assessment of all tender submissions, against the selection criteria, the tender submitted by The Trustee for Bug Busters Unit Trust T/A Bug Busters Pty Ltd was assessed as being the best value for money that meets the Shire’s requirements.

The tender evaluation panel therefore recommends the tender submission made by The Trustee for Bug Busters Unit Trust T/A Bug Busters Pty Ltd be accepted.

Options

Option 1

That Council:

1. AWARDS the Tender RFT 15/2024 – Pest Management Services to The Trustee for Bug Busters Unit Trust T/A Bug Busters Pty Ltd as contained in **CONFIDENTIAL attachment 1** for a period of 5 years (1 January 2025 till 31 December 2029)
2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 15/2024 – Pest Management Services.

Option 2

That Council DECLINES to accept any tender.

Option 1 is recommended.

Conclusion

The Trustee for Bug Busters Unit Trust T/A Bug Busters Pty Ltd has been assessed as being able to meet the requirements of the contract. The respondent met all of the requirements for Relevant Experience, Key Personnel, Skills and Experience and Demonstrated Understanding and was assessed as providing the best value for money.



Therefore, it is recommended that Council support Option 1 and the contract be awarded to The Trustee for Bug Busters Unit Trust T/A Bug Busters Pty Ltd

Attachments (available under separate cover)

- **10.5.2 – CONFIDENTIAL attachment 1** – RFT 15/2024 – Pest Management Services - Evaluation Report (E24/16330)
- **10.5.2 – CONFIDENTIAL attachment 2** – RFT 15/2024 – Pest Management Services – Combined Pricing Schedule (E24/16331)

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. Preserve and enhance our natural places, parks, trails and reserves
2. Invest in facilities and amenities to meet current and future needs
3. Increase our capacity to reduce, recover and recycle waste to improve sustainability and reduce impacts on the environment
Connected
1. Contribute to a well-connected, accessible and health community
2. Empower the community to engage with the Shire and collaborate on matters that are important to them

Financial Implications

In awarding this tender to the preferred contractor, The Trustee for Bug Busters Unit Trust T/A Bug Busters Pty Ltd, the expected annual expenditure is as follows:

An estimated \$25,203.25 per annum will be allocated for preventative maintenance of all CCTV infrastructure currently in use across the shire. It is important to note that the Consumer Price Index (CPI) should be considered for future budget planning in each financial year to ensure that allocated funds remain adequate.



Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	The tender is awarded and the company does not agree to contract terms leading to prolonged negotiations or the need to retender resulting in a delay to project delivery.	Tender documentation includes a copy of the proposed contract.	Organisational Performance	Unlikely	Minor	LOW	Nil
2	Not awarding the tender will mean the service for pest management will be delayed / not proceed, resulting in Potential Increased Pest Infestation - Without a dedicated pest control service, the Shire may experience an increase in pest populations, including rodents, insects, and other nuisances. This can lead to widespread infestations, creating uncomfortable environments for residents, Staff and visitors. Many pests, such as termites and rodents, can cause structural damage to buildings and	Establish a schedule for regular monitoring and inspections of public facilities and parks to identify early signs of pest infestations. Ensures that the selected service provider aligns with the Shire's pest control objectives and standards.	Social / Community Outcomes	Unlikely	Moderate	LOW	Nil.



	<p>infrastructure. The lack of pest control may lead to costly repairs over time and compromise the safety of facilities used by the community.</p> <p>The Shire could face reputational damage for failing to manage pest issues effectively. Bad press, negative social media activity, or low community engagement can erode trust in local government.</p>						
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Voting Requirements: Simple Majority

Officer Recommendation

That Council:

- 1. AWARDS the Tender RFT 15/2024 – Pest Management Services to The Trustee for Bug Busters Unit Trust T/A Bug Busters Pty Ltd as contained in CONFIDENTIAL attachment 1 for a period of 5 years (1 January 2025 till 31 December 2029)**
- 2. AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 15/2024 – Pest Management Services.**



10.5.3 - Award Request for Tender– RFT 13/2024 - Security Services (SJ4518)

Responsible Officer:	Manager Facilities
Senior Officer:	Executive Manager 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 seek Council approval for the award of RFT 13/2024 - Security Services.

Relevant Previous Decisions of Council

Nil.

Background

The Request for Tender RFT 13/2024 - Security Services was advertised on Wednesday 11 September 2024 and closed at 2.00pm on Tuesday 1 October 2024.

The Tender was advertised in the following papers:

- West Australian Newspaper and Shire Website (Wednesday 11 September 2024)
- Shire Notice Boards (Wednesday 11 September 2024)
- Serpentine Jarrahdale & Armadale Examiner Newspaper (Thursday 12 September 2024)
- Sound Telegraph and Mandurah Times Newspapers (Wednesday 11 September 2024)

Community / Stakeholder Consultation

Nil.

Statutory Environment

Section 3.57(1) of the *Local Government Act 1995* requires a local government to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply the goods or services.

Division 2 under Part 4 of the *Local Government (Functions and General) Regulations 1996* prescribes the kinds of contracts that must be publicly invited. Regulation 11(1) states:



Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$250,000 unless sub regulation (2) states otherwise.

The Regulations also prescribe requirements and processes to apply when undertaking a public tender.

Comment

Submissions

The three (3) submissions were received, and the submissions are summarised in **CONFIDENTIAL attachment 1**.

Tender submissions were received from the following companies:

#	Company Name
1	Leagold Pty Ltd T/A Tecsec Security Solutions
2	Sapio Pty Ltd
3	Security Management Australasia Pty Ltd

Evaluation Panel

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

- Manager Facilities
- Project and Contractor Support Officer
- Manager ICT

All members of the evaluation panel have made a conflict-of-interest declaration in writing confirming that they have no relationships with any of the respondents. Each member of the panel assessed the submissions separately.

Evaluation Criteria

Compliance Criteria

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

Qualitative Criteria:

The following qualitative evaluation criteria and weightings were used by the tender evaluation panel to assess tender submissions:

EVALUATION CRITERIA	WEIGHTING
Price with quantities	50%
Relevant Experience Describe your experience in completing similar requirements. Respondents shall as a minimum address the following information	20%



EVALUATION CRITERIA	WEIGHTING
<p>Provide demonstrated relevant experience of the Company providing similar security services to local governments over the past five years.</p> <p>Detail experience in security service provisions.</p>	
<p>Key Personnel and Skills</p> <p>Supply details in an attachment.</p> <p>Provide information that explains the capacity of the Company to deliver the services including:</p> <ol style="list-style-type: none"> a. Key personnel and their Professional Qualifications, Certifications, Accreditations and Relevant Experience. b. Companies after hour's response capabilities. <p>The tenderer shall state which key personnel will be involved in the contract and their roles within the Company. Include / describe the past work of a similar nature for each person.</p> <p>Plant and Equipment</p> <p>Supply details in an attachment.</p> <p>The tenderer shall demonstrate its ability to provide suitably maintained plant and equipment to complete the work as described in the specifications. Include a list of the plant and equipment which states the model, year of manufacture and a brief description of its use.</p>	15%
<p>Demonstrated Understanding</p> <p>Respondents should demonstrate an appreciation of the contract requirements and provide an outline of their proposed methodology in an attachment.</p> <p>Provide a detailed programme showing how the service will be delivered to:</p> <p>Tenderers should include details such as:</p> <ul style="list-style-type: none"> • The sequence of works; identifying Principal approval points; safe worksite management; advise of any sub-contractor/s required to support the tendered works, and how the sub- contractor/s and contractor/s will be managed. • Indicate three common issues that can arise during these typical works. Outline the methodology or approaches your company will take to address these issues to ensure that there is a successful outcome. • Include a forecast timeline for delivering each of the services. <p>Processes should be set out in a concise manner and the use of dot points or tabular schedule is acceptable.</p>	15%



Evaluation Outcome

All tender submissions were assessed against the evaluation criteria and the qualitative and quantitative results of this assessment, and prices are documented in **CONFIDENTIAL attachment 1**.

Following the assessment of all tender submissions, against the selection criteria, the tender submitted by Sapio Pty Ltd was assessed as being the best value for money that meets the Shire's requirements.

The tender evaluation panel therefore recommends the tender submission made by Sapio Pty Ltd be accepted.

Options

Option 1

That Council:

1. **AWARDS** the Tender RFT 13/2024 – Security Services to Sapio Pty Ltd as contained in **CONFIDENTIAL attachment 1** for a period of 3 years (1 January 2025 till 31 December 2027) with an option to extend for 1 year plus 1 year at the Chief Executive Officer's Discretion
2. **AUTHORISES** the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 13/2024 – Security Services.

Option 2

That Council **DECLINES** to accept any tender.

Option 1 is recommended.

Conclusion

Sapio Pty Ltd has been assessed as being able to meet the requirements of the contract. The respondent met all of the requirements for Relevant Experience, Key Personnel, Skills and Experience and Demonstrated Understanding and was assessed as providing the best value for money.

Therefore, it is recommended that Council support Option 1 and the contract be awarded to Sapio Pty Ltd.

Attachments (available under separate cover)

- **10.5.3 – CONFIDENTIAL attachment 1** – RFT 13/2024 – Security Services - Evaluation Report (E24/15889)
- **10.5.3 – CONFIDENTIAL attachment 2** – RFT 13/2024 – Security Services – Combined Pricing Schedule (E24/16247)



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. Invest in facilities and amenities to meet current and future needs
Connected
1. Contribute to a well-connected, accessible and health community
2. Empower the community to engage with the Shire and collaborate on matters that are important to them

Financial Implications

In awarding this tender to the preferred contractor, Sapio Pty Ltd, the expected annual expenditure is as follows:

An estimated \$38,544 per annum will be allocated for preventative maintenance of all CCTV infrastructure currently in use across the shire. It is important to note that the Consumer Price Index (CPI) should be considered for future budget planning in each financial year to ensure that allocated funds remain adequate.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	The tender is awarded and the company does not agree to contract terms leading to prolonged negotiations or the need to retender resulting in a delay to project delivery.	Tender documentation includes a copy of the proposed contract.	Organisational Performance	Unlikely	Minor	LOW	Nil
2	Not awarding the tender will mean the service will be delayed / not proceed, resulting in	Engage temporary security personnel or	Social / Community Outcomes	Unlikely	Minor	LOW	Nil.



<p>several potential impacts on the Shire.</p> <p>1. Increased Security Risks</p> <p>Without professional security services, the Shire could face heightened risks to public safety and property. Lack of a dedicated security presence may lead to an increase in crime, vandalism, and other safety issues, undermining community trust and confidence in local governance.</p> <p>The absence of a visible and effective security presence can lead to a perception that the Shire is unable to safeguard its residents and properties.</p> <p>the Shire may lack the necessary knowledge to effectively assess and manage security risks. This gap can lead to inadequate responses to incidents, insufficient training for personnel, and an overall decline in safety standards.</p> <p>2. Higher Costs in the Long Term</p> <p>While it may seem financially prudent to not award the contract, the Shire could incur significantly higher costs in the long run due to property damage, theft, or liability associated with security incidents. Investing in proactive security services like</p>	<p>contractors to provide immediate security coverage until a permanent service provider is secured.</p>					
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	those offered can prevent emergencies, breakdowns and claims down the line. costly						
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Voting Requirements: Simple Majority

Officer Recommendation

That Council:

1. **AWARDS the Tender RFT 13/2024 – Security Services to Sapio Pty Ltd as contained in CONFIDENTIAL attachment 1 for a period of 3 years (1 January 2025 till 31 December 2027) with an option to extend for 1 year plus 1 year at the Chief Executive Officer’s Discretion**
2. **AUTHORISES the Chief Executive Officer to sign a contract on behalf of the Shire of Serpentine Jarrahdale for Tender RFT 13/2024 – Security Services.**



Continued

**Ordinary Council Meeting Agenda
Monday, 9 December 2024**

10.6 Confidential reports:

11. Urgent business:

12. Elected Member questions of which notice has been given:

13. Closure: