



Shire of
Serpentine
Jarrahdale

Special Council Meeting Confirmed Minutes

7pm

Thursday, 25 July 2024

Purpose: Consideration of the following reports:

- Consideration of Submissions - 2024/25 Differential General Rates and Minimum Payments
- Consideration of the 2024 - 2025 Financial Year Budget
- Long Term Financial Plan 2024-2034 and Corporate Business Plan 2024-28
- Keirnan Park Recreation Precinct – Stage 1A project scope, revised budget and new project mandate

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



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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.”

Council 1 January 2024 –

Date	Type	President Coales	Cr Bishop	Cr Byas	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
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	✓	✓	✓	✓



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Special Council Meeting Minutes Thursday, 25 July 2024

Date	Type	President Coales	Cr Bishop	Cr Byas	Cr Duggin	Cr Jerrett	Cr Mack	Cr Mazzini
20/05/24	OCM	✓	✓	✓	✓	✓	✓	✓
20/05/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
15/05/24	WORKSHOP	✓	A	✓	✓	✓	✓	A
13/05/24	Q&A (OCM)	✓	✓	✓	✓	✓	✓	✓
06/05/24	PCF	✓	✓	A	✓	✓	✓	✓
01/05/24	WORKSHOP	✓	✓	✓	✓	✓	✓	✓
29/04/24	WOKRSHOP	✓	✓	A	✓	✓	✓	✓
22/04/24	PCF	✓	✓	✓	✓	✓	✓	✓
17/04/24	WORKSHOP	✓	✓	✓	A	A	A	✓
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	✓	✓	✓	✓	✓	✓	



Continued

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A – Apology

LoA – Leave of Absence

NA – Non Attendance

EPNG – Electronic Participation Not Granted



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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.

At the 20 June 2022 Ordinary Council Meeting, Council resolved that Council and Committee Meetings will be audio recorded in accordance with Council Policy. If you are asking a public question or making a statement or deputation to the meeting this will be audio recorded. Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed.



Minutes of the Special Council Meeting of the Shire of Serpentine Jarrahdale held on Thursday, 25 July 2024 in the Council Chambers, Civic Centre, 6 Paterson Street, Mundijong.

The Presiding Member, President Coales declared the meeting open at 7.00pm and welcomed Councillors, Staff and members of the gallery and acknowledged that the meeting was being held on the traditional land of the Noongar People and paid his respects to the Elders Past, Present and Emerging.

The Presiding Member, President Coales advised members of the gallery that the meeting is being audio recorded, in accordance with Council Policy. If you are asking a public question or making a statement or deputation to the meeting this will be audio recorded. Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed.

Minutes

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

President: R Coales.....Presiding Member

Councillors: N Bishop

T Duggin

S Mack

M Byas

R Jerrett

C Mazzini

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

Mr R Najafzadeh.....Director Infrastructure Services

Mr A TrosicDirector Development Services

Mr F Sullivan.....Director Corporate Services

Mr B Oliver.....Director Community Engagement

Ms H Ross.....Manager Finance

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

Leave of Absence: Nil.

Apologies: Nil.

Observers: 42



2. Public question time:

Public question time commenced at 7.01pm.

Bill Denholm, Byford 6122

As nothing visually is happening at the Keirnan Street Sporting and Community Precinct I am wondering:

Question 1

What experience does the Senior Project team have?

Response (Chief Executive Officer)

Major Projects of this nature are not just delivered by a single team, many parts of the organisation are involved. Therefore, to answer your question I would make the following comments:

- Over recent years the organisation made significant improvements to the corporate structure and project management processes to enhance the capacity of the organisation to undertake major projects.*
- Given the success the Shire has had in attracting grants for other projects and road upgrades, there is a significant capital program to deliver over the next two years. To address this, the Shire identified that the structure of the organisation needed to change to provide further oversight and support from the Director Infrastructure to the Major Projects Team. Council approved this structural change earlier in the year and a new Executive Manager of Operations commenced in early June, with responsibility for operations (including parks and gardens), facilities and waste and fleet.*

With regards to your comment about nothing visually happening on site, we share the community's frustration with the delays that have been experienced with the project to date. However much of this delay is the result of changing legislation (particularly clearing permits required for black cockatoo habitats) and the requirements to obtain a water licence on the site.

Question 2

Have any of the Senior Project team done a project of this size or importance?

Response (Chief Executive Officer)

We are confident, given the improvements to how projects are managed, changes to the organisational structure and other work currently being done in the organisation, the Shire has the skills and expertise to deliver the project.

Nathan Cox, Jarrahdale 6124

I was involved with Keirnan Street project while President of the centrals Junior Football Club with roughly 1000 members. I own my own financial business, have kids playing sport and I am a ratepayer all within the Shire. I and many other volunteers have put a number of unpaid hours into this project and would like to see it succeed.



Question 1

How many internal hours within the Shire so far have been charged or allocated to the entire Keirnan Street Project?

Response (Director Corporate Services)

From 1 July 2021 to 30 June 2024, 5,560 hours have been billed to the Keirnan Park project to a total cost of \$1,604,240 (including Stage 1A, BMX and Netball Courts).

Prior to 30 June 2021, the Shire did not maintain time sheets for capital projects, and it was based on a percentage of projects worked on by the project managers e.g., Officers were working on both the Library relocation and Keirnan Park and therefore costs of these Officers were split between those two projects based on an estimate of effort.

Question 2

As perception is often reality and currently, visually, it would seem nothing has been achieved (with the hours the Shire has contributed), can the Shire and its members justify the hours to the community as a whole? Please provide a breakdown chart of how the hours have been allocated.

Response (Chief Executive Officer)

The Shire has been planning in detail for this project for four years which is not unreasonable for what is now a \$30 million project. This planning has taken the site from an unserviced paddock to a point where tenders can be called for construction of Stage 1A. During this time, the Shire has had to resolve many issues including approvals, water licence and cost escalations. The hours that Shire staff have spent on the project to date are for the planning phase and enabling works.

Whilst the Shire shares your frustration with the time taken, Officers have wanted to ensure planning for the project was robust for successful delivery and minimal risk to the Shire.

Question 3

At a Keirnan Street stakeholders reference group meeting that I attended the current Shire CEO stated that the Shires maximum costs for Stage 1A would be \$1,900,000. This was decreased from the original \$3,000,000 that was shown in the budget. Will the Shire be able to stay within this figure and if not will the ratepayers be paying more, or will the final product be substandard?

Response (Director Corporate Services)

The internal costs have increased from this initial estimate commensurate with increasing complexity of the project. Tonight's report is based on quantity surveyor estimates. The next costing confidence level won't be revealed until tenders have been called and assessed. The final internal costs for the project will not be known until the project is completed. However, the funding model proposed for Stage 1A has been structured to avoid drawing on municipal funds as much as possible.

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



Vanessa Reynolds, Oakford 6121

Question 1

It was indicated that there was 5,560 hours of Officer time spent on the Keirnan Street project. Given that was also documented as being a \$1.6 million cost, has anyone stopped to look at that as equating to \$288 an hour charged to the project? Where are the costs coming from? Please give a detailed itemised breakdown along with the consultancy costs.

Response (Presiding Member)

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

Question 2

Tonight's agenda (page 49 / 53) states that Design Documentation Stage 1B represents a design that is beyond the scope of the CIDCP and the facility that it is intended to replace and that this creates the need for re-engagement with stakeholders to bring the project to its original CIDCP scope intent. If achieved the CIDCP is capable of funding the whole project after a further five years of residential lot creation and Shire Contribution. The CIDCP allows for \$8,634,054 and the pretender estimate (June 23) was \$11m. Significant work is required to bring the project back within CIDCP scope.

If this is the case and it was determined 12 months ago (June 2023) that the design is beyond the CIDCP scope, and the estimated costs far exceeded those allowed for the Stage 1B, why was the final design documentation completed and closed out in Dec 2023 and not resolved prior to close out?

Response (Presiding Member)

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

Question 3

In regards to the budget, I would like some more information as to why there is almost \$7 million in the budget allocated for the construction of a roundabout at the intersection of Abernethy and Kargotich roads when there has actually only been one accident there in the past 5 years that required hospital treatment, no fatalities. Other intersections in the Shire are of much greater importance due to fatalities occurring in the past 5 years. I ask this question especially as there has been approval of a development application, where a condition of approval was that the applicant be solely responsible for the construction of such roundabout at their own cost due to their establishment being the sole need for the additional infrastructure, with a 1000 additional vehicles expected accessing the intersection twice a day.

Response (Presiding Member)

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

**Michelle Rich, Serpentine 6125**

During the questions from Councillors at the Q&A held on 13 May 2024, for this meetings agenda briefing, it was stated by the Director of Corporate that Councillors were given all outstanding CRM's to satisfy Councillor Byas' Alternate Motion for resolution OCM022/02/24 from the 19 February 2024 OCM.

How are the community members to know if their CRM's have been dealt with fairly when this Council make decisions behind closed doors for what is in and what is out for the 2024/25 budget. The response given at the May OCM was 'no decision regarding the budget adoption is made behind closed doors, the budget will be adopted at a Council meeting as per the Shires integrated planning, reporting and budget time frame resolution OCM022/02/24 which is open to the public to attend. Additionally, Community members always have an opportunity to submit further CRM's if they are dissatisfied with outcomes of the budget or contact Councillors.'

Question 1

During budget workshops for the 2024/25 budget, did Council provide direction to the Shire staff regarding what was to be included in the budget and what was to be removed from the budget regarding the CRM's that had been submitted by community members and will these community members be provided with written notification that the Council did or did not fund there CRM requests through the budget workshop process?

Response (Presiding Member)

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

Question 2

Once the Traffic Management Plan, District Water Management Strategy, Bush Fire Management Plan and Activity Centres reviews have been completed for the Mundijong F1 Precinct Structure Plan, please detail what planning works will still need to be completed for the WAPC to approve the structure plan and will the \$11,345 proposed remaining funds be enough to cover this work?

Response (Presiding Member)

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

Question 3

With regards to Question 2, from Item 9.1 – Elected Members Questions in which Notice has been given for the 2023/24 budget:

On the 6 June 2024, Councillor Duggin shared a social media post with a photo of the internal talking points provided to Council on Commemorative Coins. Given that this document has been made public, I have the following questions concerning the impact on the 2023/24 and the 2024/25 budget.

a) Can the Chief Executive Officer please provide the line item project code in the 2023/24 budget that was used to procure the commemorative coins?

b) For the 2023/24 budget, how much money was spent on commemorative coins?



- c) *Can the Chief Executive Officer provide the Absolute Majority decision of Council that authorised the expenditure on commemorative coins?*
- d) *If there was no Council decision, can the Chief Executive Officer advise under whose authority or delegation that the expenditure was authorised?*
- e) *The talking points note that commemorative coin was an incentive introduced by the Shire President, in the absence of the Council decision, did the Shire President direct the CEO to initiate this project and spend these funds?*
- f) *If there is a commemorative coin allocation, is there a commemorative coin allocation in the 2024/25 budget?*

Can the Chief Executive Officer please provide the details of where I can find the Shire Policy on how these coins are to be disseminated to community members that includes the criteria which is to be met by community members to receive such a coin, or is it just the President's pick of those that carry favour with the Shire President?

Response (Chief Executive Officer)

There is no policy that dictates the distribution of the coins.

SCM001/07/24

COUNCIL RESOLUTION

Moved Cr Byas, seconded Cr Bishop

Council APPROVES an extension to public question time by 15 minutes at 7.18pm

CARRIED UNANIMOUSLY 7/0

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

Lee Bond, 6112

Question 1

Why can't the 11 per cent interest on unpaid rates be removed or reduced to two per cent for those ratepayers who find themselves in this situation for the first time and as long as they enter an agreed payment suitable to both them and Council?

Response (Presiding Member)

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

Question 2

Why is there an admin charge if a ratepayer pays by two or four instalments?

Response (Presiding Member)

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



Question 3

Why are those on Rural Residential charged excessive rates when they receive nothing from Council and why were they moved from GRV Residential to Rural Residential, did you ask any of us if we liked the idea?

Response (Presiding Member)

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

Bill Denholm, Byford 6122

Question 1

Regarding page 44 of the agenda tonight; it's got the reduction downgrade of lux from 300 to 100 on the Eastern Oval. Cricket needs 300 lux because it's a small ball sport, is the Shire aware of this?

Response (Presiding Member)

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

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

As there was no further public questions, Public Question time concluded at 7.19pm.

3. Public statement time:

Public statement time commenced at 7.20pm.

Dan Lander, Byford BMX Club, Byford 6122

Good evening Councillors,

I stand before you today, not only as the chairman of the Byford BMX Club, representing a passionate and dedicated community of riders, families, and supporters, I also stand before you as Auscycling WA's leading Nationally Accredited Commissary who officiates all of the WA State Series rounds, State Championships and most National events. So, in fact, I'm representing over 2000 rider across Western Australia. I have been a member of the Byford BMX Club for the last 11 years and we are here to urge you to commit to building the proposed BMX track at Keirnan Park concurrently with stage 1A of the precinct.

Unlike other sports in the Shire, BMX operates 12 months of the year; it is not a seasonal sport. We operate from the end of January right through to the middle of December. BMX is one of the most inclusive sports in existence, welcoming riders as young as 2 years old and as experienced as WA's oldest rider at 75. Our sport promotes equality, with equal awards for both male and female riders, and includes a Para category in the National Championships, catering to riders with disabilities.

Despite our unwavering dedication, the BMX club has been continually let down by this council. According to the Briggs Park Master Plan, our track was supposed to close in 2014 and reopen at Briggs Park in 2015 with a fully rebuilt and relocated track.

This did not happen due to last-minute funding issues. In 2016, we were promised a new facility by 2023 at a different location. Yet again, nothing materialised.



We were then moved to stage 1B in the Keirnan Park masterplan, with delivery expected by 2025, and we were told our new facility would be the first project funded by the development contribution fund. Promises from the council date back as far as 2007 to rebuild our track.

Unlike other sports, the Byford BMX Club handles all track maintenance ourselves such as the planning, funding as well as the labour involved. As the current track gets older and less fit for purpose, the maintenance burden on our committee and volunteers grows. We frequently must cancel racing in winter due to severe rain damage, and we also have to repair vandalism since the track is easily accessible. This ongoing effort takes a significant toll on our dedicated volunteers.

Supporting tonight's motion to redirect the funds intended for the relocation of the BMX track will result in the Council needing to invest significantly in maintaining the current Byford BMX track, without any concrete future plans for a new track. This maintenance would cost hundreds of thousands of dollars. At a minimum, the track requires a new gate, resurfacing, a new communications tower, a new nominations hut, and the renovation of all the berms. Strategically, you have plans to relocate the Byford BMX track to fulfill the renewed Briggs Park masterplan. It doesn't make sense to delay the delivery of the new Byford BMX track once again, and simply pushing it back is not acceptable.

Continuous broken promises have eroded the community's trust in this council.

Tonight's agenda proposes removing the BMX track from the Community Infrastructure Development Contribution Plan (CIDCP), reallocating its funds to cover the council's budget blowout on stage 1A, leaving our track with no concrete future plans. This is particularly disheartening given that Byford BMX is one of the largest clubs in the State with more than 150 members. We have several members competing on national and international stages, with emerging talent poised to follow in their footsteps. To be frank, the continuous chopping and changing in strategic direction and uncertainty is unacceptable. Enough is enough. Councillors, you need to act now.

The BMX Club community is requesting that you start the BMX project in conjunction with Stage 1A, borrowing the money for both stages simultaneously. With rapid developments in one of the fastest-growing local governments, the CIDCP funds will quickly repay the loan. This approach will ensure that the project is completed within today's budget, avoiding another \$10 million budget blowout like we've seen with the Keirnan Park precinct. Rising costs will be more detrimental than securing a larger loan.

I note the officers report says that the CIDCP allows for an \$8,634,054 BMX project, but the pre-tender estimate completed in June 2023 was \$11 million and that significant work was required to bring the project back within the CIDCP scope. How did it fall out of scope? Our community is relying on you to manage these strategic infrastructure projects and to deliver them on time and within budget.

Building a new BMX track at a national standard will benefit not just our local club but the entire state. Currently, there is no facility in Perth with an 8-meter gate, an international event requirement. Cockburn's new \$7 million facility missed the mark and it very underwhelming to say the least.

The potential for the Shire of Serpentine Jarrahdale to have a world-class facility is within our grasp. Rider development in WA is limited by substandard facilities, forcing riders to travel interstate for proper training and competition.



Currently the Byford BMX Club has a rider who is No. 2 in Australia for Jr Elite which is a UCI Championship category. He is a first-year apprentice and every 2 months; he funds himself to travel over east to train at facilities with an 8m gate. The new BMX facility could be used daily by riders and coaching groups, generating significant revenue and becoming the premier training location in WA.

National Championship events would bring in seven to ten million to the Shire during week of and the weeks leading up to it. World events could bring even more. Our current track is used five days a week; a facility with an 8-meter gate would be used every day. WA and Tasmania are the only states without an 8-meter gate. Other states are expanding their facilities, recognising the economic benefits.

Greater Shepparton, a rural Council in Victoria boasted about the \$7 million boost to their economy from hosting the 2023 national titles. They are now investing millions more to secure world cup rounds. What will it take for our community leaders to harness that vision for our community?

Councillors, we need you to act now. Commit to building the proposed BMX track at Keirnan Park alongside stage 1A of the precinct. Let's not let another opportunity slip away.

Thank you.

Bill Denholm, Byford 6122

Myself, and hundreds of other ratepayers have spent a lot of time volunteering in the community.

Many times, I have heard that volunteers are the backbone of the community, so it is not surprising the community is getting annoyed.

The SJ Shire was given the land valued at over \$30 million, and later a COVID stimulus program grant of \$20 million initially, and then another \$2 million. This was to stimulate infrastructure projects during COVID.

We have a stakeholder group, of which I am privileged to chair, that meets at the very most, occasionally! It's a great group of sports clubs and community group representatives with a lot of experience in a diverse range of areas, but their opinions appear to be disregarded or ignored by Shire Officers.

The latest example:

It was suggested to Shire Officers to completely finish Stage 1A then start on Stage 1B – BMX. Why? Almost unanimously the stakeholders disagreed. Stage 1B should progress in conjunction with Stage 1A, it would be more economical and efficient. We now know that 5,560 hours have been spent on the project internally, at a cost of \$11.6 million, that's wages with another \$2.8 million to consultants – that's \$4.4 million so far.

This much time and money and yet no soil has been turned apart from a few holes for water. So, we've been given this money and land, spent \$4.4 million and nothing visually has happened.

The sporting groups and the community need this facility ASAP as our current facilities are in generally poor condition or non-existent.

So, the community or ratepayers have got nothing from this gift, Councillors past and present get criticized for nothing happening and hard working Shire Officers, employees, that have nothing to do with Keirnan Street get a bad reputation.



The only people to gain financially are the consultants and some Shire Officers who work on the project, a total of \$4.4 million.

Can we please get this project moving with some urgency. We need this facility, support all the volunteers that do their best, with no financial gain.

Lisa Brazier, Mundijong 6123

Good evening Councillors

My statement tonight is related to Item 6.4 – Keirnan Park Recreation Precinct – Stage 1A and the hokey pokey game we have played with BMX – we put it in, we take it out and then we shake it all about.

My views on Keirnan Park have been very well documented in this chamber since the land was acquired through the former Labor Member for Darling Range – Barry Urban. It is a large piece of land and comes with its problems – like the lack of water required to build the current master plan.

It also requires monies from the DCP of Mundijong-Whitby which are only obtained once the major landowners commence releasing blocks – and to date only one landowner has commenced that process and at a slow rate, coupled with the fact we have only just finalised the DCP after numerous years of working on it.

Fast track to today – we have the State Government announcing the commencement of Tonkin Highway, the pump station in Cell E for the Mundijong-Whitby District structure plan is in the final processes of being signed off and the landowners in Cell E are undertaking earthworks and advertising that the first release of blocks will be late 2024. I would expect that it will only be a matter of time for Cell G to also commence.

The masterplan requires around 250 gigalitres of water of which I believe you only have been able to obtain 50 gigalitres – as the site does not have water.

So from a point of view of delivery of something on this site that is manageable – I was wondering if Council had considered or looked at any figures in fast tracking BMX given that this complex would require very little water compared to 2 football ovals and that BMX racing will become an Olympic sport for the first time at the Brisbane Olympics and as such we have an opportunity to establish ourselves with a world class facility for not only events but also training in the lead up to these Olympics.

Whilst it can be argued that community facilities should not be cash positive and that they are the role of Council to provide – where there is an opportunity for these facilities to contribute to their running costs, I believe there is a responsibility to the rates payers that the Council considers this.

As a Shire we have a small window of opportunity to be on the front foot to maximise the opportunity of return on BMX with its inclusion to the Olympics. BMX is an individual sport and as such a track can be rented out much in the same way as say swimming pools are – user pay. BMX as a national association will now be planning on developing its youth to be competitive for Brisbane and as such will need world class tracks to train and compete on and I am unsure how many of those there are currently in Australia.

Closer to the Olympics – you will see the need for international teams requiring tracks to train on within Australia.



Whilst delivering the football ovals are an important and major part of Stage 1A – it does come with its issues of water and cost of maintenance. I am just simply asking the question of Council have you considered the income stream that this track could provide not only from rental but also bring tourism to the Shire and the exposure that could be gained from delivering BMX earlier due to the inclusion of it being in the Brisbane Olympics.

There is the argument that the track will be delivered – however I would question by when and at which stage and how many other councils around Australian will deliver tracks before us. We have a unique situation here in that BMX racing will be looking for world class facilities now to develop their juniors in time for the Brisbane Olympics – not to mention all the locals within the Shire and surrounding areas that would be also able to book and use this facility.

Finally – should BMX be able to in the short term generate an income stream – would this not lead to being able to deliver further projects at the Keirnan Park site earlier. I am unsure if you can move the chess pieces around the board in delivery of each section – however given the major issue with water required and now one of our sports at the precinct being included in the Olympics for the first time – have we looked at how we may be able to maximise some potential from this.

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

Lee Bond, 6112

Made a statement on interest rates for unpaid rates and costs associated with Keirnan Park.

Fiona Lowe, Oakford 6121

Made a statement on expenditure at Keirnan Park.

Dave Atwell, Mundijong 6123

Made a statement on water and expenditure for Keirnan Park.

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

As there was no further public statements, Public Statement time concluded at 7.40pm.

4. Petitions and deputations:

Nil.

5. Declaration of Councillors and Officers interest:

Councillor Nathan Bishop declared an Impartiality Interest in item 6.1 – Consideration of Submissions – 2024/25 Differential General Rates and Minimum Payments (SJ4459). The nature of the interest is I am a member of the Oakford Bush Fire Brigade. The extent of the interest is Impartiality, only noting the brigade will be the beneficiary of new loan funds by way of a new fire station.



6. Reports for consideration:

Councillor Nathan Bishop declared an Impartiality Interest in item 6.1.

6.1 - Consideration of Submissions - 2024/25 Differential General Rates and Minimum Payments (SJ4495)	
Responsible Officer:	Director Corporate Services
Senior Officer:	Chief Executive Officer
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

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

The purpose of this report is to enable Council to consider submissions received regarding the Rates in the Dollar and Minimum Payments for the Differential Rating categories to be applied for the 2024/25 Financial Year.

Relevant Previous Decisions of Council

<i>Ordinary Council Meeting – 20 May 2024 – OCM133/05/24- COUNCIL RESOLUTION / Officer Recommendation</i>		
<i>That Council:</i>		
1. <i>ENDORSES a total rate yield for 2024/2025 budget purposes, which will derive a proposed \$31,788,176 in net rate revenue.</i>		
2. <i>ENDORSES for the purpose of advertising the following proposed Differential Categories, Rates and Minimum Payments for the Shire of Serpentine Jarrahdale for the 2024/25 rating year:</i>		
<i>Rate Category</i>	<i>Rate in Dollar (Expressed as cents in \$)</i>	<i>Minimum Payment</i>
<i>GRV Residential</i>	<i>0.094713</i>	<i>\$1,451.00</i>
<i>GRV Commercial / Industrial</i>	<i>0.151483</i>	<i>\$1,648.00</i>
<i>UV General</i>	<i>0.004029</i>	<i>\$1,589.00</i>
<i>UV – Rural Residential</i>	<i>0.004722</i>	<i>\$2,094.00</i>
<i>UV – Commercial / Industrial</i>	<i>0.006687</i>	<i>\$2,205.00</i>
<i>UV Intensive Farmland</i>	<i>0.007616</i>	<i>\$3,178.00</i>



3. *AUTHORISES the Chief Executive Officer to advertise for public comment, the Differential General Rates and the Minimum Payments Statement of Objects and Reasons in attachment 1, as per the requirements of section 6.36 of the Local Government Act 1995.*
4. *REQUESTS that the Chief Executive Officer, in liaison with the Shire President arrange a 24/25 Budget Breakfast to occur on a weekday morning after the adoption of the 2024/25 Budget at an approximate cost of \$3,000*

Background

Rate revenue is a substantial source of revenue for the Shire of Serpentine Jarrahdale, accounting for just over two thirds of operating revenue in the proposed 2024/25 Budget.

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

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

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

The purpose for which the land is zoned;

The predominant use (as determined by the Local Government);

If the land is vacant or not; and

Any characteristics prescribed (currently only relevant to amalgamations).

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

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

Community / Stakeholder Consultation

Corporate Business Plan Workshop – Part 1

Meeting Date	28 February 2024
Elected Members in Attendance	President Coales, Cr Byas and Cr Duggin

Corporate Business Plan Workshop – Part 1

Meeting Date	11 March 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Byas, Cr Duggin, Cr Jerrett, Cr Mack

Strategic Forum

Meeting Date	17 April 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Byas, Cr Mazzini

Budget Workshop – Rates Modelling, LTFP and Fees and Charges

Meeting Date	1 May 2024
Elected Members in Attendance	All Councillors

Budget Workshop – 2024-25 Non-Recurrent and Capital

Meeting Date	15 May 2024
Elected Members in Attendance	President Coales, Cr Byas, Cr Duggin, Cr Jerrett, Cr Mack

Budget Workshop – Operating Part 1

Meeting Date	5 June 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini

Budget Workshop – Operating Part 2

Meeting Date	12 June 2024
Elected Members in Attendance	President Coales, Cr Duggin, Cr Mack, Cr Mazzini

Budget Workshop – Years 2-4 Non-Recurrent and Capital and Outstanding CRM's

Meeting Date	3 July 2024
Elected Members Councillors in Attendance	President Coales, Cr Bishop, Cr Duggin, Cr Jerrett, Cr Mack



Community Consultation - Notice of rates and invitation to submit.

In addition to the above, the Shire is required to, in accordance with Section 6.36 of the Act, give notice of certain rates and invite submissions for a period of 21 days or such longer period.

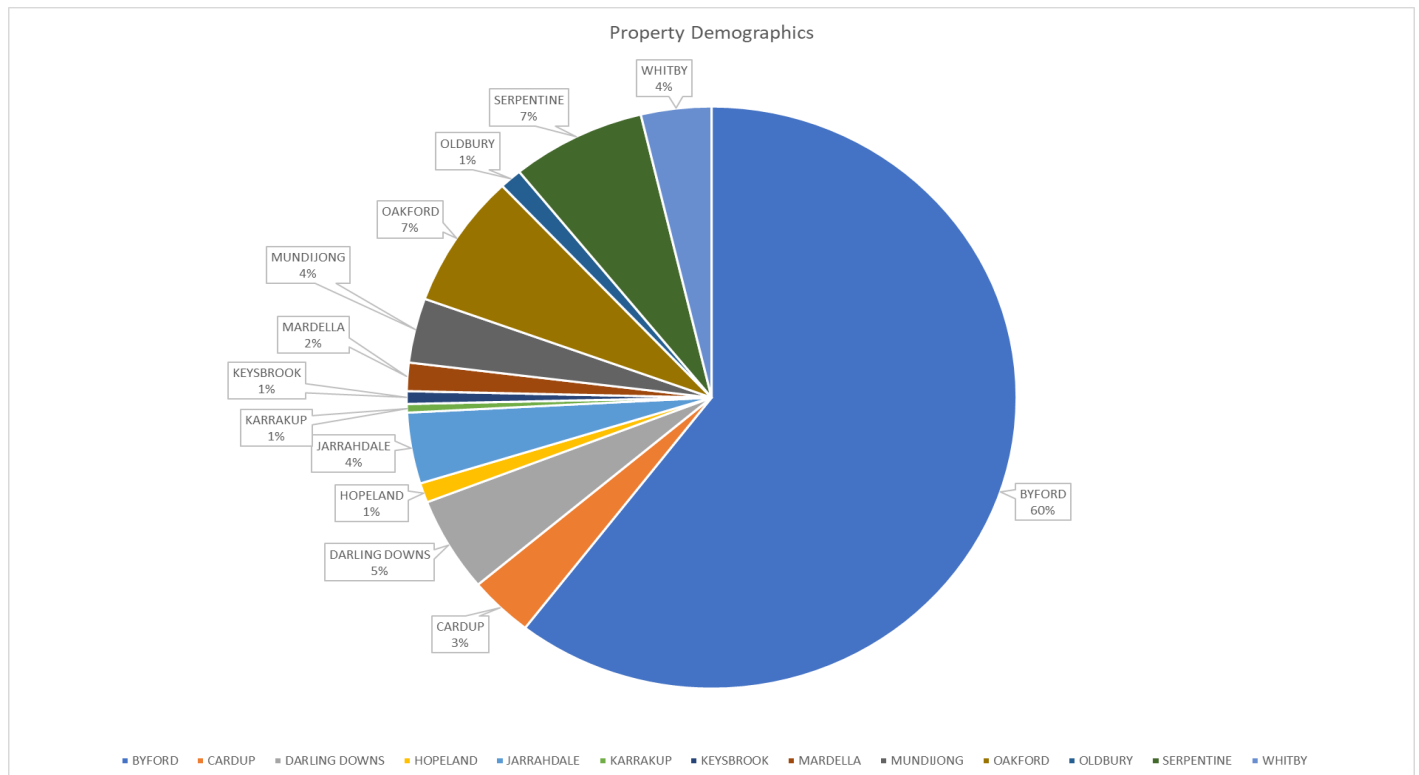
As per Council Resolution OCM133/05/24, Council authorised the Chief Executive Officer to advertise for public comment, the proposed Differential Rates and Minimum Payments, and Statement of Objects and Reasons as per the requirements of section 6.36 of the Act.

The Shire gave Local Public Notice of the proposed 2024/25 Differential Rates from 24 May 2024, with submissions closing on 16 June 2024, via the following channels:

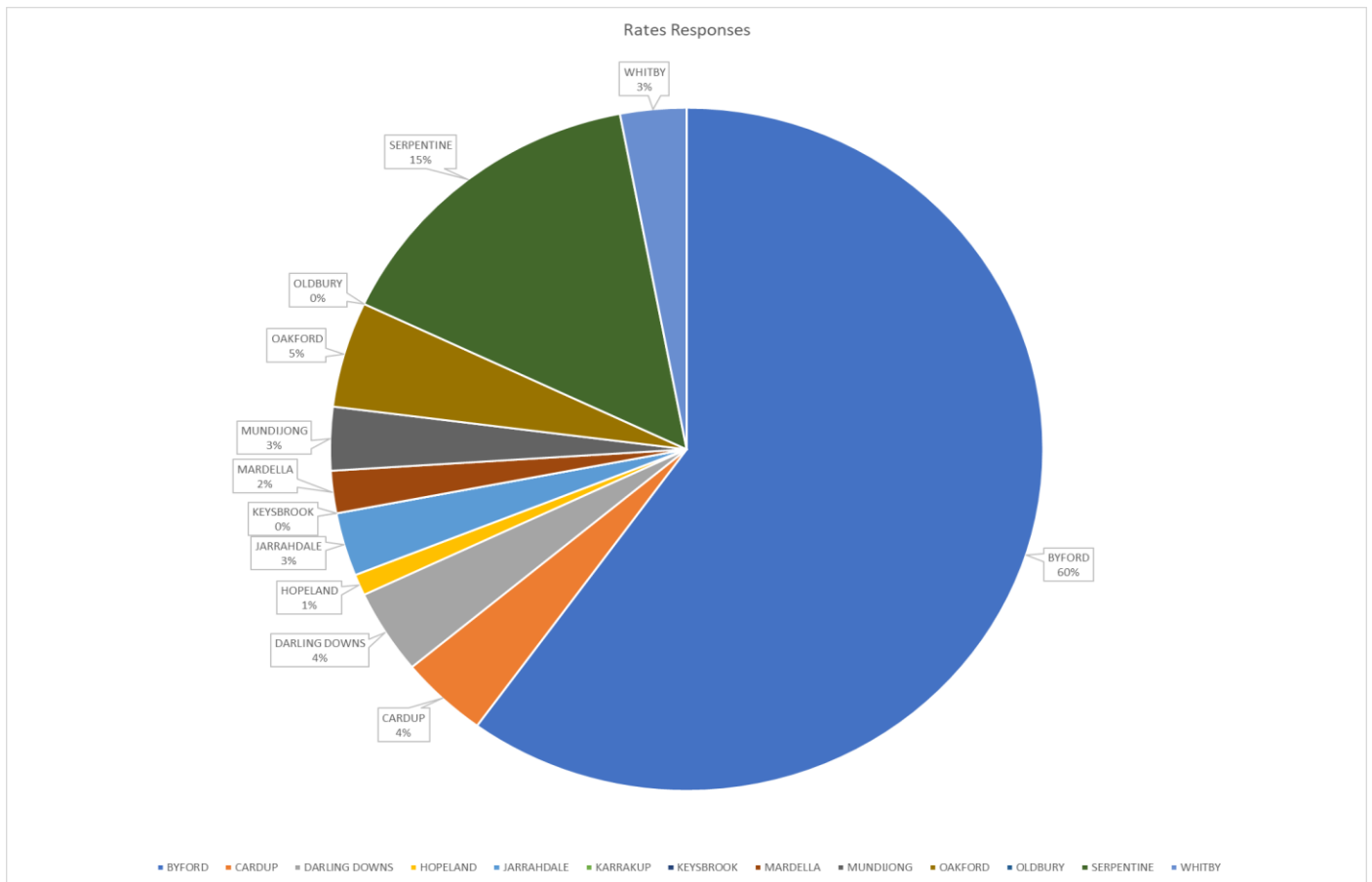
- Public Notice (The West Australian newspaper, The Examiner newspaper, displayed at the Shire Administration Building and Byford Library)
- Your Say SJ website
- Shire corporate website
- Shire Facebook page
- eNewsletters – SJ Matters

The Shire received 251 submissions via the Your Say SJ page and 2 via email.

The below shows the current demographic of properties within the Shire by suburb:



Below is a summary of submissions received through Your Say SJ by suburb:



The submissions received have been included in **attachment 1**. Officer’s comment to the themes raised in the submissions is addressed in the Comment section of this report.

Please note these submissions are presented unedited except for redacting any inappropriate or offensive language or any identifiable details such as names and contact details included in the submissions.

Statutory Environment

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

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



Comment

The endorsed differential rates proposed a 3.4% increase in the minimum rates and general rate in the dollar for all differential rating categories to yield \$31,788,176 in net rate revenue.

Ratepayers were invited to make a submission regarding the Shire's proposed Differential Rates for 2024/25.

The table below outlines the themes raised in community submissions and the Shire's response to the themes raised.

Theme	%	Response
Cost of living crisis/ financial pressure on rate payers	32%	The impact that any rate adjustment can have on our residents is recognised. All budgetary decisions are carefully evaluated to ensure they align with the best interests of our community members. The Australian Bureau of Statistics (ABS) has reported that the Consumer Price Index (CPI) in Perth has risen by 3.4% between March 2023 and March 2024. Furthermore, The Western Australian Industrial Relations Commission increased the state minimum wage by 4%.
Unable to correlate increase in facilities/benefits in relation to the increase in rates	18%	The Shire's budget included projects that provide new facilities and programs for the community including: <ul style="list-style-type: none"> - Major new parks and facility projects such as Keirnan Park, Oakford Firestation, Byford Skate Park and the Byford Pump Track. - An additional \$380k towards parks and gardens maintenance an additional \$140k towards street tree maintenance - A \$195k increase to the facilities maintenance budget to ensure the Shire facilities are maintained. - Increase in Youth Services through the expansion of the Youth services team and the creation of a Youth Advisory Council - An increase in the Shire's events including Australia Day, Summer Splash, music events and pet friendly events. - Introduction of a Resident CCTV subsidy program.



Special Council Meeting Minutes Thursday, 25 July 2024

		<ul style="list-style-type: none"> - Feasibility report for the Shire's Pound. <p>Furthermore, the 2024/25 budget includes the Executive Manager Operations position, that was created to meet the current and future demands of the organisation including the implementation of maintenance schedules to improve the maintenance of the Shire parks, roads, verges, and facilities.</p>
Poor conditions of road / footpath / overall Shire infrastructure	16%	<p>This budget includes a comprehensive capital program including:</p> <ul style="list-style-type: none"> - \$20.1m on Renewal and Upgrade of the Shire's Roads (including \$17.3m grant funding) - \$2.6m on new and renewal of footpaths (including 2.4m grant funding) - \$1.6m in new and renewal of Shire facilities - \$3.99m in new and renewal of parks including <ul style="list-style-type: none"> o \$1.53m for the Byford Pump Track o \$786k for the completion for the Skate Park o \$750k carpark upgrade in the Gooralong Trails precinct o \$455k for new lighting at the Kalimna Oval o \$214k for Playground and shade sail renewal o \$123k Mundijong Netball Court Surface and drainage renewal
No Tip / Bulk waste collection	10%	<p>The Shire has implemented temporary waste services following the temporary closure of the Watkins Road Waste Transfer Station. The temporary services include a green waste verge collection service and bookable hard waste verge collection service.</p>
Perception that the Shire cannot raise rates except for every three years.	9%	<p>The triennial revaluation of Gross Rental Value (GRV) by the Landgate Valuer General's Office does not imply that rates can only be adjusted every three years. Rather, it pertains specifically to the</p>



		valuation updates of properties. Adjustments to the rates can be made independently of these valuations, ensuring flexibility in addressing financial considerations as necessary.
Objection with no comment	5%	No response required
Shire rates are perceived to be higher compared to other Local Governments.	4%	The Shire is proposing a 3.4% increase which is less than neighbouring councils: <ul style="list-style-type: none"> - City of Kwinana - 4.2% - City of Rockingham - 4.2% - Shire of Murray – 3.95% - City of Armadale - 3.9%. - City of Cockburn – 4%
Shire communication / transparency / support	5%	Communications in relation to annual rates and/or budget endorsement occurs after Council has endorsed these, usually in July. The Shire is required to seek public comment on any potential rate rises via our engagement portal YourSay SJ, which was completed in June 2024. This engagement was advertised on social media, as well as via our weekly eNewsletter, which residents are encouraged to subscribe to.
Support of proposal	1%	No response required

Options

Option 1

That Council NOTES, in accordance with section 6.36 of the *Local Government Act 1995*, the submissions on proposed differential rates contained in **attachment 1**.

Option 1 is recommended.

Conclusion

The Shire has received 253 submissions and are provided for Council review. The submissions were considered by Officers but have not altered the Officer Recommendation.

Attachments (available under separate cover)

- **6.1 - attachment 1** – 2024-25 Rates Response Report (E24/9629)



Alignment with our Council Plan 2023-2033

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

Financial Implications

The financial implications are detailed within this report.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no material risks associated with Option 1						

Voting Requirements: Simple Majority

SCM002/07/24

COUNCIL RESOLUTION / Officer Recommendation

Moved Cr Duggin, Seconded President Coales

That Council NOTES, in accordance with section 6.36 of the *Local Government Act 1995*, the submissions on proposed differential rates contained in attachment 1.

CARRIED 5/2

*In accordance with section 5.21(4) of the Local Government Act 1995, the individual vote of each member of the Council was as follows:
President Coales, Councillors Bishop, Duggin, Mazzini and Jerrett voted FOR the motion.
Councillors Byas and Mack voted AGAINST the motion.*



6.2 - Consideration of the 2024-2025 Financial Year Budget (SJ4495)

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

Authority / Discretion

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

The purpose of this report is to enable Council to consider adopting the Budget for the 2024/25 financial year together with supporting schedules, including adoption of fees and charges, rate in the dollar and minimum payments and other consequential matters arising from the budget papers, to meet its obligations under the annual integrated planning and reporting processes.

Relevant Previous Decisions of Council

Ordinary Council Meeting – 20 May 2024 – OCM133/05/24- COUNCIL RESOLUTION / Officer Recommendation

That Council:

1. *ENDORSES a total rate yield for 2024/2025 budget purposes, which will derive a proposed \$31,788,176 in net rate revenue.*
2. *ENDORSES for the purpose of advertising the following proposed Differential Categories, Rates and Minimum Payments for the Shire of Serpentine Jarrahdale for the 2024/25 rating year:*

<i>Rate Category</i>	<i>Rate in Dollar (Expressed as cents in \$)</i>	<i>Minimum Payment</i>
<i>GRV Residential</i>	<i>0.094713</i>	<i>\$1,451.00</i>
<i>GRV Commercial / Industrial</i>	<i>0.151483</i>	<i>\$1,648.00</i>
<i>UV General</i>	<i>0.004029</i>	<i>\$1,589.00</i>
<i>UV – Rural Residential</i>	<i>0.004722</i>	<i>\$2,094.00</i>
<i>UV – Commercial / Industrial</i>	<i>0.006687</i>	<i>\$2,205.00</i>
<i>UV Intensive Farmland</i>	<i>0.007616</i>	<i>\$3,178.00</i>

3. *AUTHORISES the Chief Executive Officer to advertise for public comment, the Differential General Rates and the Minimum Payments Statement of Objects and*



Reasons in attachment 1, as per the requirements of section 6.36 of the Local Government Act 1995.

4. *REQUESTS that the Chief Executive Officer, in liaison with the Shire President arrange a 24/25 Budget Breakfast to occur on a weekday morning after the adoption of the 2024/25 Budget at an approximate cost of \$3,000*

Background

The Shire has an obligation to plan for the future of the district under the Integrated Planning and Reporting (IPR) Framework. The processes are annual, biennial (minor strategic review) and quadrennial (major strategic review). Information in this report addresses the budget obligations of the annual IPR process.

The Department of Local Government, Sport, and Cultural Industries IPR guidelines state that the annual process should include the:

- Development of an annual budget based on the delivery program of the Corporate Business Plan for the relevant year;
- Update and review of the Corporate Business Plan; and
- Addition of a year to the Long-Term Financial Plan.

At the February 2024 Ordinary Council Meeting, Council noted the Shire's IPR timetable. This timetable outlined the key steps involved in the Shire's annual IPR process to develop the Annual Budget, review the Corporate Business Plan and update the Long Term Financial Plan. The key steps included submission and review of business cases, workshops with Executive and Council and establishing due dates to ensure regulatory compliance.

This process is now complete, and the Annual Budget 2024/2025 is provided for Council consideration as detailed in this report.

Community / Stakeholder Consultation

Corporate Business Plan Workshop – Part 1

Meeting Date	28 February 2024
Elected Members in Attendance	President Coales, Cr Byas and Cr Duggin

Corporate Business Plan Workshop – Part 1

Meeting Date	11 March 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Byas, Cr Duggin, Cr Jerrett, Cr Mack

Strategic Forum

Meeting Date	17 April 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Byas, Cr Mazzini

Budget Workshop – Rates Modelling, LTFP and Fees and Charges

Meeting Date	1 May 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Byas, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini



Budget Workshop – 2024-25 Non-Recurrent and Capital

Meeting Date	15 May 2024
Elected Members in Attendance	President Coales, Cr Byas, Cr Duggin, Cr Jerrett, Cr Mack

Budget Workshop – Operating Part 1

Meeting Date	5 June 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini

Budget Workshop – Operating Part 2

Meeting Date	12 June 2024
Elected Members in Attendance	President Coales, Cr Duggin, Cr Mack, Cr Mazzini

Budget Workshop – Years 2-4 Non-Recurrent and Capital and outstanding CRM's

Meeting Date	3 July 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Duggin, Cr Jerrett, Cr Mack

Community Consultation - Notice of rates and invitation to submit

In addition to the above, the Shire is required to, in accordance with Section 6.36 of the *Local Government Act 1995* (the Act), give notice of certain rates and invite submissions for a period of 21 days or such longer period. The Shire gave Local Public Notice on 24 May 2024, with submissions closing on 16 June 2024. Responses have been outlined in item 6.1 - 2024/25 Differential General Rates and Minimum Payments.

Statutory Environment

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

Section 6.2 of the Act requires that no later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt by absolute majority, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following 31 August.

Divisions 5 and 6 of Part 6 of the Act refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The 2024/25 Budget as presented is considered to meet statutory requirements.

Section 5.63 of the Act specifically excludes the need to declare a financial interest where matters; have an interest in common to a significant number of ratepayers/electors; relate to the imposition of any rate, charge or fee; relate to a fee, reimbursement of an expense or an allowance payable to elected members.

Comment

The 2024/25 Budget continues the journey the Shire has been on in transforming the Council and the community's vision into delivery of outcomes on the ground whilst meeting community priorities.



The budget is an ambitious document and has been prepared with a focus on capacity building of the organisation, improved service delivery and the sustainable creation, renewal and maintenance of assets with a strong focus on the improvement of the Shire's roads and facilities.

Economic Environment

The Australian Bureau of Statistics (ABS) has reported that the Consumer Price Index (CPI) in Perth has risen by 3.4% between March 2023 and March 2024.

Budget Development

The Budget has been developed in alignment with the Long Term Financial Plan (LTFP), Corporate Business Plan (CBP), Council Plan 2023-2033 and other key supporting strategies as required under the Integrated Planning and Reporting Framework.

The 2024/25 Statutory Budget is developed from this strategic direction setting plans taking into consideration operational capabilities, community needs and the current economic conditions.

The budget has been prepared based on presentations made to elected members at workshops over the last three months and in accordance with the requirements of the Act.

Statement of Comprehensive Income

The Statement of Comprehensive Income in the 2024/25 Annual Budget includes \$83.982 million related to income (inclusive of Rates), and \$57.997 million of operating expenditure (including \$15.505 million of non-cash depreciation expenditure).

Materials and Contracts

The \$892,812 budgeted increase in Materials and Contracts operating costs reflects the increased costs to obtain materials and contractors in the current economic environment, with the most significant increases being:

- \$400,000 increase in software subscriptions
- \$380,000 increase in Parks and Garden maintenance, including an additional \$147,000 for street tree maintenance and \$83,400 for revegetation works to facilitate clearing permit conditions.
- \$195,000 increase in facilities maintenance

Employee Costs

Across Australia pressure exists in the form of rising wage demands in response to inflation. The Western Australian Industrial Relations Commission increased the state minimum wage by 4%. The Shire is not immune in this regard. The current budget has limited capacity to accommodate wage increases of this magnitude, however, includes a 3.5% salary increase.

The \$2.83m increase in employee operating costs is primarily the result of

- \$795,003 as a result of a 3.5% salary increase;
- \$1,316,707 new staff establishment (see below);
- \$238,996 as a result of new staff established in 2023/24 now being budgeted for a full year (New FTE's are budgeted in the first year for 9 months only);
- \$116,921 increase of the minimum compulsory Superannuation Contributions; and
- \$73,108 increase in workers compensation premiums.



A comprehensive summary of new positions is detailed below:

Staff Establishment

The 2024/25 Budget has a particular focus on capacity building, improving levels of service and a Capital program on an unprecedented scale.

The Shire continues to experience periods of unprecedented growth, as evidenced through official ABS data released in March of each year. The most recent data released revealed that:

- Byford experienced the 2nd largest growth rate in real terms across all suburbs within Western Australia and;
- The Shire experienced the largest natural increase amongst all local governments in Western Australia.

The completion of the Byford rail extension and the commencement of the Tonkin Hwy extension has resulted in Mundijong beginning its urbanisation process. This coupled with the growth rates occurring within Byford places the Shire in a unique position of needing to resource the management of even greater growth levels.

During 2023/24 financial year, the Shire developed a focus on capacity building, with the engagement of a new Executive Manager Operations. This position has been created to meet the current and future demands of the organisation including the implementation of maintenance schedules to improve the maintenance of the Shire parks, roads, streetscapes, and facilities as well as to continue work to improve the Shire's Waste Management services.

In an effort to continue this focus the following changes in the staff establishment are proposed within this budget document.

Position Title	FTE	Type	2024/25 Budget <i>(9 months only, plus ICT set up costs)</i>
Statutory Planning Officer - Graduate	0.8	2 Year fixed term	\$57,143
Statutory Planning Officer - Graduate	0.8	2 Year fixed term	\$57,143
Building Assessment Officer -Trainee	0.8	2 Year fixed term	\$33,603
Administrative Supporting Officer	1.0	2 Year fixed term	\$57,984
ICT - Information Service Officer	1.0	12 month fixed term	\$46,966
Business Systems Analyst	1.0	2 Year fixed term	\$99,789
Cemeteries Officer	1.0	2 Year fixed term	\$90,772
Graphic Design and Multimedia Officer	1.0	Permanent	Cost Neutral
Community Activation Officer – Arts, Culture and Events Support	1.0	Permanent	\$31,545
Engineering Technical Officer - Tonkin Hwy Project	0.6	3 Year fixed term	\$39,395
Asset Management Coordinator	1.0	Permanent	\$112,247
Business Systems Coordinator	1.0	Permanent	\$109,220



Business Systems Support Officer	1.0	Permanent	\$80,684
IT Systems Support Officer	1.0	Permanent	\$83,206
Senior Environmental Officer	0.6	Permanent	\$56,254
Irrigation Officer - Team Leader	1.0	Permanent	\$69,005
Strategic Environmental Specialist Assistant - Graduate	0.5	Permanent	\$32,342
Senior Youth Development Officer	1.0	Permanent	\$75,939
Youth Activity Officer	0.4	Permanent	\$28,859
Youth Activity Officer	0.4	Permanent	\$28,859
Advocacy and Strategic Communication Officer	1.0	Permanent	\$146,388
Total	17.9		\$1,337,343

A detailed description of the proposed new FTEs is contained in **attachment 2**.

Capital Works Program

The Shire is proposing an extensive and transformative Capital Works program for the 2024/2025 financial year with budgeted capital projects of \$52m including carry forwards, of which \$35.49m is grant funded. This demonstrates the strength of Shire's advocacy for grant funding for Shire capital projects.

Major projects planned to get underway in 2024-2025 include:

- Road upgrades and renewals to the value of \$9.16m including:
 - \$3.747m of State Blackspot projects (Karnup Road between Hopeland Road and Yangedi Road, Widening of 4 intersections on Nicholson Road between Rowley Road and Thomas Road, Karnup Road-Richardson Road Roundabout Upgrade)
 - \$3.691m of MRRG Rehabilitation and Upgrade (Rowley Road between Hopkinson Road and Appaloosa Ave, Mundijong Road/Lightbody Road, Mundijong Road/Paterson Street intersection, Larsen Road between South West Highway and George Street, continuation of Hopeland Road project);
 - \$977,232 of Roads to Recovery funded road projects (Gravel resheeting of Millars Road and Jarrah Road and upgrades to Medulla Road between Jarrahdale Road and Jarrahglen Rise, and Linton Street North Cul-de-sac);
 - \$465,165 of Federal Blackspot projects for Karnup Road between Punrak Road and Hopeland Road.
 - \$85,000 Road Safety Initiatives
 - \$78,000 for Tuart Road base repairs
 - \$55,040 Drainage Renewal Program
 - \$38,110 for the installation of two new Bus shelters and;
 - \$23,500 installation of a Water Standpipe hard stand in Keysbrook.
- \$11.054m for the completion of Hypergrowth Road projects including:



- \$5.575m to finalised construction of Orton Road Stage 1 and 2; and
- \$5.478m to finalise construction of Kargotich Road Stage 1, 2 and 3.
- \$5.5m for bridge replacements including:
 - \$1.47m for Oakford Bridge 187
 - \$4.067m for the Jarrahdale Road Bridge
- The delivery of \$1.6m for the renewal and upgrade of Shire facilities, including:
 - \$470,000 for works at the SJ Recreation Centre;
 - \$285,000 sealing the trafficable surfaces at Shire Depot;
 - \$189,000 for upgrades to Youth Facilities
 - \$148,000 to finalise the Byford Fire station Changerooms;
 - \$147,660 refurbishment of the Byford Kindy;
 - \$119,037 for a Concept design for Public Toilet/Changing place at the Byford Train Station
 - \$92,400 for a Council Chambers upgrade to meet new live streaming requirements
 - \$82,000 for Septic tank/leach drain renewals to various Shire facilities
 - \$75,000 refurbishment of Landcare Building
 - \$70,000 for access and inclusion works at Shire facilities and;
 - \$31,700 installation of fence at the Scout Hall
- The delivery of \$136,385 of new streetlights at the following intersections:
 - Abernethy Road and Hopkinson
 - Hopkinson Road and Rowley Road
 - Richardson Street and Summerfield Road
 - Wright Road and Randell Road
- \$498,000 for the planning and detail design at Indigo Parkway for construction in future years.
- The delivery of \$192,200 of landscaping of the Shire Road reserve including:
 - Abernethy Road Roundabout and Street Trees
- The delivery of \$1.668m of new and renewal park projects including:
 - \$750,000 for a carpark upgrade in the Gooralong Trails precinct
 - \$454,666 for lighting at Kalimna Oval (CSRFF application pending)
 - \$213,700 playground and shade sail renewal; and
 - \$105,000 irrigation renewal including bores and pumps.
 - \$123,350 for Mundijong Netball Court surface and drainage renewal
 - \$21,500 Glades Lake boardwalk refit
- The delivery of \$2.644m of new and replacement footpaths including:
 - \$2.45m for a principal shared path at Soldier Road



- \$194,000 for Stage 2 of renewal/upgrade of Clondyke Path Footpath;
- \$1.968m in replacement and new plant and fleet.
- Commence \$2.26m construction of Oakford Fire Station to be primarily funded from a self-supporting loan.
- Further progress towards the construction of Keirnan Park Stage 1A and Concept Design for the Netball Courts (Stage 1C).
- Construction of the Byford Pump Track.
- Construction of the Byford Skate Park Stage 2.
- Further progress towards upgrades at the Administration Centre with Stage 2b commencing in 2024/25
- Continuation of OneComm Phase 3.

A list of Capital Projects is included in the 2024/25 Budget documents contained in **attachment 1**.

Rates

Rates have been incorporated in the Budget in accordance with the Differential Rating and Minimum Payments, Objects and Reasons and Rating Strategy endorsed at the Ordinary Council Meeting held 20 May 2024.

Please note, the endorsed differential rates proposed a 3.4% increase to all rating categories that will derive \$31,788,176 in net rates revenue excluding future interim rates.

This will be represented as Option 1 of this report.

Borrowings

The 2024/25 Budget includes \$6,495,000 of loan funds proposed to be drawn down over the course of the next few years.

These include:

- A further \$3.6m to be drawn down from the \$6m loan facility for the next stage of the Administration building redevelopment.
- A \$2,095,000 self-supporting load funded from DFES for the purpose of constructing the Oakford Fire brigade station. This was anticipated to be drawn in 2023/24 however due to delays in the project this was not necessary, and it is anticipated this loan will be drawn down in 2024/25.
- A new loan of \$800,000 for the purposes of land acquisition.

Reserves.

The 2024/25 budget makes the following contributions to reserves:

- \$1m in investment interest to multiple reserves;
- \$845,000 to plant and fleet reserve;
- \$100,000 to ICT reserve;
- \$99,000 to community grants reserve;
- \$85,000 to the operations optimisation reserve;



- \$77,250 to local government election reserve;
- \$55,000 to Footpath reserve;
- \$50,000 to the investment reserve;
- \$46,801 to the Jarrahdale Communication Tower reserve;
- \$40,000 to rates revaluation reserve.

The 2024/25 budget includes the following projects to be funded from reserves:

- \$1.437m for the acquisition of new and replacement fleet;
- \$915,000 towards the continuation of the OneComm project;
- \$498,000 towards for the planning and detail design at Indigo Parkway for construction in future years;
- \$496,608 for DCP administration and Water Monitoring;
- \$481,217 for the Shires contribution to the Jarrahdale Road Bridge replacement;
- \$351,227 to fund the Executive Manager Operations;
- \$392,000 for upgrades to the Serpentine Jarrahdale Recreation Centre;
- \$165,000 for the construction of the Oakford Fire station;
- \$147,660 for the Byford Kindergarten refurbishment;
- \$119,037 for the Byford Train Station/Metronet Public Toilets & Changing Places Facility Concept Design;
- \$100,000 for Stage 2 of the Clondyke Footpath Renewal;
- \$100,000 for landscaping of Abernethy Road;
- \$100,000 to develop a forwards works plan;
- \$75,000 for the Council Chambers upgrades;
- \$75,000 for Major Event and Community Infrastructure Grants;
- \$50,000 for upgrade to the Byford Fire Station;
- \$24,000 to fund the costs associated with the operations of the Jarrahdale Communications tower.

Fees and Charges

The budget provides for total fees and charges revenue of \$9.409 million, a budgeted increase of \$627,027 year on year primarily as a result of:

- \$494,397 increase in refuse charges due to new properties as well as a CPI increase to waste collection charges.
- \$110,000 increase income relating the building permits due to an anticipated upturn in applications.

In determining the fees and charges, the following were taken into consideration:

- the cost to the Shire for providing the goods or service;



- the importance of the goods or service to the community; and
- the price at which the goods or service can be obtained from alternative suppliers.

During the 2024/25 budget process the Shire has assessed the fees and charges based on the above considerations and recommends that a number of these are increased to better reflect the costs associated with the provision of these services, with an average increase of 3.4% applied which aligns with the current Perth Consumer Price Index for March 2024.

These changes have only been applied to discretionary fees and charges which are within the Shire's control to set. The Shire has several fees which are prescribed through state legislation that have remained unchanged.

New Fees and Charges:

The 2024/25 Fees and Charges contains the following new fees

Fee/Charge	2024/2025 Fee	Reason For New Fee
SHIRE OF SERPENTINE JARRAHDAL HEALTH SERVICES Health and Amenity Administration		
Acoustic Report Assessment	\$118	Assessment of acoustic reports such as those provided for dwelling building applications and quiet house design requirements
SHIRE OF SERPENTINE JARRAHDAL WASTE MANAGEMENT Waste Transfer Station		
Additional Pre-booked Bulk Verge Collection Service (3m3 limit)	\$160	Additional pre-booked bulk verge fee once free services have been used
Bin Springs for Kerbside Bins	\$10	Litter control measure for bin lids that fly open during windy conditions
SHIRE OF SERPENTINE JARRAHDAL BUILDING SERVICES Private Swimming Pool Inspection Fees		
Initial Inspection Fee	\$285	Fee for inspection of a newly installed swimming pool
SHIRE OF SERPENTINE JARRAHDAL COMMUNITY HALLS, SPORTS OVALS AND FACILITIES Season Charges / Senior Sports		
Croquet Club Byford - Annual Fee	\$414	Fee for newly formed club to use facilities at Bill Hicks Oval
SHIRE OF SERPENTINE JARRAHDAL COMMUNITY HALLS, SPORTS OVALS AND FACILITIES Season Charges / Salvado Oval		
Oval - Commercial	\$47	Salvado Oval is a new oval that will be available for bookings from approximately January 2025.
Oval - Community	\$27	

The 2024/25 Schedule of Fees and Charges is contained in **attachment 1**.

Statutory Budget

The Statutory Budget is prepared in accordance with all relevant professional accounting pronouncements. It contains all statutory statements and supporting schedules including:



- Comprehensive Income Statement by Nature or Type;
- Statement of Cash flows;
- Statement of Financial Activity; and
- Notes to and forming part of the Budget.

Monthly reporting of significant (material) variances

As per the *Local Government (Financial Management) Regulations 1996*, Regulation 34, a financial activity statement is required to be prepared each month. *Local Government (Financial Management) Regulations 1996* Regulation 34 part 5, state that “Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.”

It is recommended that Council adopt a definition the application of a materiality level for the reporting of variance in the Statement of Financial Activity (by Nature and Type) at $\geq 10\%$ of the amended budget and $\geq \$10,000$ of the amended budget or $\geq \$150,000$ of the amended budget. This materiality will be applied to each Nature and Type Category for Operating Activities and Financing Activities, and applied at Project level for Investing Activities.

Options

Option 1 (3.4% Rate increase)

That Council:

1. ADOPTS, in accordance with section 6.16 of the *Local Government Act 1995*, the Fees and Charges contained within **attachment 1**.
2. APPROVES the borrowing of new loan funds of \$2,095,000 Self Supporting Loan for the Oakford Fire Station and \$800,000 for Land Acquisition.
3. IMPOSES, in accordance with section 6.33 of the *Local Government Act 1995*, the following differential general and minimum rates on Gross Rental and Unimproved Values adopted for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget which represents a 3.4% increase to rates yield.
 - 3.1. Differential Rates

Rate Category	Rate in Dollar (Expressed as cents in \$)
GRV Residential	0.094713
GRV Commercial / Industrial	0.151483
UV General	0.004029
UV Rural Residential	0.004722
UV Commercial / Industrial	0.006687
UV Intensive Farmland	0.007616



3.2. Minimum Rates

Rate Category	Minimum Payment
GRV Residential	\$1,451
GRV Commercial / Industrial	\$1,648
UV General	\$1,589
UV Rural Residential	\$2,094
UV Commercial / Industrial	\$2,205
UV Intensive Farmland	\$3,178

4. ADOPTS, in accordance with section 6.45 of the *Local Government Act 1995*, the following options for payment of rates or service charges.

4.1. Instalment Arrangements

NOMINATE the following due dates for the payment of rates in full and by instalments:

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
Single full payment	16/09/2024	0	0.0%	0.0%
Option two				
First instalment	16/09/2024	0	0.0%	0.0%
Second instalment	18/11/2024	5	5.5%	11.0%
Option three				
First instalment	16/09/2024	0	0.0%	0.0%
Second instalment	18/11/2024	5	5.5%	11.0%
Third instalment	20/01/2025	5	5.5%	11.0%



Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
Fourth instalment	24/03/2025	5	5.5%	11.0%

4.2. Incentives for Early Payment of Rates

OFFERS, two \$1,000 incentive prizes to ratepayers, sponsored by Westpac who have paid their rates in full prior to 5:00pm 16 September 2024.

That all Elected Members and staff of the Shire of Serpentine Jarrahdale be ineligible to be chosen as a winner of the early rate payment incentive prizes.

5. ADOPTS, in accordance with section 6.47 of the *Local Government Act 1995*, the following Discounts and Concessions:

- Concession of 31% to eligible Farmland and Conservation properties within the UV Rural differential rate category, pursuant to Council Policy 3.2.7 – Farmland Concession;
- Concession of 50% to Conservation zone properties.

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

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

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

In addition, the material variance limit will be applied to each Nature and Type Classification for Operating and Financing Activities and each Project for Investing Activities (Capital).

Option 1 is recommended.

Conclusion

The 2024/25 Budget continues the Shire’s focus on an increased capital program with a significant focus on the improvement of the Shire’s roads and facilities. The 2024-25 budget includes \$35.48m of capital grants in 2024/25.

This year will see the Shire continue its development of Keirnan Park, continued works on the Hypergrowth Road projects at Orton Road and Kargotich Road and commence construction of the Oakford Bush Fire Brigade.

Despite the increasing challenges associated with providing services to the community in an economic environment of increasing costs, the Shire will continue to look for ways to reduce annual cash expenditure on operational spends to ensure the continued financial sustainability of the Shire into the future.



Attachments (available under separate cover)

- **6.2 - attachment 1** – 2024/25 Statutory Budget and Supplementary Information (E24/9627)
- **6.2 - attachment 2** – 2024/25 Proposed New FTE Justification (E24/9630)

Alignment with our Council Plan 2023-2033

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

Financial Implications

The financial implications are detailed within this report. The 2024/2025 Budget is considered to deliver a sustainable economic outcome for Council and the community.

Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no significant risks associated with Council adopting the annual budget.						

Voting Requirements: Absolute Majority (section 6.2(1) and 6.16(1) of the *Local Government Act 1995*)

Officer Recommendation

That Council:

1. ADOPTS, in accordance with section 6.16 of the *Local Government Act 1995*, the Fees and Charges contained within attachment 1.
2. APPROVES the borrowing of new loan funds of \$2,095,000 Self Supporting Loan for the Oakford Fire Station and \$800,000 for Land Acquisition.
3. IMPOSES, in accordance with section 6.33 of the *Local Government Act 1995*, the following differential general and minimum rates on Gross Rental and Unimproved Values adopted for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget which represents a 3.4% increase to rates yield.

3.1. Differential Rates

Rate Category	Rate in Dollar (Expressed as cents in \$)
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GRV Residential	0.094713
GRV Commercial / Industrial	0.151483
UV General	0.004029
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UV Commercial / Industrial	0.006687
UV Intensive Farmland	0.007616

3.2. Minimum Rates

Rate Category	Minimum Payment
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GRV Commercial / Industrial	\$1,648
UV General	\$1,589
UV Rural Residential	\$2,094
UV Commercial / Industrial	\$2,205
UV Intensive Farmland	\$3,178

4. ADOPTS, in accordance with section 6.45 of the *Local Government Act 1995*, the following options for payment of rates or service charges.

4.1. Instalment Arrangements

NOMINATE the following due dates for the payment of rates in full and by instalments:

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%
Single full payment	16/09/2024	0	0.0%	0.0%
Option two				
First instalment	16/09/2024	0	0.0%	0.0%



Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
Second instalment	18/11/2024	5	5.5%	11.0%
Option three				
First instalment	16/09/2024	0	0.0%	0.0%
Second instalment	18/11/2024	5	5.5%	11.0%
Third instalment	20/01/2025	5	5.5%	11.0%
Fourth instalment	24/03/2025	5	5.5%	11.0%

4.2. Incentives for Early Payment of Rates

OFFERS, two \$1,000 incentive prizes to ratepayers, sponsored by Westpac who have paid their rates in full prior to 5:00pm 16 September 2024.

That all Elected Members and staff of the Shire of Serpentine Jarrahdale be ineligible to be chosen as a winner of the early rate payment incentive prizes.

5. ADOPTS, in accordance with section 6.47 of the *Local Government Act 1995*, the following Discounts and Concessions:
- Concession of 31% to eligible Farmland and Conservation properties within the UV Rural differential rate category, pursuant to Council Policy 3.2.7 – Farmland Concession;
 - Concession of 50% to Conservation zoned properties.
6. ADOPTS, in accordance with section 6.2 of the *Local Government Act 1995*, the Municipal Fund Budget as contained in attachment 1, Statutory Statements and Notes (including supplementary information) for the year ending 30 June 2025.
7. ADOPTS, 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).



SCM003/07/24

COUNCIL RESOLUTION

Moved President Coales, seconded Cr Duggin

1. **ADOPTS**, in accordance with section 6.16 of the *Local Government Act 1995*, the Fees and Charges contained within attachment 1.
2. **ADOPTS** the borrowing of new loan funds of \$2,095,000 Self Supporting Loan for the Oakford Fire Station and \$800,000 for Land Acquisition.
3. **IMPOSES**, in accordance with section 6.33 of the *Local Government Act 1995*, the following differential general and minimum rates on Gross Rental and Unimproved Values adopted for the purpose of yielding the deficiency disclosed by the Municipal Fund Budget which represents a 2.9% increase to rates yield.

3.1 Differential Rates

Rate Category	Rate in Dollar (Expressed as cents in \$)
GRV Residential	0.094255
GRV Commercial / Industrial	0.150751
UV General	0.004010
UV Rural Residential	0.004699
UV Commercial / Industrial	0.006656
UV Intensive Farmland	0.007580

3.2 Minimum Rates

Rate Category	Minimum Payment
GRV Residential	\$1,444
GRV Commercial / Industrial	\$1,640
UV General	\$1,581
UV Rural Residential	\$2,084
UV Commercial / Industrial	\$2,194
UV Intensive Farmland	\$3,163

4. **ADOPTS**, in accordance with section 6.45 of the *Local Government Act 1995*, the following options for payment of rates or service charges.

4.1 Instalment Arrangements

NOMINATE the following due dates for the payment of rates in full and by instalments:

Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
		\$	%	%



Instalment options	Date due	Instalment plan admin charge	Instalment plan interest rate	Unpaid rates interest rates
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Option two				
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First instalment	16/09/2024	0	0.0%	0.0%
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4.2 Incentives for Early Payment of Rates

OFFERS, two \$1,000 incentive prizes to ratepayers, sponsored by Westpac who have paid their rates in full prior to 5:00pm 16 September 2024.

That all Elected Members and staff of the Shire of Serpentine Jarrahdale be ineligible to be chosen as a winner of the early rate payment incentive prizes.

5. **ADOPTS**, in accordance with section 6.47 of the *Local Government Act 1995*, the following Discounts and Concessions:

- Concession of 31% to eligible Farmland and Conservation properties within the UV Rural differential rate category, pursuant to Council Policy 3.2.7 – Farmland Concession;
- Concession of 50% to Conservation zoned properties.

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

Description	Expenditure Type	Amount
Removal of Engineering Technical Officer	Operating	\$39,395
Removal of Community Perception Survey	Non-Recurrent	\$35,000
Removal of 0.4 Youth Activity Officer	Operating	\$28,829



Removal of The Glades Lake - Existing Boardwalk Retrofit	Capital	\$21,400
Reduce Cemetery Position from 1.0 to 0.8	Capital	\$16,814
Removal of Volunteer Brigade Perception Survey	Non-Recurrent	\$10,000
Deficit Position to be resolved at first quarterly budget review		\$1,952
Amend resident CCTV subsidy to include businesses		\$0
Total Reduction		\$153,390

7. **ADOPTS**, 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).

CARRIED 4/3

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

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

Reason for difference to Officer Recommendation:

To be more financially responsible and listening to the community's feedback.



6.3 - Long Term Financial Plan 2024-2034 and Corporate Business Plan 2024-28 (SJ940-3)	
Responsible Officer:	Director Corporate Services
Senior Officer:	Chief Executive Officer
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

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

The purpose of this report is to enable Council to consider adopting the:

- Long term Financial Plan 2024-2034; and
- Corporate Business Plan 2024-2028

to meet its obligations under the annual Integrated Planning and Reporting (IPR) processes.

Relevant Previous Decisions of Council

<p><i>Ordinary Council Meeting – 19 February 2024 – OCM022/02/24 - COUNCIL RESOLUTION / Officer Recommendation – extract</i></p> <p><i>That Council:</i></p> <p><i>1. NOTES the Shire of Serpentine Jarrahdale’s Integrated Planning, Reporting and Budget Timetable for the 2024-2028 Corporate Business Plan, 2024-2025 Budget and 2024-2034 Long Term Financial Plan as contained within this report.</i></p>

Background

The Shire has an obligation to plan for the future of the district under the Integrated Planning and Reporting (IPR) Framework. The processes are annual, biennial (minor Council Plan review) and quadrennial (major Council Plan review). Information in this report addresses the Long-Term Financial Plan and Corporate Business Plan obligations of the annual IPR process.

The Department of Local Government, Sport, and Cultural Industries IPR guidelines state that the annual process should include the:

- Development of an annual budget based on the delivery program of the Corporate Business Plan for the relevant year;
- Update and review of the Corporate Business Plan; and
- Addition of a year to the Long-Term Financial Plan.



At the February 2024 Ordinary Council Meeting, Council noted the Shire's IPR timetable. This timetable outlined the key steps involved in the Shire's annual IPR process to develop the Annual Budget, review the Corporate Business Plan and update the Long-Term Financial Plan. The key steps included submission and review of business cases, workshops with Executive and Council and establishing due dates to ensure regulatory compliance.

This process is now complete, and the Long Term Financial Plan and Corporate Business Plan is provided for Council consideration as detailed in this report.

Community / Stakeholder Consultation

Corporate Business Plan Workshop – Part 1

Meeting Date	28 February 2024
Elected Members in Attendance	President Coales, Cr Byas and Cr Duggin

Corporate Business Plan Workshop – Part 2

Meeting Date	11 March 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Byas, Cr Duggin, Cr Jerrett, Cr Mack

Strategic Forum

Meeting Date	17 April 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Byas, Cr Mazzini

Budget Workshop – Rates Modelling, LTFP and Fees and Charges

Meeting Date	1 May 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Byas, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini

Budget Workshop – 2024-2025 Non-Recurrent and Capital

Meeting Date	15 May 2024
Elected Members in Attendance	President Coales, Cr Byas, Cr Duggin, Cr Jerrett, Cr Mack

**Budget Workshop – Operating Part 1**

Meeting Date	5 June 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini

Budget Workshop – Operating Part 2

Meeting Date	12 June 2024
Elected Members in Attendance	President Coales, Cr Duggin, Cr Mack, Cr Mazzini

Budget Workshop – Years 2-4 Non-Recurrent and Capital and Outstanding CRM's

Meeting Date	3 July 2024
Elected Members in Attendance	President Coales, Cr Bishop, Cr Duggin, Cr Jerrett, Cr Mack

Statutory Environment**Local Government Act 1995 and Local Government (Administration) Regulations 1996**

Local governments have a statutory obligation under s 5.56(1) of the *Local Government Act 1995* (the Act) to plan for the future of their district under the Integrated Planning and Reporting (IPR) Framework. Regulations have been made under s 5.56(2) of the Act that provide minimum requirements for IPR.

The *Local Government (Administration) Regulations 1996* (the Regulations) require a local government to ensure that a Corporate Business Plan is made for its district (reg 19DA) and that the Corporate Business Plan is reviewed every year (reg 19DA(4)). A full extract of Regulation 19DA is provided below.

19DA Corporate business plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) A corporate business plan for a district is to —*
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*



- (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
- *Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Reform of the *Local Government Act 1995*

The State Government is reforming the *Local Government Act 1995*. Theme 6 – 'Improved Financial Management and Reporting' proposes to amend the *Local Government (Administration) Regulations 1996* to replace the Strategic Community Plan with a Council Plan. Advice from the Department of Local Government, Sport and Cultural Industries is that the Department are currently progressing the policy work behind the Integrated Planning and Reporting Framework reforms. From a compliance perspective, Regulation 19DA of the *Local Government (Administration) Regulations 1996* remains in place until new regulations are in effect and provisions commence.

On 11 December 2023, Council adopted the Council Plan 2023-2033 (OCM313/12/23). Adoption of the Council Plan has had a flow on impact to the Corporate Business Plan, as the document required alignment with the Council Plan's three strategic pillars (Thriving, Liveable, Connected). This work has been completed as part of the major review of the Shire's Corporate Business Plan 2024-2028, for adoption as part of the annual Integrated Planning and Reporting (IPR) process.

Comment

Long Term Financial Plan 2024-3034

A Long Term Financial Plan (LTFP) is a ten year rolling plan that incorporates the proposed budget and financial requirements to deliver the Corporate Business Plan. It is a key tool for ensuring the financial sustainability of the Shire. The Long Term Financial Plan 2024-2034 provided for Council's consideration, reflects the requirements of the Corporate Business Plan 2024-2028 and ensures it is achievable within the Shire's financial resources.

The Long Term Financial Plan 2024-2034 is set within the following parameters:

- Interim rates growth of 1.95% in 2024-2025
- Assumed CPI of 3.4% in 2024-2025 and 3% thereafter.
- The proportion of untied funds expected to be spent on operating expenditure is projected to decline from 88% to 79% over the life of the LTFP. This means effectively that the Shire is spending proportionately less money on administration and more money on asset delivery and infrastructure.



- The operating savings consequential to the above point will be expended on asset renewal and upgrades lifting the asset renewal spend to be in line with asset management requirements.
- The LTFP foresees a significant number of infrastructure grants to be received in the next 3 years and expect this trend to continue throughout the next 10 years. However, these grants usually come with a matching contribution from the Shire which need to be funded through rates. With the recent modernisation of the Shire's asset data as well as the continued advocacy, the Shire is likely reaching the point where the Shire is at significant risk that the Shire may win more grants than the LTFP is able to match.

Corporate Business Plan 2024-2028

The Corporate Business Plan 2024-2028 presented for Council's consideration represents a Corporate Business Plan that is costed and aligned to the Shire's Long Term Financial Plan and integrated with all components of the State Government's Integrated Planning and Reporting Framework. The Delivery Program of the Plan is divided into the following five areas:

1. Advocacy Projects - the projects that the Shire will focus its advocacy efforts towards over the next four years.
2. Major Capital Projects - capital projects to be delivered over the next four years that are considered 'Major'. A Capital Project is considered 'Major' if:
 - the value is >\$250,000; and
 - it is a new construction; or
 - it is a significant expansion, replacement (i.e., upgrade), or renewal project of existing infrastructure.
3. Capital Works Program - planned capital expenditure on our assets over the next four years, excluding Major Capital Projects.
4. Strategic Operational Projects - projects funded from the operating budget considered 'Strategic' in nature because they demonstrate a strong link to the Council Plan.
5. Service Plan Summary - a summary of the Shire's day-to-day service levels and activities over the next four years that sit outside of the other abovementioned projects.

Major Review of the Corporate Business Plan

A major review of the Corporate Business Plan was undertaken in 2023-2024, following the 2023 local government election and adoption of the 2023-2033 Council Plan.

The objective of this major review was to produce a delivery plan to operationalise and align the Shire's projects and services to the needs and aspirations of our community, foster a forward planning culture that is prioritised and resourced, and act as a measure of organisational performance towards the community's vision.

Review and analysis of the Shire's key documents, and existing planning documents, formed a major component of the review including assessment of business unit Service Team Plans, the current Corporate Business Plan and comparative Local Government Corporate Business Plans, to guide 'best practice' format and content.



The new Shire vision, mission and values commits the Shire to delivering a high standard of governance and compliance, and the three key pillars of the Council Plan – Thriving, Liveable and Connected – links each project and activity to a strategic objective area to enable a clear connection between the actions being undertaken and the strategic outcomes they support.

Other amendments and/or improvements to note include:

- Updated Key Performance Indicators to best measure delivery achievements:
 - 80% of strategic operating projects are completed by their due date;
 - 80% of road projects planned, are delivered by their due date;
 - 80% of facility projects planned, are delivered by their due date;
 - Financial Sustainability – Maintain a financial health indicator above 70.
- Simplification of information contained within the Delivery Program. Previous specification of quarterly milestones is a duplication of details already contained within business unit Service Team Plans, and the Project Management Framework.
- The addition of State Government and/or Developer delivered Projects now included in the Service Plan Summary of the plan, to detail the anticipated timeframes in which Shire support and/or a level of service is required, for projects being delivered by State Government agencies or Developers.
- Improved forward planning across all 4 years of the delivery program, which will evolve in 2025-2026 and as various key strategic operating projects are undertaken in 2024-2025 (i.e., Roads and Footpath Forward Works Plan) to inform future planning accordingly.

Key initiatives that our community will see implemented over the 2024-2028 period are summarised within their respective Strategic Pillars below:



<p><i>THRIVING - A well-planned Shire which supports our community to flourish through sustainable growth, partnerships and leadership.</i></p> <p>Advocating for and shaping the design of State Government infrastructure to benefit our local community of which some include:</p> <ul style="list-style-type: none"> • METRONET • Tonkin Highway • Byford Tafe <p>Planning for sustainable future growth, attracting business and employment opportunities, and strengthening tourism within the Shire through:</p> <ul style="list-style-type: none"> • development of the Byford Town Centre • working with the East Metropolitan Health Service to deliver the Byford Health Hub • trails development and implementation including Jarrahdale Trails Town • review of the Economic Development and Tourism Strategy • review of the Local Planning Strategy • planning and advocacy for industrial land development. 	<p><i>LIVEABLE - A protected, enhanced and safe natural and built rural environment, with access to services and facilities.</i></p> <p>Improving maintenance and investment in roads and footpaths, with a focus on connectivity within communities, through the delivery of:</p> <ul style="list-style-type: none"> • Hypergrowth Road Upgrades – Kargotich and Orton Roads • 8 x Federal and State Blackspot Road Upgrades • 5 x Metropolitan Regional Road Group Upgrades • New Carpark for Gooralong Trail Precinct. • Roads Forward Works Plan. • Footpath Forward Works Plan. • development and implementation of maintenance schedules for playgrounds, verges, facilities, parks and gardens. 	<p><i>CONNECTED – Connected and vibrant neighbourhoods, celebrating our history and diversity.</i></p> <p>Responding to population growth through investment in community recreation and facilities to support local clubs and groups by:</p> <ul style="list-style-type: none"> • progressing the development of the Keirnan Park Recreation Precinct • relocation of the BMX track to Keirnan Park Recreation Precinct • Glades District Community Facility • construction of a new Pump Track in Byford • upgrade of the Byford Skate Park • construction of the Oakford Bush Fire Brigade Station <p>Empowering and facilitating an inclusive community that celebrates our history and diversity through the following initiatives:</p> <ul style="list-style-type: none"> • Reconciliation Action Plan • Crime Prevention – Resident CCTV subsidy • development of a Youth Plan and Youth Advisory Council.
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Governance initiatives underway for implementation over the four year period include:

- upgrades to the Administration Accommodation including Staff Amenities, Staff Offices and Council Chambers
- an Enterprise Resource Planning System
- continued implementation of the Project and Contract Management Framework.

The full details of these initiatives, including their associated cost, timing and dependencies are detailed within the Delivery Program section of the plan. The Delivery Program also outlines all other projects and activities occurring within the 2024-2028 period.

Options

Option 1

That Council:

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

Option 2

That Council REQUESTS the Chief Executive Officer revise the Long Term Financial Plan and Corporate Business Plan in accordance with Council’s decision in Agenda Item 6.2 and present these documents to a future Council meeting for consideration.

Option 1 is recommended if Option 1 of Agenda Item 6.2 is resolved by Council.

Option 2 is recommended if an alternative motion at Agenda Item 6.2 is resolved by Council.

Conclusion

The completion of the annual Integrated Planning and Reporting review provides the Shire with an integrated, structured and specific framework in which to implement and report on tangible outcomes towards the shire’s vision and strategic objectives.

Attachments (available under separate cover)

- **6.3 - attachment 1** – Long Term Financial Plan 2024-2034 (E24/9726)
- **6.3 - attachment 2** – Corporate Business Plan 2024-2028 (E24/9624)

Alignment with our Council Plan 2023-2033

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



Financial Implications

The Corporate Business Plan 2024-2028, Long Term Financial Plan 2024-2034 and 2024-2025 Annual Budget are aligned.

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	No significant risks are associated with Option 1. The risks to be managed to deliver the Corporate Business Plan are detailed within the 'Key Risks' area of the plan.						
2	If Council do not adopt the Corporate Business Plan and Long Term Financial Plan, this will result in documents that are not aligned to the annual budget. This will create a fragmented environment for the Shire to operate in for the short term.	Nil	Organisational Performance	Rare	Moderate	LOW	Nil

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

Officer Recommendation

That Council:

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



Continued

**Special Council Meeting Minutes
Thursday, 25 July 2024**

SCM004/07/24

COUNCIL RESOLUTION

Moved Cr Duggin, Seconded Cr Bishop

That Council REQUESTS the Chief Executive Officer revise the Long Term Financial Plan and Corporate Business Plan in accordance with Council's decision in Agenda Item 6.2 and present these documents to a future Council meeting for consideration.

CARRIED UNANIMOUSLY 7/0



6.4 - Keirnan Park Recreation Precinct - Stage 1A project scope, revised budget and new project mandate (SJ1364)

Responsible Officer:	Manager Major Projects
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's endorsement on the project scope, revised budget, funding sources and new project mandate for Stage 1A of Keirnan Park Recreation Precinct project.

Relevant Previous Decisions of Council

<p><i>Ordinary Council Meeting – 12 December 2022 - OCM308/12/22 - COUNCIL RESOLUTION That Council:</i></p> <ol style="list-style-type: none"> 1. <i>NOTES the correspondence from the Department of Local Government, Sport and Cultural Industries dated 8 December 2022 in attachment 4;</i> 2. <i>NOTES the current project update and critical risks as described in this report; and</i> 3. <i>REQUESTS that no new purchase orders are raised for the project until the Chief Executive Officer receives the signed agreement for \$1.5million from the Department of Local Government, Sport and Cultural Industries.</i>
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Background

The Keirnan Park Stage 1A project scope includes delivery of two community sporting ovals and a sports pavilion, associated civil infrastructure elements such as underground services, access road, car parking, drainage, irrigation, landscaping, and water harvesting basins.

Delivery of this scope was supported by the State Government through grant funding (via Department of Local Government, Sport and Cultural Industries) to the value of \$20M, which was approved in March 2022. Additional funding was requested from the State Government to support the delivery of the ovals, which was estimated at \$4,214,426, bringing the total project budget to \$24,214,426.

In 2023, the Shire completed the detailed design phase of the project, and the project is now ready to progress to procurement phase for construction. The Shire has completed pretender estimates and allowances for additional items, which has brought the estimated project cost to \$29,177,272 (assuming 2024 award date of contract).



Community / Stakeholder Consultation

Council Workshop

Meeting Date	29 May 2024
Elected Members in Attendance	Cr Bishop, Cr Duggin, Cr Jerrett, Cr Mack, Cr Mazzini

Policy Concept Forum

Meeting Date	22 May 2023
Elected Members in Attendance	Cr Rich; Cr Atwell, Cr Byas; Cr Coales; Cr Duggin; Cr Mack; Cr Strange

Keirnan Park Stakeholder Reference Group Meetings

- 27 June 2024;
- 26 July 2023;
- 15 February 2023.

Minister Sport and Recreation

In July 2022, Shire had advocated to the State Government, via the for Minister Sport and Recreation, for addition funding to deliver the ovals as part of Stage 1A. A response to the Shire's request is provided at **attachment 1**, outlining the State Government's support to provide an additional \$2 million towards the project.

Department of Local Government, Sports and Cultural Industries

The Department of Local Government, Sports and Cultural Industries (DLGSC) has been represented on the Shire's Keirnan Park Steering Group Meetings, which provides oversight and advise on the progress of the project. Commencing in 2024, fortnightly project updates have been provided via email to the Department.

Sporting Clubs

Engagement has occurred with the respective club presidents regarding MoUs between the Shire and their clubs to demonstrate community support for the project. Clubs recognise that Stage 1A must be delivered to support the delivery of future stages at Keirnan Park. The table below summarises the status of response from relevant clubs regarding the MoUs:

Club	Outcome
Mundijong Centrals Junior Football Club	Met with Club President, MoU signed and returned. Provided at attachment 2 .
Centrals Football & Sporting Club Inc. + Netball Club	Met with Club President and Secretary, agreed to sign the MoU – in progress.
Serpentine Jarrahdale Netball Association Inc.	Met with Club President and Committee. MoU signed and returned. Provided at attachment 3 .



Byford BMX Club Inc.	Met with Club President. MoU signed and returned. Provided at attachment 4 .
Serpentine Jarrahdale Cricket Club Inc.	Unable to secure a meeting.

Statutory Environment

Nil.

CommentProject Budget

The Keirnan Park Stage 1A project budget supported by the State Government, as stipulated at the 12 December 2022 Ordinary Council Meeting, is noted below in the table below:

Description	Amount
Construction	\$11,079,000
Contingency	\$1,659,000
Public Art	\$50,000
Furniture Fit out and Equipment	\$250,000
Professional Fees	\$2,364,426
Enabling Works	\$1,000,000
Escalation	\$762,000
Shire cost recovering – PM	\$1,900,000
Prelim works / project contingency	\$1,100,000
Total	\$20,164,426

Table 1 – Project budget approved by State Government in March 2022

In addition to the above, to support the delivery of two community ovals, the Shire advocated for an additional \$4 million from the State Government. In response, the State Government advised that it would provide an additional \$2 million, on the provision that the Shire contributes the balance of \$2.05m.

To confirm this additional \$2 million funding from the State Government, Council will need to confirm support for endorsement of the additional \$2.05m which Shire Officers propose to fund via a self-supporting loan.



This would bring the project budget to \$24,214,426 as per the below breakdown

Description	Amount
Project budget	\$20,164,426
State committing to \$2 million	\$2,000,000
Shire contribution \$2.05 million	\$2,050,000
Revised 2022 project budget	\$24,214,426

The Shire completed a pretender estimate for Stage 1A in April 2024. This assumed award of contract in the second half of 2024. This revised pretender estimate noted project costs increase to \$28,977,272. Given some of the additional items that are still required, such as:

- Two additional ground water monitoring bores;
- Redocumentation of the tender specifications;
- Allowance for escalation in costs.

The Shire has concluded the total revised project cost would sit at \$29,177,272.

True accuracy of the revised project cost will be determined once the design package has gone out to tender and assessment of submissions concluded.

Value Management

Preliminary desktop value management options have been completed to present project options going forward. A number of scope reduction options were presented to Council during the workshop on 29 May 2024. These options have been summarised in the table below:



Project Options- scope changes	Total Project Cost	Reduction in costs with comparison to Option 1	GAP from approved budget of \$24,214,426
1. No change to original scope: <ul style="list-style-type: none"> • entry road into site; • water harvesting basins and associated infrastructure; • two sporting ovals; • sports pavilion; • car parking and drainage; • landscaping and irrigation. 	\$29,177,272	Nil	\$4,962,846
2. Two ovals and pavilion unchanged: <ul style="list-style-type: none"> • reduction in overflow carpark finishes; • deletion of stormwater harvesting infrastructure; • removal of external power source to production bore (gensets); • and • significant reduction in landscaping. 	\$27,227,272	\$1,950,000	\$3,012,846
3. Project option 2 with the removal of: <ul style="list-style-type: none"> • sports lighting to western oval; • warm up area and two change rooms; • cool room in the pavilion; • operable wall in the social space; • and the reduction / downgrade of lux from 200 to 100 on the eastern oval (impacts cricket); • roof cantilevers on the building eaves; • finishes on the ceiling. 	\$26,927,272	\$2,250,000	\$2,712,846
4. Project option 3 with the removal of: <ul style="list-style-type: none"> • social space from the pavilion. 	\$23,927,272	\$5,250,000	(\$287,154)

Table 2 – Value Management: Project Options

With consideration to project expectations by the funding body (DLGSC), developers, stakeholders and community, the following scope items are vital to be included:

- Entry road into the site;
- Two community sporting ovals with lighting – catering for football and cricket clubs;
- Landscaping with irrigation
- Sports pavilion – catering for large to medium events/functions.



A comparison of the value management project options meeting the project expectations has been presented below as a summary:

Project Options- scope changes	Total Project Cost	Reduction in costs with comparison to Option 1	GAP from approved budget of \$24,214,426	Meeting project expectations
1. No change to scope	\$29,177,272	Nil	\$4,962,846	Meets all expectations
2. External items changes	\$27,227,272	\$1,950,000	\$3,012,846	Meets most of the expectations
3. Oval and Pavilion changes	\$26,927,272	\$2,250,000	\$2,712,846	Does not meet expectations
4. Oval, pavilion, and social space changes	\$23,927,272	\$5,250,000	(\$287,154)	Does not meet expectations

Table 3 – Value Management: Project Options vs stakeholder/funding body expectations

Given the project objectives and expectations agreed with stakeholder groups, Project Option 1 is recommended. All other options will require loss of value and time, whilst compromising on scope items that are required to be delivered for the community and stakeholders.

The loss of value will be from additional time required to revisit the scope and redefine the design documentation, which will attract additional costs. Further delay in construction timeframes will also attract escalation in costs.

Project Option 1 meets the agreed expectation of the funding body and the external stakeholders. The agreed scope under Project Option 1 has been finalised through value management process from early 2022 to end of 2022.

Project Option 1 results in a budget gap of approximately \$4,962,846, which will need to be covered by alternative measures, which are addressed below.

Development Contribution Plans

The Shire has four Development Contribution Areas, as follows:

- DCA 1 – covering Byford and dealing with traditional infrastructure of major roads, land for public open space, land for drainage, land for district open space and district open space oval construction. 100% developer funded.
- DCA 2 – covering West Mundijong Industrial Area and dealing with traditional infrastructure of major roads and land for drainage. 100% developer funded.
- DCA 3 – covering Mundijong and dealing with traditional infrastructure of major roads, land for public open space, land for drainage, land for district open space and district open space oval construction. 100% developer funded.
- DCA 4 – covering Byford and Mundijong and dealing with a range of community infrastructure items shared in cost with the Shire.



As part of the original formulation of DCA 4, Keirnan Park Stage 1A was shown as a Mundijong local infrastructure item, to be paid for by developer contributions for community infrastructure within Mundijong, with a proportional contribution share from the Shire reflective of the current Mundijong population benefiting from this infrastructure. Of the then estimated cost of \$11.9m, \$11.3m was to be borne by developers (95%), with the remaining 5% (\$0.6m) borne by the Shire.

In respect of the cost of the ovals, this was included as a developer cost within DCA 3, which is the traditional infrastructure plan, with 100% of costs shared equally among developers.

As is expected under State Planning Policy 3.6, the Shire targeted grant opportunities in order to be able to supplement the project and deliver it in the most expeditious and efficient way possible. The Shire was successful in receiving a grant, which (at the time) covered the costs of both the community facility aspects (under DCA4) and ovals (under DCA3).

However, with the passage of time, costs have rapidly escalated and as a result, the grant is no longer able to cover the entire cost of Stage 1A. Through the Shire using its best efforts, a further injection of funds was received from the State Government (\$2m), bringing total grants received to \$22m. However, this leaves a total shortfall of \$7.18m, made up specifically of the following shortfalls within the respective DCAs:

- DCA3 (Mundijong Traditional Infrastructure) = \$2,341,903;
- DCA4 (Byford and Mundijong Community Infrastructure) = \$4,835,369.

Whereas it is important to recognise the assistance provided through the grant of \$22m, the escalation in costs means that a greater portion of costs are now required to be funded by the DCAs, as identified above.

The current balance of DCA3 is as follows:

- \$208,000 of which the Shire has budgeted the draw down from this the required administration costs.

As this is a low balance compared to the size of the funding needed, the best way to affect the short fall is through a loan borrowing, which can be paid back by future contributions that will flow into DCA3. Whilst the timing of these are not certain, there is significant development activity expected in Mundijong in the short to medium term, and accordingly it is expected to see contributions precipitate over the coming years.

The current balance of DCA4 is as follows:

- Approximately \$5m.

By allocating \$4.835m into DCA4 and using the existing balance to fund this shortfall, a loan is not necessary helping reduce costs. It is worthwhile to note that of the current balance, \$3.3m has been made from municipal pre-contributions, and \$1.7m from developer lot contributions. Thus, the balance is available because of the Shire's earlier cash backing of the reserve, to ensure that funds could be available to begin the delivery of infrastructure.

As a result of this however, it will be necessary to review the full list of currently included items in DCA4, and specifically consider removing some items. This is a result of:

- Adding the additional \$4.835m of costs into the DCA4 and;
- The cost pressures that could not have been reasonably contemplated when beginning DCA4 in 2020.



This review / removal of infrastructure will also ensure that developers do not face rapid contribution costs increases, and also help the Shire not face significant increases in municipal contribution requirements. This is achieved particularly by staying below the \$5,000 per lot cap imposed under SPP3.6.

There will however be a flow on impact to the rates which will be experienced in Mundijong as a result of the above. These are specific to DCA4 and will result in the per lot contribution rates increasing from \$1,784/lot to \$3,234/lot.

Shire Officers have workshopped the current challenges around the Stage 1A project budget and determined that Council could choose to deallocate the full grant from DCA 4 and reallocate costs back in to that DCA to be covered by Developers and the Shire.

The comparison of the total project scope vs GAP vs funding sources is presented in the table below:

Funding Sources	Project Costs	DCA 3 – Mundijong Traditional DCP (below ground items)	CIDCP (above ground items)	Balance of project scope
Scope items		Ovals and landscaping	Pavilion and lights	Site infrastructure
Revised budget	\$29,177,272	\$4,341,903	\$18,882,555	\$5,952,814
Grant	\$22,000,000	\$2,000,000	\$14,047,186	\$5,952,814
Variance	\$7,117,272			
DCP funding source		*\$2,341,903	\$4,835,369	\$0

Table 4 – Project cost vs scope vs budget sources

*Shire will take out a loan and then repayments to be funded from the Mundijong Traditional DCP.

It must be noted, the above values are estimations based on pre-tender costings. The final funding figures will need to be revised post close out of tender process.

This project option will require review of the CIDCP timelines, inclusions, and contributions.

Regulatory approvals

Clearing permit process has now progressed from the federal (DCCEEW) approval to state body (DWER). Application process is currently in validation phase with progression into assessment phase in coming weeks. On the feedback provided, it is estimated that the full process will be closed out by the end of August 2024. A clearing permit will be issued with additional requirements and guidelines, which will need to be incorporated into the design documentation package prior to calling for tenders.

Approval to take a ground water volume of approximately 50,000 kL/year has been supported by the DWER since February 2024 post completion of a H2 hydrogeological assessment report. Formal approval is subjected to acceptance of the Groundwater Licence Operating Strategy, which has been reviewed in draft to date. It is anticipated that the close out of the water approval will also be completed by end of August 2024.



Project timelines

The estimated timeline for Stage 1A is shown below:

Approvals and Design	
Clearing permit – close out	September 2024
Ground water allocation – close out	September 2024
Update of design documentation – close out	November 2024
Procurement	
Tender documentation ready by	December 2024
Tender to market advertised by	February 2025
Assessment and shortlisting of preferred contractor by	June 2025
Request to Award – by Council	August 2025
Delivery	
Award of Contract – start of construction	October 2025
Construction completion of 1A	March 2027

Table 5 – Stage 1A Project Timeline

The above dates are worst case scenarios and Officers will be diligent in pursuing expected timelines earlier where possible. The timeline needs to allow for Council and funding body approvals, as well as, for construction to start on site ahead of, or after winter periods due to site conditions.

The Department of Local Government, Sports and Cultural Industries (DLGSC) have requested written Council endorsement of the Shire’s commitment to take a self-supporting loan for the department to provide the additional \$2 million for the ovals. As stipulated in Table 4 above, the loan value for the Shire is \$2,341,903.

To enable remaining funding arrangements to be finalised Option 1 recommends Council provide the Chief Executive Officer with the authorisation to negotiate and execute the funding agreements with the DLGSC for the Keirnan Park Stage 1A project.

Stage 1A – Lifecycle operational costs

It is worth noting the preliminary Life Cycle Costs for yearly maintenance and operating costs is provided below:

- Year 1 = \$290,000;
- Year 2 = \$300,000;
- Year 3 = \$305,000;
- Year 4 = \$315,000;
- Year 5 = \$326,000.

Note: escalation has been assumed at 3.5% per annum and staff costs and clearing costs are excluded. The above cost does not include savings as a result of income from off hiring the facilities.

These estimates were provided by Donald Cant Watts Corke (DCWC), quantity surveyor, in May 2023. The life cycle costings are based on the detailed designs completed by head consultant, Bollig. Whilst these costs do not include Shire’s income from off-hiring the facilities, they do allow for yearly maintenance and operation costs.



Stage 1B – BMX facility

The second stage of Keirnan Park includes the delivery of BMX track, pavilion, and associated infrastructure. This stage is proposed to be delivered after the completion of Stage 1A.

Design documentation for the Stage 1B was informed by stakeholder collaboration which currently represents a design that is beyond the scope of the CIDCP and the facility it is intended to replace. This creates the need for re-engagement with stakeholders to bring the project to its original CIDCP scope intent. If this is achieved, the CIDCP is capable of funding the whole project after a further five years of residential lot creation and Shire contribution. The CIDCP allows for \$8,634,054 and the pre-tender estimate completed in June 2023 (which is beyond the scope defined in the CIDCP) was \$11 million (as of 2023 - excluding GST).

Significant work is required to bring the project back within the CIDCP scope. The cost and timeframes are yet to be determined, and a future report will be brought back to Council when details are known.

Options

Option 1

That Council

1. ENDORSES the project mandate for Keirnan Park Stage 1A as stipulated in Project Option 1 contained within this report as per the below scope:
 - a. Entry road into the site;
 - b. Two community sporting ovals with lighting (catering for football and cricket clubs);
 - c. Landscaping; Carparking; Drainage; Irrigation and water harvesting;
 - d. Sports pavilion – catering for large to medium events/functions;
2. NOTES the Department of Local Government, Sports and Cultural Industries letter in support of an additional \$2 million towards the project, as contained within attachment 1;
3. ENDORSES the Shire to provide matching additional funding as a condition contained within attachment 1 in the form of a self-supporting loan to be repaid from the Mundijong Traditional DCP (when available) to the estimated value of \$2,341,903;
4. REQUESTS the Chief Executive Officer provides written confirmation to the Department of Local Government Sport and Cultural Industries confirming the Shire's commitment to match the Department's additional \$2 million contribution;
5. AUTHORISES the Chief Executive Officer to negotiate and execute the remaining funding agreements with the Department of Local Government, Sports and Cultural Industries for the Keirnan Park Stage 1A project;
6. NOTES that the delivery of Stage 1B (BMX) at Keirnan Park will commence on site after the completion of Stage 1A, subject to a future report being presented to Council;
7. REQUESTS the Chief Executive Officer review the timelines and project inclusions of the current Community Infrastructure Development Contribution Plan;
8. REQUESTS the Chief Executive Officer amend the Long Term Financial Plan to reflect the new project budget as per the figures noted in the financial implications section of this report.



Option 2

That Council:

1. DOES NOT PROCEED with Keirnan Park Stage 1A;
2. REQUESTS the Chief Executive Officer review the timelines and project inclusions of the current Community Infrastructure Development Contribution Plan.

Option 1 is recommended.

Conclusion

Delivery of Stage 1A as per the full scope expected by the funding body and stakeholders can be achieved through a combination of grant funding, DCP funds and a loan (self-supporting). This results in the need to revisit community infrastructure inclusions elsewhere within the CIDCP and their associated timing. Further planning is required to ensure the successful delivery of Stage 1B (BMX).

Attachments (available under separate cover)

- **6.4 – attachment 1** – Funding letter from Minister for Sports and Recreation (IN23/10267)
- **6.4 – attachment 2** - Memorandum of Understanding - Mundijong Centrals Junior Football Club (E24/5531)
- **6.4 – attachment 3** - Memorandum of Understanding - Serpentine Jarrahdale Netball Association Inc. (E24/5530)
- **6.4 – attachment 4** - Memorandum of Understanding - Byford BMX Club Inc. (E24/5532)

Alignment with our Council Plan 2023-2033

Thriving
1. Plan for the sustainable growth of the Shire of Serpentine Jarrahdale
Liveable
3. Preserve and enhance our natural places, parks, trails and reserves
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
2. Contribute to a well-connected, accessible and health community



Financial Implications

If Council resolves Option 1, the following amendment to the project's budgets in the LTFP will need to be made to reflect the revised funding arrangements:

	Currently in Budget/LTFP	Updated Budget/LTFP	Variation
Expenditure	\$24,214,426	\$29,177,272	\$4,962,846
Funding			
Grant Funding	(\$22,000,000)	(\$22,000,000)	
Loan with Repayments funded from Mundijong Traditional DCP	(\$2,050,000)	(\$2,341,903)	(\$291,903)
Community Infrastructure DCP	\$0	(\$4,835,369)	(\$4,835,369)

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	Project Option 1: Budget overrun - pretender values could come in higher and require revisiting the delivery strategy.	Pre-tender estimate vs tender values	Financial	Possible	Major	SIGNIFICANT	Go out to tender
2	Not to proceed with Stage 1A. Shire reputation risk with community and stakeholders. Shire to contribute to overrun of project management costs.	Nil	Reputation	Almost Certain	Major	HIGH	Nil



Voting Requirements: Absolute Majority (s6.12(1) of the *Local Government Act 1995*)

Officer Recommendation

That Council

1. ENDORSES the project mandate for Keirnan Park Stage 1A as stipulated in Project Option 1 contained within this report as per the below scope:
 - a. Entry road into the site;
 - b. Two community sporting ovals with lighting (catering for football and cricket clubs);
 - c. Landscaping; Carparking; Drainage; Irrigation and water harvesting;
 - d. Sports pavilion – catering for large to medium events/functions;
2. NOTES the Department of Local Government, Sports and Cultural Industries letter in support of an additional \$2 million towards the project, as contained within attachment 1;
3. ENDORSES the Shire to provide matching additional funding as a condition contained within attachment 1 in the form of a self-supporting loan to be repaid from the Mundijong Traditional DCP (when available) to the estimated value of \$2,341,903;
4. REQUESTS the Chief Executive Officer provides written confirmation to the Department of Local Government Sport and Cultural Industries confirming the Shire's commitment to match the Department's additional \$2 million contribution;
5. AUTHORISES the Chief Executive Officer to negotiate and execute the remaining funding agreements with the Department of Local Government, Sports and Cultural Industries for the Keirnan Park Stage 1A project;
6. NOTES that the delivery of Stage 1B (BMX) at Keirnan Park will commence on site after the completion of Stage 1A, subject to a future report being presented to Council;
7. REQUESTS the Chief Executive Officer review the timelines and project inclusions of the current Community Infrastructure Development Contribution Plan;
8. REQUESTS the Chief Executive Officer amend the Long Term Financial Plan to reflect the new project budget as per the figures noted in the financial implications section of this report.



SCM005/07/24

COUNCIL RESOLUTION

Moved President Coales, seconded Cr Bishop

That Council

1. **ENDORSES** the project mandate for Keirnan Park Stage 1A as stipulated in Project Option 1 contained within this report as per the below scope:
 - a. Entry road into the site;
 - b. Two community sporting ovals with lighting (catering for football and cricket clubs);
 - c. Landscaping; Carparking; Drainage; Irrigation and water harvesting;
 - d. Sports pavilion – catering for large to medium events/functions;
2. **NOTES** the Department of Local Government, Sports and Cultural Industries letter in support of an additional \$2 million towards the project, as contained within attachment 1;
3. **ENDORSES** the Shire to provide matching additional funding as a condition contained within attachment 1 in the form of a self-supporting loan to be repaid from the Mundijong Traditional DCP (when available) to the estimated value of \$2,341,903;
4. **REQUESTS** the Chief Executive Officer provides written confirmation to the Department of Local Government Sport and Cultural Industries confirming the Shire's commitment to match the Department's additional \$2 million contribution;
5. **AUTHORISES** the Chief Executive Officer to negotiate and execute the remaining funding agreements with the Department of Local Government, Sports and Cultural Industries for the Keirnan Park Stage 1A project;
6. **REQUESTS** the CEO to present a report to Council no later than the September Ordinary Council Meeting for the delivery of Stage 1B (BMX) at Keirnan Park that provides opinions and recommendations on:
 - i) the scope of the project including scope identified in CIDCP and suggestions of stakeholders
 - ii) project timeline options for Council to consider for delivery of the project with a view to the project occurring as soon as possible
 - iii) funding options for Council to consider to support the project timeline delivery options;
7. **REQUESTS** the Chief Executive Officer review the timelines and project inclusions of the current Community Infrastructure Development Contribution Plan;
8. **REQUESTS** the Chief Executive Officer amend the Long Term Financial Plan to reflect the new project budget as per the figures noted in the financial implications section of this report.

CARRIED 6/1

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

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

Reason for difference to Officer Recommendation:

To give certainty to Byford BMX.



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- 7. Motions of which notice has been given:**
Nil.

- 8. Urgent business:**
Nil.



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

9.1 - Councillor Questions of which Notice has been Given – 2024-25 Budget (SJ4498)	
Elected Member	Councillor Byas
Disclosure of Officers Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

The following questions were received from Councillor Byas via email on Thursday, 18 July 2024.

Question 1

When Council considered the timeline for the Budget workshops, including the advertising of the proposed rates, I queried why we were advertising them earlier than previous years. The justification given was to allow the Budget to be considered at an earlier date than it had been in previous years. In 2023 the FY23-24 Budget was considered and adopted on 31 Jul 23. The SCM for the FY24-25 Budget is being on 25 Jul 24. Given that we're not considering the Budget any earlier this year than last year, what was the actual reason for advertising rates earlier?

Officer Response

At the time of setting the original budget timetable, Officers believed the timetable was reasonable and rates advertising was timetabled to meet statutory advertising period requirements and to allow for sufficient time to compile the information prior to proposed budget adoption date of 8 July 2024.

The annual budget document is a complex document that requires a significant amount of highly technical work to produce, as well as significant amount of work to prepare information for workshops.

Since the setting of this timetable, the finance team has experienced staffing capacity issues which has had an impact on being able to deliver to the expected time frames.

In prior years, the budget process was managed by the Senior Accountant with support from the Manager Finance and an Assistant Accountant. The Assistant Accountant resigned on the 1 May 2024, and the Senior Accountant resigned on 24 May.

This has meant the development of the budget was required to be completed entirely by the Manager Finance, whilst also managing all other facets of the role.

These factors combined resulted in delays in the workshops and therefore the budget adoption dates.

Question 2

On 06 Jun 24, Cr Duggin shared a social media post with a photo of the internal talking points provided to Council on "Commemorative Coins". Given that this document has been made public, I have the following questions concerning their impact on the FY23-24 and FY24-25 Budgets:

- a. Can the CEO please provide the line item/project code in the FY23-24 Budget that was used to procure the "Commemorative Coins"?
- b. For FY23-24, how much money was spent on "Commemorative Coins"?



- c. Can the CEO provide the absolute majority decision of Council that authorised the expenditure on “Commemorative Coins”?
- d. If there was no Council decision, can the CEO advise under who’s authority or delegation that expenditure was authorised?
- e. The talking points note that “...the Commemorative Coin was an initiative introduced by the Shire President...”; in the absence of a Council decision, did the Shire President direct the CEO to initiate this project and expend these funds?
- f. Is there a “Commemorative Coin” allocation in the FY24-25 Budget?

Officer Response

- a) The purchase was costed to 5200-17101-6386-000 - Members of Council – Advertising Promotions.
- b) \$736.44 ex GST for the purchase of 100 coins.
- c) Council Resolution SCM016/07/23 – 31 July 2024 SCM for Budget Adoption.
- d) Officers do not believe that the expenditure of funds on Commemorative Coins is an additional purpose.

Section 6.8 of the *Local Government Act 1995* states:

A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –

(a) Is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) Is authorised in advance by resolution; or*

(c) Is authorised in advance by the mayor or president in an emergency.

**Absolute Majority required*

(1a) In Subsection (1) –

Additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.

- e) No. The Shire President raised the idea of a Shire Coin at the weekly meetings between the Shire President and the CEO. The CEO agreed to the initiative and Officers were to obtain quotes and investigate options. This topic is reflected in the notes of the Shire President/CEO catch up meeting held 23 October 2023. Officers understand the notes of these meetings are circulated to all Elected Members by the Shire President.
- f) There is a line item of \$4,000 for Members of Council – Advertising and Promotions in proposed 2024/25 Budget.

Question 3

I refer to the Keirnan Park Project Overview Reports for FY22-23 and FY23-24, the latter of which was provided to Councillors on 16 Jul 24. My questions are:

- a. The FY22-23 report breaks down expenditure by “External Costs – Consultants etc.” and “Internal Costs – Including Staff Time”. In the FY23-24 report, the descriptions have changed, categorising expenditure by “Capital Purchases” and “Capital – Supervision Cost Allocation”.



Given that the line item/project codes are the same – 6600 and 7230, respectively – why has the description been changed from “External Costs – Consultants etc.” to “Capital Purchases” and “Internal Costs – Including Staff Time” to “Capital – Supervision Cost Allocation”?

- b. Given this report was made available to Councillors on 16 Jul 24, why were the questions asked during Public Question Time at the OCM 15 Jul 24 concerning consultant costs and internal costs (wages, etc.) not answered?
- c. Which position in the Shire is responsible for the project management and delivery of the Keirnan Park project?
- d. Are the Shire Officers confident that there is the internal experience and capability to manage significant projects/projects of Keirnan Park’s scope?
- e. Since the funding for Keirnan Park was provided to the Shire by the State Government, what is the total amount of money spent on all consultancy fees?
- f. Since the funding for Keirnan Park was provided to the Shire by the State Government, what is the total number of Shire Officer hours billed to this project, and what is the total cost?

Officer Response

- a) The Shire’s chart of account refers to these transaction type as “Capital Purchases” and “Capital – Supervision of Cost Allocation”. Upon producing the report in 2022/23, Officers amended the wording on the report to read “External Costs – Consultants etc.” and “Internal Costs – Including Staff Time” to allow for easy understanding of the report.

The Shire Officers did not do this when providing the report for 2024/25, rather leaving the descriptions as they appear in the chart of account.

- b) The Manager of Finance, who was charged with collating and checking the report was on leave on the 15 July and actioned the request on the 16 July. Officers provided a response within the Councillor Communication protocol timeframes.
- c) Manager Major Projects and Senior Project Manager of Keirnan Park.
- d) The changes to the organisational structure agreed by Council which splits the Infrastructure Directorate into two, are now in place, with a new Executive Manager Operations commencing early June. This is designed to provide more time for the Director Infrastructure to oversee the successful delivery of Major Projects. In addition to this, EMG are reviewing how major projects are managed across the organisation.
- e) \$2,837,240.05 has been spent until 30 June 2024 on consultancy costs on Keirnan Park (including Stage 1A, BMX and Netball Courts).
- f) From 1 July 2021 to 30 June 2024, 5,560 hours have been billed to the Keirnan Park project to a total cost of \$1,604,240 (including Stage 1A, BMX and Netball Courts).

Prior to 30 June 2021, the Shire did not maintain time sheets for capital projects, and it was based on a percentage of projects worked on by the project managers e.g., Officers were working on both the Library relocation and Keirnan Park and therefore costs of these Officers were split between those two projects based on an estimate of effort.

Question 4

What was the total actual Operating Expenditure for the Shire in FY21-22, FY22-23, FY23-24 and the budgeted amount for the proposed FY24-25?

**Officer Response**

Financial Year	Operating Expenditure (including depreciation)	Operating Expenditure (excluding depreciation)
2021/22	\$42,553,001 (depreciation \$10,581,149)	\$31,971,852
2022/23	\$46,792,815 (depreciation \$11,444,364)	\$35,348,451
2023/24 (as at 19/07/2024- End of financial year processing ongoing)	\$52,993,147 (depreciation \$15,456,685)	\$37,536,462
2024/25 Proposed Budget	\$57,885,363 (depreciation \$15,505,653)	\$42,379,710

Question 5

What was the total FTE (headcount) for the Shire in FY21-22, FY22-23, FY23-24 and the proposed FY24-25? Please break down by 'inside' and 'outside' staff.

Officer Response

As at 30 June	Inside FTE	Outside FTE	Total FTE
2021/22	156	56	212
2022/23	157.02	53*	210.02
2023/24	160.49	55	215.49
2024/25 Proposed Budget	183.95	50.89**	234.84

Note:

* In 2022/23 budget year there were three (3) outdoor worker trainee positions from the previous year that were not included. This reduced the headcount by three (3).

** In 2024/25 budget year 3 outdoor worker position from the Waste Transfer Station were redundant and removed from the budget and a coordinator was moved to an indoor staff position.

Question 6

What was the total actual expenditure on Photography and Videography services in FY23-24, and what is the proposed budget allocation for these services in FY24-25?

Officer Response

There is not a specific budget line for Photography and Videography, however the entire Advertising and Promotions for 2023/24 across the organisation was \$241,500.

The spend specifically on Photography and Videography in 2023/24 was \$26,180.



The entire Advertising and Promotions proposed 2024/25 budget across the organisation is \$223,057. Photographic / Videographic services for 2024/25 will be in line with business need and budget allocation.

Question 7

What was the total actual expenditure on Councillor Catering FY23-24, and what is the proposed budget allocation for Councillor Catering in FY24-25?

Officer Response

2023/24 - \$22,097.

2024/25 proposed budget - \$20,000.

Question 8

What was the total actual expenditure against “4100 – Corporate Communications” in FY23-24, and what is the proposed budget allocation for “4100 – Corporate Communications” in FY24-25?

Officer Response

2023/24 (as at 19 July 2024) - \$712,736.60

2024/25 proposed budget - \$965,688.09*

*includes 2 proposed new FTE for the value of \$213,720.

Question 9

Can the Officers confirm that there is an allocation in the FY24-25 Budget for the Mundijong Netball Courts for “Resurfacing and Drainage”? Can Officers provide the scope of the proposed works?

Officer Response

The 2024/25 proposed budget includes a budget of \$123,350 for Mundijong Netball Courts Surface and Drainage renewal.

The proposed scope of renewal of the Mundijong Netball Facility includes:

- improve surrounding drainage running onto courts.
- heavy diamond grind the entire surface to take back the old acrylic to a sound condition.
- v out all cracking via crack chasing grinder.
- pressure wash the entire area to remove excess dirt and buildup of algae.
- fill any low areas that hold water court patch binder and grind back flush as required.
- supply and application of 1 acrylic filler coat to entire court surfaces.
- supply and application of 2 coats of high performance acrylic topcoats.
- mark out and line mark court for netball x 4 as required.

Scope **exclusions** are as follows:

- 1) renewal of Base and sub base course.



Continued

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- 2) renewal of Goal posts.
- 3) renewal of Lighting and existing above ground electrical conduiting.
- 4) renewal of Boundary fencing.
- 5) renewal of canteen and toilet facilities.

Following construction works the courts will appear exactly as they do at present except for a new surface.



10. Closure:

There being no further business, the Presiding Member declared the meeting closed at 8.45pm.

Officers assisting the meeting stopped the recording of the meeting.

I certify that these minutes were confirmed at the Ordinary Council Meeting held on
19 August 2024

.....Presiding Member – President Coales

19/8/24

.....Date