



Shire of
Serpentine
Jarrahdale

Sustainable

Connected

Thriving!

Annual
Report

2012/2013



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Introduction

The 2012/2013 financial year has been full of achievements for the Shire. With a new Chief Executive Officer, Richard Gorbunow, appointed in March this year, highlights have included acknowledgement internationally for responsible resource use in integrated water cycled management, through the global LivCom awards. Other projects have included partnering with the Byford Progress Association to create captivating entry statements for Byford.

The Annual Report achievements are categorised according to vision categories within our Strategic Community Plan:

Governance and Leadership

Financial Sustainability

Built Environment

Local Economy

Natural Environment

Community Wellbeing



Message from the Shire President

Welcome to the 2012-2013 Annual Report, my first as the Shire President for Serpentine Jarrahdale.

Council successfully fulfilled the State Government's requirements of the integrated planning framework, incorporating a Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, Workforce Plan and Asset Management Plan. These documents will guide Council's decision making over the next decade.

The Shire highlighted their priority projects over the coming years through meetings with Federal members of the Liberal Party prior to the Federal Election. Former Shire President Cr Bruce Moore travelled to Canberra with CEO Richard Gorbunow to seek the Government's support for projects which not only benefit the community of Serpentine Jarrahdale but residents throughout the State.

One of the major projects which has attracted significant attention from Council and other stakeholders is the extension of Tonkin Highway. The Shire has worked with a consultant to develop a feasibility report on the project, with a Working Party meeting throughout the year to oversee research into the necessity of the extension for the local community, the Peel Region and those travelling through.

During the year, our commitment to our pristine environment continued, recognised with a Livcom Silver Award, placing Serpentine Jarrahdale on the international map. The award was within the Socio-Economic Strategic Project, and acknowledged the Shire's work in integrated water cycle management.

On behalf of Council, may I thank you for your contribution to the Shire this year, through various community consultation opportunities.



Message from the CEO

It's been a busy year for Shire staff. Statistics released by the Australian Bureau of Statistics in June this year revealed Serpentine Jarrahdale is the fastest growing locality in the nation.

A commitment to better governance has seen the introduction of monthly financial statements, and the review of our Investment Policy for better financial management.

We have also joined forces with the community to decide on our community vision, strategies and objectives within our Strategic Community Plan. Our community has also been instrumental in the Local Government Reform process, letting us know that like Council, residents have no interest in amalgamating with any other local government authority.

A highlight during the year was the Shire's inaugural Environmental Conference attracting 80 delegates to Millbrook Winery to hear from a range of speakers including Curtin University's Professor Peter Newman, representatives from the Shire, LandCare WA and Peel based business C-Wise. The Conference was sponsored by the Peel Harvey Catchment Council.

Shire staff have worked with key stakeholders during the year to progress the development of industrial land within West Mundijong. Consultation continues today to achieve the best outcome for the community, Council and potential investors.

I hope you find the Annual Report informative, and I would like to congratulate the Executive Management team and Shire staff for their work during the year.





Your Council

Council meets twice monthly and is represented by nine Councillors across three wards; Southern, North, and North West as outlined below.

North West Ward



*Shire President
Cr Keith Ellis*



*Deputy Shire President
Cr Sam Piipponen*

North Ward



Cr John Kirkpatrick



Cr John Erren



Cr Sandra Hawkins



Cr John Rossiter

Southern Ward



Cr Bruce Moore



Cr Gary Wilson



Cr Barry Urban

Your Executive Team

The Shire of Serpentine Jarrahdale organisation is governed across three directorates, including Corporate and Community, Engineering and Planning as outlined below.

Director Engineering
Gordon Allan



Director Planning
Brad Gleeson

*Director Corporate
and Community*
Alan Hart

Chief Executive Officer
Richard Gorbunow



Focus Area: Governance and Leadership

At a Glance

- Strong Leadership
- Progressive Organisation
- Capable Councillors
- Listening and Learning

Achievements

- During the year, Shire officers worked with consultants Pollen Strategy to develop the Shire's Strategic Community Plan, designed to guide decision making over the next decade. This process involved significant consultation with key stakeholders, local business, community groups and organisations, and residents. Through this dialogue, our key focus areas and objectives were revealed, in addition to a community vision:

'A sustainably developed Shire, where the community, local economy and natural environment are interconnected and thriving.'

- Chief Executive Officer and the Shire President travelled to Canberra to present the Shire's priority projects to members of the Liberal Party.
- Produced a video highlighting the Shire's future and priority projects, which formed part of the presentation to members of the Liberal Party during a delegation to Canberra.
- Newly appointed Chief Executive Officer oversaw a restructure of the organisation to simplify departments and improve service to our residents.
- Worked with management consultant Linton Pike to orchestrate a community consultation program revealing the resident's true feelings towards amalgamation and to communicate details of the Government's Local Government Reform process.
- Community Services staff considered the Shire's Locality Funding Program, reviewed the Program's policy, application forms and guidelines. This was undertaken in response to feedback from technical officers, Councillors and the community.

- In meeting the listening and learning objective, the Shire hosted a Conference to celebrate World Environment Day in June. Curtin University's Professor Peter Newman was the keynote speaker on the day, with other speakers including representatives from the Shire of Serpentine Jarrahdale, Landcare and C-wise. The Conference explored progress made globally and locally, across the themes of Water, Air, Biodiversity and Land.





Focus Area: Financial Sustainability

At a Glance

- Responsible Management
- Innovative Partnerships
- Financial Diversity
- Business Efficiency

Achievements


- Responsible management practices have included the preparation of the monthly financial report, and reporting material variances over 10% from actual year to date versus budget year to date.
- Transferred the development of publications and promotional material to an in-house service, reducing expenditure in this area of operations.
- In accordance with accounting standards, Council are reporting the class of plant and equipment at fair value. Land and buildings will be reported at fair value in the 2013-2014 financial year, and all other classes of assets in the 2014-2015 financial year.
- Capital status reports are provided to Council on a monthly basis to ensure Elected Members are kept up to date on progress.
- To improve efficiency of operations, a restructure of the Community Development team was undertaken, which seen the department transformed to the Community Services team. There has been a reallocation of roles and responsibilities enabling a number of changes, including three part-time Community Engagement Officers to undertake place based management approach, with key localities allocated an Officer. A Leases and Licences Officer also forms part of the department, and responsibility for the Serpentine Jarrahdale Community Recreation Centre contract management.
- Negotiations between the Shire, the Department of Sport and Recreation and West Byford Primary School resulted in a shared use agreement.



- During the year, Shire staff reviewed the recognition of assets and depreciation policy to increase capitalisation thresholds to current best practice levels to ensure efficiency and effectiveness.
- The Shire's Investment Policy was reviewed during the year to adhere to the Department of Local Government recommendations to ensure best practice financial management.
- Council endorsed the South East Regional Energy Group Switch Your Thinking! Business Plan 2012-2015, attracting \$1.70 of external funding per \$1.00 investment by Councils. Partner Councils are the Cities of Armadale and Gosnells.
- A commitment to responsible management has seen the Shire develop a long term financial plan spanning a decade through to 2022-2023, along with an Asset Management Plan.
- Negotiations have continued with the Mundijong Whitby Landowners Group to commence a Developer Contribution Plan, with the formalising of the Byford Traditional Developer Contribution Plan continuing during the year.





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- Plans for development of industrial land at West Mundijong has seen the establishment of partnerships between the Shire, the Departments of Planning, Agriculture, Food WA and Transport, along with Landcorp, to secure and fund the rezoning and structure planning.
 - The Department of Agriculture and Food WA hope to establish an agricultural food processing precinct within the proposed industrial estate, with plans to closely synergise with existing poultry farms in the area.
 - A partnership has also been established with Main Roads WA to assist with finalising the Strategic Business Case, designed to help obtain Federal and State funds to secure the extension of Tonkin Highway.
 - The Shire has also been working to establish partnerships with Murdoch University and the National Trust to secure the former Department of Health mental asylum site at Whitby Falls, for tertiary education purposes. The project has been identified as a priority for the Shire, with Murdoch University investing \$1.8 million in the project during the year.
 - The Shire's national award winning Healthy Habitats Program was successful in acquiring a \$49,600 grant from the State Natural Resource Management Office.
 - Federal funding worth \$800,000 has been allocated through the Department of Resources Energy and Tourism, to the Switch Your Thinking Program, of which the Shire of Serpentine Jarrahdale is a partner. The funding will assist with the Switched on Homes education/awareness Project, designed for low income households.





Focus Area: Built Environment

At a Glance

- Urban Design with Rural Charm
- Appropriate Connecting Infrastructure

Achievements

- Overseen the refurbishment of the Civic Centre, designed to accommodate staff within the Executive Services team, the Council Chambers and amenities for the Councillors.
- *Tonkin Highway Business Case*
During the year, Shire staff worked with stakeholders and community members to investigate and prepare a Business Case for the extension of Tonkin Highway through to Mundijong Road. These investigations have revealed the project as having significant value for the State. Shire staff will continue to lobby the Government over the coming years to attract funding for the project, worth over \$3 million dollars.
- *West Mundijong Industrial Area*
Consultation has continued during the year with residents and relevant stakeholders including the Department of Planning and Main Roads Western Australia to progress the development of industrial land within West Mundijong. During the year, consultation will continue to progress an official map for the site, and to attract investment.
- *Community Funding Program*
A partnership funding program established with Byford and Districts Community Bank Branch of Bendigo Bank, the Community Funding Program distributed funding to thirty projects over the year, enabling over \$170,000 worth of projects to be progressed.







Focus Area: Local Economy

At a Glance

- Sustainable Industries
- Tourism
- Regional Collaboration

Achievements

- Sustainable tourism has had a boost with the initiation of two designed Jarrahdale Discovery Interpretive Shelters to be established with the Jarrahdale Heritage Walk Trail Network, to display natural and cultural history information, and detailing multiple uses of forests as well as sustainable forest management.
- In partnership with regional stakeholders, the Shire of Serpentine Jarrahdale forms part of the Regional Peel Group of Councils, Recognised Biosecurity Group to control weeds across the region, under the new Biosecurity Agricultural Management Act in collaboration with the Department of Agriculture and Food.
- In a bid to create sustainable industries, the Shire completed the Mundijong-Whitby Wastewater and Non-drinking Water Supply Strategy during the year. The Strategy identified the steps required to further progress wastewater infrastructure and a non-drinking water supply for current and future residents within the Mundijong-Whitby District Structure Plan area.
- ***Activity Centre Strategy***
This Strategy was finalised, advertised and adopted by Council. This is important because it provides the framework for the assessment of retail and other businesses applications within the Shire. It also brings the Shires strategies in line with State policy and has been a catalyst to a good working relationship with the State agencies on a number of projects.



Focus Area: Natural Environment

At a Glance

- Responsible Resource Management
- Excellence in Environmental Management
- Environmentally Active Community
- Responsible resource use

Achievements

- The Shire's resource use in integrated water cycle management has been recognised internationally this financial year, with the Multiple Use Corridors Project winning a Livcom Silver Award in the category of Socio-Economic Strategic Project.
- ***Nomination for Premiers Award***
During the year a nomination was prepared for the Premier's Award, to recognise the Shire's innovative and integrated approach to environmental management, specifically for the Local Biodiversity Strategy including an action plan adopted by Council, with six out of eight milestones completed.
- ***Rural Strategy Revision***
This Strategy was adopted by Council and sent to Department of Planning for their consent to advertise. Intensive discussions have allowed a revised strategy to be finalised for advertising in the new financial year. This is important because of the need to update the Strategy to ensure that it is contemporary and responds to the current economic and community realities. This Strategy will ensure that the Shire can respond to development in the non-urban areas until the more visionary Rural Strategy Review can be completed when the State Strategic Assessment/Local planning Strategy is finally completed.
- ***Water Re-Use Strategy, Mundijong***
Council adopted a proposal to progress an integrated water management proposal through private sector involvement. This is important because it progresses the possibility of having "green" suburbs in summer and aligns with the State initiatives in this regard.



It also strengthens public private partnerships and initiatives within the Shire.

- ***Locality Funding Program***

During the year, the Shire provided \$77,900 to help attract additional funds to enable \$666,600 worth of projects through community groups across Byford, Mundijong, Jarrahdale and Serpentine. Funded projects have included Byford Beautification Project Street Sculpture delivery and Streetscape Design, Mundijong Railway Park and Pavilion, Jarrahdale Skate Park technical and engineering drawings, junior practice goal posts in local parks and tree plantings across Serpentine Tavern.

- ***Stormwater Strategy***

Further developed in partnership with the Peel Harvey Catchment Council and local governments within the Peel Region, the Stormwater Strategy is designed to roll out responsible stormwater management across the Shire.



- ***Development compliance***

During the year, the Shire's Planning and Engineering departments were required to ensure all new developments complied with Better Urban Water Management Framework, numerous District Water Management Strategies, Local Water Management Strategies and Urban Water Management Plans, assessed against relevant standards, guidelines and policies.

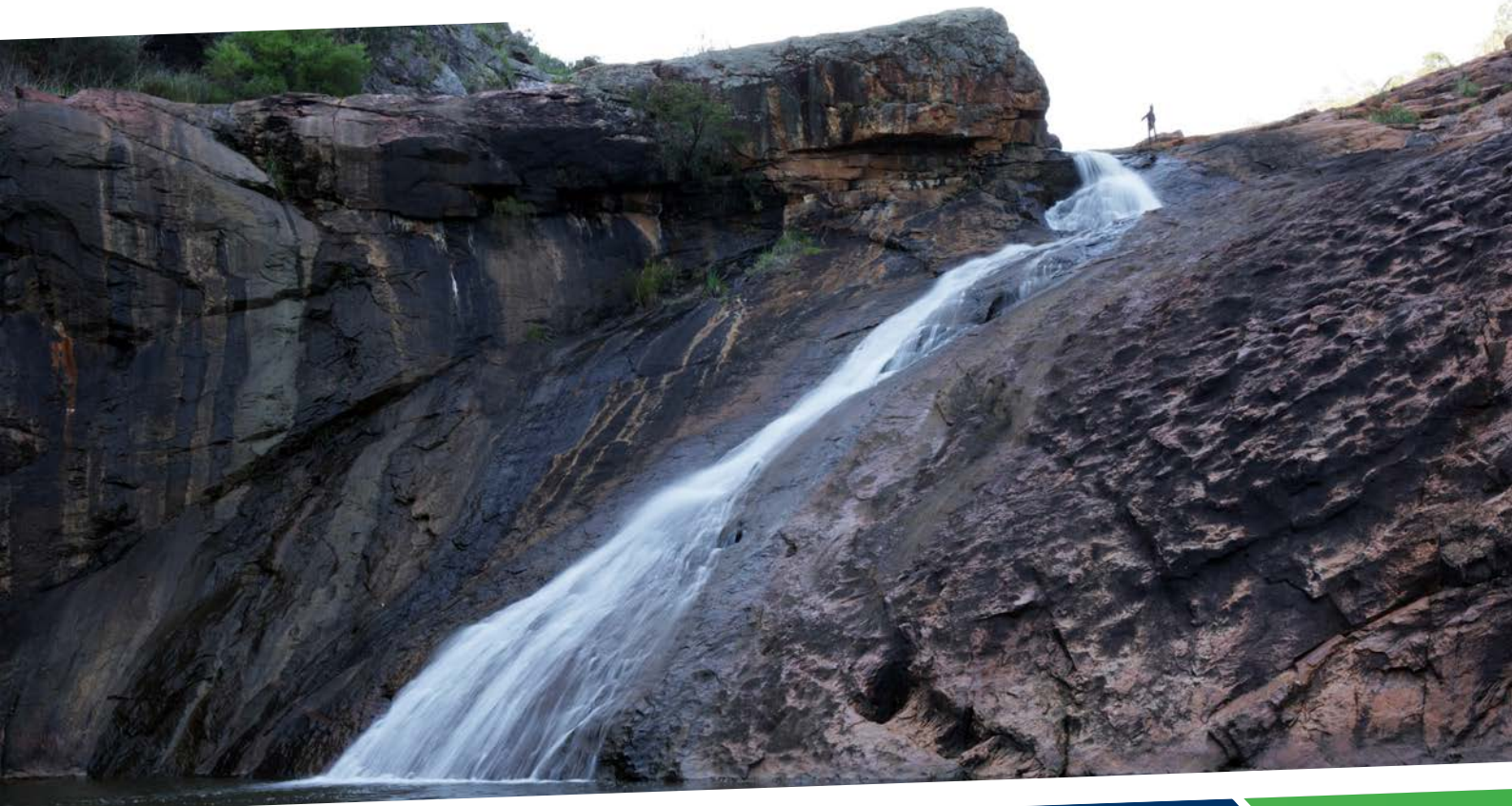
- ***Byford Town Centre Structure Plan***


During the year through the State Administration Tribunal, the Shire appealed proposed modifications suggested by the WA Planning Commission for the Byford Town Centre Structure Plan. The Shire's opposition was based on the proposed piping of floodwater under the Byford Town Centre, which would cost \$11 million to construct, and an ongoing cost to the community of \$200K per annum. A natural open drainage design approach has been achieved with an updated Local Water Management Strategy is currently being finalised.

Management of Council's natural areas - through the ongoing engagement of contractors to conduct weed control and dieback control, weed control was completed on the following reserves:

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- Lot 87 and 88 Mundijong Road, Mundijong
 - Tonkin Street Reserve, Mundijong
 - Beenyup Brook, Byford
 - Korribinjal Reserve, Jarrahdale
 - Jarrahdale Heritage Park, Jarrahdale
 - Karnup Road Wetland, Serpentine
 - Turner Street, Serpentine
 - Rainforest, Byford
 - Serpentine Sports Reserve/ Paul Robinson Reserve, Serpentine
 - Serpentine Cemetery, Serpentine
 - Brickwood Reserve, Byford
 - Mundijong Oval Reserve, Mundijong
 - Thomas/ Hopkinson Road Intersection drain, Oakford
 - Rifle Range Reserve, Byford
 - Mundijong Road Reserve, Mundijong
 - Dieback treatment was completed on the following reserves:
 - Bella Cummings
 - King Road Reserve
 - Tonkin Street
 - Funding of \$50,000 was received from the State Natural Resource Management (NRM) Office for the Mistletoe Control Project. This included removal of mistletoe within the reserve and involvement of the Byford Scouts to make 24 possum boxes and plant approximately 1,300 seedlings.
 - Funding of \$19,000 was received from the State Natural Resource Management Office for the control of weeds and dieback in various Serpentine reserves. The final project report was completed in December 2012.
 - The Shire installed a foot bridge over the Beenyup Brook to encourage the connection and use of the Brook as a walk path. The bridge was purchased using grant money of \$6,600 from the State Natural Resource Management Office.
- 

- Planning applications were assessed to determine the environmental impacts of proposals and ensure their compliance with local, state and commonwealth environmental requirements and standards.
- The Parks and Gardens department have made a significant contribution to the Shire's natural environment during the year, including:
 - Pruning under powerlines programme completed throughout the Shire.
 - Renovation work carried out on Briggs Park, Mundijong and Clem Kentish Ovals.
 - New reticulation controllers installed at Sunrays estate and Serpentine Polo parks.
 - Streetscape enhancements at various locations on Mead Street and at the roundabout.
- Mundijong Civic Centre, irrigation and landscaping works.
- Progress has been made across waste management services at the Shire, outlined below:



- 
- Perth Waste, the Shire `s contractor for waste, provided a kerbside collection for putrescible waste and collection/processing of recyclable waste. The Shire now offers residents the option of having larger putrescible waste containers up to 240 litres.
 - One hard waste and two green waste collections were conducted. Much higher tonnages were collected than in previous years and this resulted in delays for both hard and green waste collections.
 - An e-waste drop off service was provided which was funded from the National TV and Monitor Recycling Programme.
 - From the beginning of the 2012-2013 financial year; the Shire was subject to a new carbon tax levy of \$23.23 per tonne.
 - Officials that are representatives at the Rivers Regional Council spent many hours providing input to the preparation of a tender to provide a more efficient waste disposal option to landfill. The tender is to be advertised during the 2013-2014 financial year. The favoured process is waste to energy.







Focus Area: Community Wellbeing

At a Glance

- Engaged Community
- Active and Connected People

Achievements

- A review of the Shire's Community Safety and Crime Prevention Plan commenced with a well responded to survey. A number of grant applications for security lighting and safety education purposes were sought, and officer/volunteer promotions continued at local markets, schools and clubs. As a result and E-watch numbers have increased to 745 members.
- Community projects such as the Byford Beautification Project street sculpture delivery and streetscape design, Mundijong Railway Park Pavillion, technical and engineering drawings for Jarrahdale Skate Park and tree planting across from the Serpentine Tavern were all made possible through the Shire's Locality Funding Program.
- Disability Access and Inclusion Plan was reviewed and the action plan implemented.
- Received Lotterywest Grant funding for Australia Day Celebrations and coordinated Thank a Volunteer Day, Banners in the Terrace School Art Entry.
- Partnered with local community to organize ANZAC Day ceremony in Byford.
- Assisted community organisations with a combination of financial sponsorship and advice to organize events such as International Women's Day, Mundijong Community Fair.
- Reviewed, developed and promoted school holiday and term time programs for young people, including partnerships with Serpentine Camping Centre for WYLD Adventure Days and Butterfly Project with Jarrahdale Community Association.
- Coffee Cup conversations with guest speakers and monthly e-newsletters were developed and well subscribed to through partnerships between Community Development and the Library Teams.



- KidSport was launched helping a large number of families in the Shire with vouchers for sports club memberships and uniforms so their children can participate in sport.
- The Shire of Serpentine Jarrahdale volunteer emergency services consists of six fire brigades, a SES unit, welfare unit and incident support unit which are made up of 100% volunteers from within the community. Membership stands at present in excess of 400 volunteers and cadets who have committed over 14,000 of man hours in training to a professional standard.
- Emergency incidents within the Shire and mutual aid given to other local governments saw the volunteers attended over 240 incidents.
- Council's Bush Fire Cadets have continued to grow and provide the youth within Serpentine Jarrahdale Shire the values of volunteering, whilst providing a community service.
- Craddon Road, Oakford Static water supply was completed.
- Local Emergency Management Committee convened four meetings and one training exercise undertaken by Armadale hospital exercising a major emergency incident within Serpentine Jarrahdale.
- Fire break inspections were undertaken and first inspections completed by 30 December 2012 with a total of 146 infringements and 220 work orders issued. Contractors installed fire breaks on 14 non-complaint properties.
- Council's Emergency Services Department staff have attended forums and seminars on 'Planning for Bushfire Protection' and implemented the latest industry standards.
- Council's Manager Emergency Service, Chief Fire Control Officer represented the Volunteer Emergency Services at a state level on Department of Premier and Cabinet working groups into Keelty enquiry findings.
- Hazard reduction assessments have been undertaken by reserves officer and Emergency Services Department.
- Volunteer brigades have commenced with a strategic burning program.
- Council's Emergency Services Department staff provided support to the Volunteer Bush



Fire Brigades and State Emergency Services administration, management and in the promotion of Volunteerism.

- Council's Emergency Services Department staff are part of a state wide Emergency mutual aid arrangement with the Department of Fire and Emergency Services and Department of Parks and Wildlife fire services to maintain working and skills based mutual aid arrangements.
- The Harris Place Flood Mitigation and Water Management Plan (GHD, 2008) was completed. This study identifies on-ground works required to mitigate the flood risk in Harris Place to protect life and property.
- A community workshop was held on 5 March 2013 with residents of Harris Place and Chestnuts Estate to discuss drainage matters and present the Harris Place Flood Mitigation and Water Management Plan (GHD, 2012). Over 30 residents attended the workshop.
- The Shire participated in the Urban Development Institute of Australia (WA) and Planning Institute of Australia (WA)'s Public Open Space Forum. The outcomes from the workshop are to be collated to assist with future policy and advocacy on behalf of local government and industry.
- The Natural Reserves Coordinator is continuing to provide ongoing support and information for community members and groups including:
 - Reserves Advisory Group
 - Reserves Working Group
 - Cemeteries Management Committee
 - Serpentine Sports Reserve Management Committee
 - Roadside Care Volunteers Committee
 - Byford Enviro-link
 - Darling Downs Residents Association
- The SJ Trails Incorporated group was reformed and the constitution to be finalised within the first half of the next financial year.
- The Shire participated on the Peel Trails Group on a regular basis looking at regional strategies for trails and promotion.



- Liaising with external state agencies and non-government organisations by the Natural Reserves Coordinator is also ongoing.
- Provided cemetery services for the community including:
 - 7 Burials at Serpentine Cemetery
 - 6 Burials at Jarrahdale Cemetery
 - 12 Ashes placements at Serpentine Cemetery
 - 8 Ashes placements at Jarrahdale Cemetery
 - 13 Monumental Mason applications at Serpentine Cemetery
 - 6 Monumental Mason applications at Jarrahdale Cemetery
- General history investigations for families and associated administration.
- The Natural Reserves Coordinator represented the Shire at the annual State Cemeteries Conference. New networks were formed with other local governments responsible for cemetery services to ensure the Shire's cemeteries are being managed at using best practice methods.
- The Natural Reserves Coordinator provided assistance to the community for matters related to natural reserves, road reserves, tracks and trails, tree removals, cemeteries and verge beautification.
- The Shire has worked in partnership with the Serpentine Historical Society and local artist Robert Ewing to implement the beautification of the Serpentine Cemetery. Works included the installation of a pathway linking the Serpentine Memorial Wall through the native vegetation to the grave locations.



The Year Ahead

Community Projects

Council will be investing in various community projects within the Shire.

Major Community Projects for 2012/2013

Byford Central Oval ablution/storage	\$461,000
Byford Central Oval playground	\$80,000
Percy Place landscaping	\$20,000
Briggs Park storage facilities	\$360,000
SJ Civic Centre	\$500,000
Shade sails for three playgrounds	\$100,000
Mundijong Oval turf and reticulation upgrade	\$100,000
Clem Kentish Oval turf and reticulation upgrade	\$100,000
Clem Kentish playground	\$80,000
Hopeland School restoration work	\$30,000
Jarrahdale Old Post Office restoration work	\$40,000
Jarrahdale Kindergarten asbestos removal – wall replacement	\$30,000
Bruno Gianatti Hall asbestos removal – outside eaves	\$10,000
Briggs Park Change Rooms asbestos removal – outside eaves	\$20,000

Other community projects that the Shire will undertake include:

Kalimna/Byford Senior High School Club Facility Feasibility Study	\$37,000
Sporting Precinct Feasibility Study	\$50,000
Briggs Park Master Plan	\$30,000



Byford Youth Facilities Feasibility Study	\$30,000
St John's Serpentine Building Feasibility Study	\$10,000
Community Funding	\$40,000
Locality Funding	\$120,000

Infrastructure Maintenance

With an area of over 900km², the Shire of Serpentine Jarrahdale is the second largest local government in the Perth metropolitan area. The Shire has a road network of approximately 830km and services six communities. To ensure our road network is maintained, Council will invest \$3.79 million on infrastructure upgrades and \$2.48 million on routine maintenance programs.

Major Road Construction in 2013-2014

Thomas Road design work	\$690,000
Thomas Road – Butcher to Railway	\$23,000
Thomas Rd - West of Wungong South Rd	\$4,214
Thomas Rd - West of Briggs Rd	\$42,140
Hopkinson Rd - Orton to Cavanagh Close	\$128,573
Watkins Rd - Wright to Roman Rd	\$105,350
Nettleton Rd - Millars Rd to Jarrahdale Rd	\$83,391
Kingsbury Drive (South Western Highway 1,000m - carried over from 12/13)	\$378,560
Kingsbury Drive - Stage 2	\$420,000
Jarrahdale Rd - SLK 1.2 to SLK 4.2	\$60,000
S/West Hwy - Nettleton Rd Intersection	\$42,000
Abernethy Road - Bradford Close to Warrington	\$217,000
Bradshaw Street - Beenyup Rd to Cul-de-sac 400m	\$200,000



Path Construction - Paterson Street (1.5kms from Richardson Street to Keirnan Street)	\$300,000
Whitby Falls - Manjedal Brook - construction of shared use path	\$800,000
Byford Beautification Project	\$300,000

Planning Initiatives

This financial year Council will commit \$667,000 towards projects which continue to ensure that communities are well planned.

Projects include:

- Mundijong Structure Plan Implementation
- Water Cycle Management Strategy
- Local Planning Strategy
- Byford Town Centre Implementation
- Revision of Town Planning Scheme
- Serpentine District Structure Plan
- Population Projections Program
- Mundijong Industrial Area Project
- Economic Development Strategy
- Rural Strategy 2013 Revision
- Mundijong Whitby Developer Contribution Arrangement
- Community Infrastructure Developer Contribution Arrangement
- Byford Development Contribution Arrangement

The developer contribution arrangements for Byford and Mundijong will aim to collect funds from developers to spend on infrastructure, community facilities and areas of public open space within those areas.



Locality Funding

Council will continue to support community groups in the Shire. Grants can be applied for to help with sporting equipment, seating, shade sails, and other needs. If your group has a larger project, you may be able to access locality funding to help secure major grants. Council is also looking at ways it can help community groups with insurance cover. For further details please contact Council's Community Development team on 9526 1139.

Protection of the Environment

Council knows how much residents value their environment and so it will continue to support SJ Landcare, by way of a \$63,654 contribution, and will also maintain the free verge plant scheme. The biodiversity of important areas of local bush land will also be protected. Council has been successful in attracting grants, and working with developers, to plant shade trees and shrubs to landscape our suburbs and beautify our surroundings. Altogether around \$690,000 will be spent on the environment within the Shire.

Fire Prevention

The fire prevention work that the Shire's Emergency Services team carries out is valued by residents. As such, this financial year, Council has committed \$875,000 to our fire and emergency services and to support our volunteers. To help fund any emergency situations that might arise in the financial year, 0.5% of rate revenue is put into an emergency reserve. If you would like to become part of our Emergency Services team of volunteers, please contact the team on 9526 1160.

Reserves and Building Maintenance

Spending on the following will ensure that we are maintaining our natural beauty and our community places and spaces:

Natural Public Open Space	\$1,015,000
Sporting reserves	\$678,000



Serpentine Jarrahdale Recreation Centre	\$339,000
Public halls	\$245,000
Buildings on reserves	\$222,000
Graffiti removal	\$59,000

Statutory Reports

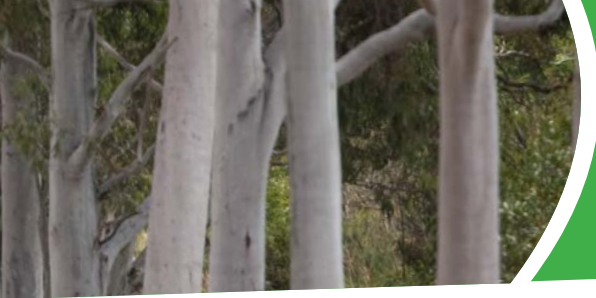
Record Keeping

The Shire of Serpentine Jarrahdale and all of its employees are committed to good and compliant record keeping practices. Internal review and training strategies have been developed and implemented to ensure that all are aware of their compliance responsibilities and that the Information Management System is operating in accordance with the Record Keeping Plan.

Annual reviews are conducted of all record keeping procedures and policies, any resulting amendments are authorised and communicated to staff and Councillors. The Internet and Email Usage and Council work procedures regarding access to Shire records and the computer network are included in these reviews. Annual surveys aimed at determining the effectiveness of the system and services provided by Information Services are also conducted, the results are considered in development of the Information Services team plan for the following financial year.

The Chief Executive Officer must instigate a comprehensive review of the Serpentine Jarrahdale Shire Record Keeping Plan a minimum of once every five years, evaluating effectiveness and efficiency. A full copy of the resulting report must be provided to all relevant stakeholders and made available to all staff. Additionally an internal record keeping audit of at least one service team must be conducted by Information Services every 12 months, this is to assess the extent to which each team is following the procedures or record keeping and making use of the information management system. These internal audits rotate so that each team is evaluated at least once during a five year period.

As part of staff induction, the role and responsibilities of every employee, in relation to



compliance with the record keeping plan, are addressed. Prior to commencement of employment, new staff are provided with relevant literature and within five days of commencement participate in induction sessions. Ongoing training sessions are conducted by Information Services, these are able to be more detailed as they are held during team meetings and are therefore focused on the needs and work practices of the particular team. One-on-one training is also available on request.

Disability Access and Inclusion Plan

The Serpentine Jarrahdale Shire Disability Access and Inclusion Plan 20012 – 2016 (DAIP) was adopted by Council to guide the Shire's efforts to make the Serpentine Jarrahdale community a more friendly and inclusive place for people with disabilities. A number of improvements were made throughout the Shire under the old DAIP.

As part of the Shire's DAIP, an implementation plan and accessibility kit have been further improved as operational tools which will further enable officers to achieve the specified outcomes and the related resource requirements.

The Disabilities Services Act 1993 requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors. Implementation of the DAIP requires a whole of organisation approach.

To comply with the Act, the DAIP includes a number of strategies to address the following six (6) outcomes:

1. People with disabilities have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.
2. People with disabilities have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.
3. People with disabilities receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disabilities receive the same level and quality of service from the staff of the relevant public authority.



5. People with disabilities have the same opportunities as other people to make complaints to the relevant public authority.
6. People with disabilities have the same opportunities as other people to participate in any public consultation by the relevant public authority.

Through the review a 7th outcome has been added which aims to encourage employers to hire people with disabilities.

The new DAIP is on the Shire's website. Further information can be found on Council's website www.sjshire.wa.gov.au.

Statement of Salaries

Salary Range

\$	2013	2012
100,000 – 109,999	1	3
110,000 – 119,999	0	2
120,000 – 129,999	3	1
130,000 – 139,999	1	0
140,000 – 149,999	0	1
150,000 – 159,999	0	1
160,000 – 169,999	1	0
180,000 – 189,999	1	0
260,000 – 269,999	1	0









Shire of Serpentine Jarrahdale

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Office Opening Hours

Monday to Friday - 8:30am to 5pm

Cashier Operating Hours

Monday to Friday - 8:30am to 4:30pm

