



Shire of
Serpentine
Jarrahdale

Information Statement

2025-26



Shire of Serpentine Jarrahdale
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This Information Statement is published by the Shire of Serpentine Jarrahdale in accordance with the requirements of the *Freedom of Information Act 1992*.

Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published each year.

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1 Introduction

The *Freedom of Information Act 1992* (FOI Act) provides for public access to documents, and for the public to ensure that personal information in documents is accurate, complete, up to date, and not misleading.

Part 5, Section 94 of the FOI Act requires the Shire of Serpentine Jarrahdale (the Shire) to prepare and publish an annual Information Statement. The Information Statement must:

- State the structure and functions of the Shire of Serpentine Jarrahdale
- Describe the ways in which functions of the Shire affect members of the public
- Describe arrangements that exist to allow members of the public to participate in the formulation of the Shire's policy and performance of the Shire's functions
- Describe the type of documents usually held by the Shire including the kinds of documents which can be inspected, purchased or obtained free of charge
- Describe the arrangements for giving members of the public access to documents
- Describe the arrangements for amending personal information.

2 The Shire's Vision and Mission

The Shire's planning is guided by the Local Government Integrated Planning and Reporting Framework. The key documents that outline the Shire's vision and mission are:

- Council Plan 2023-2033
- Corporate Business Plan 2024-2028

These, and other strategic planning documents, can be found at: <https://www.sjshire.wa.gov.au/council/plans-and-publications/corporate-plans-and-strategies.aspx>

2.1 Vision

A welcoming community where everyone feels at home.

2.2 Mission

A local government that strives for transparency and clear communication with our community, providing excellence in our stewardship in delivering on community priorities.

3 Legislation

Local governments operate within a framework of delegated legislation, including orders and proclamations made by the Governor, local laws, regulations and ordinances made by other statutory authorities.

The principal legislation governing the operation of Western Australian local governments is the *Local Government Act 1995* (LG Act). Under the LG Act the Shire has general, legislative and executive functions:

3.1 General Functions

The general function of a local government is to provide for the good government of persons in its district (LG Act Section 3.1).

3.2 Legislative Functions

A local government may make local laws as required, permitted, necessary or convenient in order for it to perform any of its functions (LG Act Section 3.5).

3.3 Executive Functions

A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions (LG Act Section 3.18).

3.4 Local Laws

Our Local Laws assist the Shire to govern aspects of living within Serpentine Jarrahdale. Local Laws are adopted by Council to provide residents with guidelines for living within the community. The current list of Local Laws can be found on the Shire's website at:

<https://www.sjshire.wa.gov.au/council/governance/local-laws-and-policies/local-laws.aspx>

3.5 Local Planning Scheme

The Shire of Serpentine Jarrahdale's Local Planning Scheme No. 3 was gazetted on 22 September 2023. It is formulated under the *Planning and Development Act 1995* and provides a regulatory framework for the control of land use and development within the Shire. The Scheme text and maps are available from the Government of Western Australia website at:

<https://www.wa.gov.au/government/document-collections/shire-of-serpentine-jarrahdale-planning-information>.

4 Structure and Functions

4.1 Local Government Structure

The Shire of Serpentine Jarrahdale is a local government authority constituted by the *Local Government Act 1995* (the Act). This legislation governs the operations and responsibilities of the Shire.

The Act prescribes that the general function of a local government is to provide for the good government of people in its district.

4.2 Council

The Act sets out that each local government is to have an elected council as its governing body.

Council's role is to govern the Shire's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.

The Council's governing role includes:

- a) Overseeing the allocation of the local government's finances and resources
- b) Determining the local government's policies
- c) Planning strategically for the future of the district
- d) Determining the services and facilities to be provided by the local government in the district
- e) Selecting the CEO and reviewing the CEO's performance, and
- f) Providing strategic direction to the CEO.

Current Council

The Council of the Shire of Serpentine Jarrahdale consists of the following:

- One (1) x Shire President elected at large across the district.
- Six (6) x Councillors distributed evenly across three wards elected by popular vote to represent their community:
 - Two (2) x North ward
 - Two (2) x North West ward; and
 - Two (2) x South ward

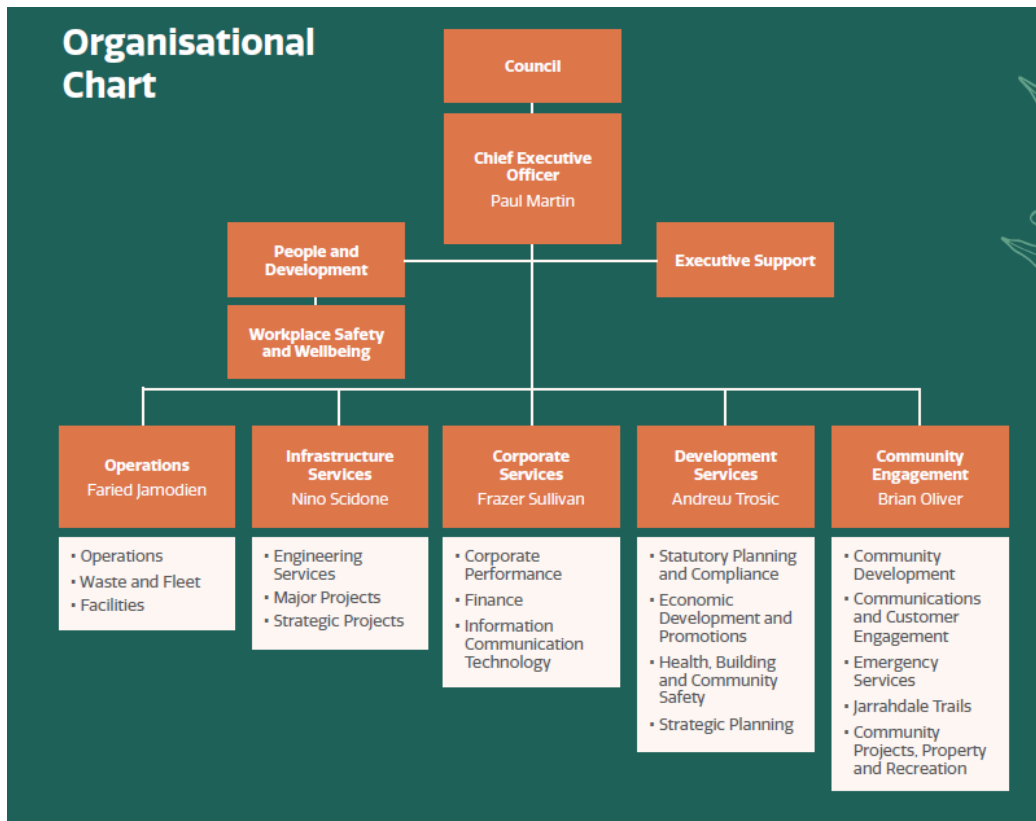
Profiles of the current Elected Members are available on the Shire's website at:

<https://www.sjshire.wa.gov.au/council/about-council/shire-councillors.aspx>

4.3 Administration

The Act requires the local government to employ a person to be the CEO of the local government. The CEO is responsible for managing the local government's administration and operations, and along with Shire employees, act on the Council's decisions by developing and putting into practice Council Policies and resolutions.

The organisational structure of the Shire is shown below.



4.3.1 How Decisions Affect the Community

The Shire has been entrusted with the responsibility to oversee the development and progression of the community. The decisions of the Shire can impact the everyday life of its residents. The provision of roads and footpaths, drainage, parks, recreation and leisure facilities, libraries, welfare services, cultural services, and environmental health control activities are just some of the matters requiring decisions by Council at various levels of consideration.

Where appropriate decisions are delegated to the Chief Executive Officer and designated employees in the administration in accordance with the Act. These delegations are reviewed annually and detailed in the Shire’s Delegation Register which is available on the Shire’s website at:

<https://www.sjshire.wa.gov.au/council/governance/registers/delegations-register.aspx>

Many of the issues that require a Council decision are subject to policy aimed at providing consistency in determinations, as well as indicating to the public the Council’s position on a particular matter. Policy enables the effective and efficient management of the Shire’s resource and assist Officers and Council to make equitable, transparent and consistent decisions.

Each policy has been developed in order to address specific matters. A list of the Shire’s policies is available on the Shire’s website at:

<https://www.sjshire.wa.gov.au/council/governance/local-laws-and-policies/policies.aspx>

5 Public Participation

5.1 Ordinary and Special Council Meetings

Ordinary Meetings of Council are generally held on the third Monday of each month, commencing at 7pm.

Council and Committee Meetings are open to the public, unless a confidential matter is discussed. In this case the public will be required to leave the Chambers but may return at the conclusion of the confidential matter.

Council and Committee Meetings are live streamed and recorded in accordance with Council Policy. Minutes are produced for all Council meetings.

More information about Council Meetings, Meeting Dates, Minutes and Agendas can be found at:

<https://www.sjshire.wa.gov.au/council/about-council/council-and-committee-meetings>

5.1.1 Public Question Time / Public Statement Time

Public Question Time and Public Statement Time provide an opportunity for community members to address and pose questions of Council.

Council's requirements in relation to public question and statement time is set out in *Council Policy - Public Question and Public Statement Time and Deputations*. This policy is available on the Shire's website at:

<https://www.sjshire.wa.gov.au/documents/134/public-question-and-public-statement-time-council-policy>

Information regarding Public Participation at Council and Committee Meetings and the form to submit public questions and public statements can be found on the Shire's website at:

<https://www.sjshire.wa.gov.au/about-your-council/about-your-council/about-your-council-and-committee-meetings/public-participation.aspx>

5.1.2 Deputations

A deputation is a presentation made to Council, most often regarding a matter that is scheduled for consideration by Council. Deputations must meet specific requirements and requests may be accepted or rejected by the Shire President.

More information on presenting Deputations can be found on the Shire's website at:

<https://www.sjshire.wa.gov.au/council/council/council-and-committee-meetings/public-participation.aspx>

5.1.3 Petitions

A petition is a formal request made by a specific number of signatories requesting some form of action. A petition generally requests Council to resolve to support a nominated course of action.

Petitions made to Council must relate to an area where Council has an authority or role.

The guidelines for submitting a Petition and the Petition Form template can be found at:

<https://www.sjshire.wa.gov.au/about-your-council/about-your-council/about-your-council-and-committee-meetings/public-participation.aspx>

5.2 Electors Meeting

5.2.1 Annual Electors' Meeting

Each year the Shire must hold a General Elector's meeting at which the Shire's Annual Report is presented. The matters discussed at this meeting are, firstly the contents of the annual report for the previous financial year and then any other general business. These meetings are held not more than 56 days after the local government accepts the annual report for the previous financial year.

5.2.2 Special Electors' Meeting

A Special Electors' meeting occurs if a petition, signed by at least 300 eligible electors or one third of Elected Members, is submitted to the Council requesting that meeting be held on a particular matter.

5.3 Community Consultation

Wherever possible, Council consults with its residents and ratepayers on particular issues that affect their neighbourhood by way of website notifications, council newsletters, letterbox drops, questionnaires, public meetings and by advertising in local papers.

The Act may require the Shire to provide public notice of its intention to take a particular course of action or decision. The Shire will publish these notices and advertisements on the Shire's website, and use a combination of the following communication methods (depending on the notice):

- Examiner Newspaper,
- The West Australian
- Shire's Facebook page
- Shire Notice Boards
- SJ Matters Newsletter

5.4 Elected Members

Members of the public can contact their elected members to discuss any issues relevant to the Shire of Serpentine Jarrahdale. Elected Member contact information is available on the Shire's website at:

<https://www.sjshire.wa.gov.au/council/about-council/shire-councillors.aspx>

5.5 Written Requests

A member of the public can write to Council requesting information on or report issues with any council activity or service. This can be done by:

- lodging a Customer Request (CRM) on line at [Request & Report It » Shire of Serpentine Jarrahdale](#)

- mail to:
Shire of Serpentine Jarrahdale
6 Paterson Street,
Mundijong,
Western Australia 6123
- e-mail to info@sjshire.wa.gov.au

5.6 Development Applications

The planning framework comprises the Shire's Local Planning Scheme. Some forms of proposed development may be subject to nearby landowner referral for comment, or more broadly for whole of community consultation. This is an opportunity for the community to participate in the development assessment process, by making submission to the Shire. These submissions are considered in the assessment of the development application, and its final determination.

5.7 Committees of Council

Council has the following Committees:

- Audit, Risk and Improvement Committee
- CEO Employment Committee

These Committees do not have delegated authority to make decisions. All recommendations from these Committees are presented to Council for ratification. The meetings are livestreamed and open to the public.

5.8 Council Advisory Groups and External Groups with Elected Member Delegates

5.8.1 Shire Stakeholder Reference Groups and Advisory Groups

In addition to formal Committees of Council, the Shire establishes various reference and advisory groups to assist the Shire in making recommendations or forming views for the Administration to progress, or be recommended to Council. The establishment, operation and membership of Shire groups are approved by Council in accordance with Council Policy - Stakeholder Reference Groups, Advisory Groups and Committee of Council, which is available on the Shire's website at:

<https://www.sjshire.wa.gov.au/documents/933/stakeholder-reference-groups-and-advisory-groups-council-policy>

Listed below are Council Advisory Groups which comprise of Elected Members and members of the public.

- Access and Inclusion Advisory Group
- Bush Fire Advisory Committee (BFAC)
- Cemeteries Advisory Group
- Equine Advisory Group

- Keirnan Park Stakeholder Reference Group
- Local Emergency Management Committee (LEMC)
- Jarrahdale Trails Centre Stakeholder Reference Group
- Serpentine Jarrahdale Community Recreation Centre Partnership Reference Group
- Shire of Serpentine Jarrahdale Food Security and Peri-urban Agriculture Advisory Group

5.8.2 External Committees with Elected Member representation

Elected Members also participate as delegates on a range of external committees, including community associations. Some of these groups are listed below:

- Karnet Prison Farm Community Liaison Group
- Keysbrook Community Consultative Group
- Metropolitan Outer Joint Development Assessment Panel
- Peel Development Commission Board
- Peel Harvey Biosecurity Group
- Peel Harvey Catchment Council
- South East Metropolitan Regional Roads Sub Group
- South East Regional Energy Group
- Western Australian Local Government Association (WALGA) - Peel Country Zone

6 Documents Held

6.1 Ordinary Council Meeting Agendas & Minutes

Agendas of all Council and Committee Meetings are available to members of the public on the Shire's website, at the Serpentine Jarrahdale Library, and at the Shire's Administration Centre at 6 Paterson Street, Mundijong.

Minutes of Council Meetings are available to the public within 10 business days after each meeting, and the Minutes of Committee Meetings, are available to the public within five business days after the meeting. The Minutes are published on the Shire's website.

6.2 Documents Available to the Public

Document	Availability
Annual Report and Financial Statements	https://www.sjshire.wa.gov.au/council/plans-and-publications/quarterly-and-annual-reports/annual-reports.aspx
Annual Budgets	https://www.sjshire.wa.gov.au/council/plans-and-publications/budgets/annual-budgets.aspx

Document	Availability
Australian Standards (Building Construction)	Available for inspection
Building Code of Australia	Available for inspection
Burial Registers	Available for inspection
Corporate Plans & Strategies	https://www.sjshire.wa.gov.au/council/plans-and-publications/corporate-plans-and-strategies.aspx
Cemetery Plans	Available for inspection
Codes of Conduct	https://www.sjshire.wa.gov.au/council/governance/conduct-and-code-of-ethics/codes-of-conduct.aspx
Customer Service Charter	https://www.sjshire.wa.gov.au/community/community-consultation/customer-service-charter.aspx
Delegations Register	https://www.sjshire.wa.gov.au/council/governance/registers/delegations-register.aspx
Register of owners and occupiers and electoral rolls	Available for inspection
Ordinary Council Meeting Agendas and Minutes	https://www.sjshire.wa.gov.au/council/council/council-and-committee-meetings/minutes-and-agendas.aspx
Registers of Disclosures	https://www.sjshire.wa.gov.au/council/governance/registers
Annual Electors Meeting Agenda and Minutes	https://www.sjshire.wa.gov.au/council-meetings/general-meeting-of-electors
Financial Interests Register	https://www.sjshire.wa.gov.au/council/governance/registers/financial-interests-register.aspx
Information on Recycling	https://www.sjshire.wa.gov.au/community/services/waste-and-recycling
Information Statement (this document)	https://www.sjshire.wa.gov.au/council/governance/freedom-of-information/information-statement.aspx

Document	Availability
Local Laws	https://www.sjshire.wa.gov.au/council/governance/local-laws-and-policies/local-laws.aspx
Register of Gifts and Contributions to Travel	https://www.sjshire.wa.gov.au/registers/gifts
Council Policies	https://www.sjshire.wa.gov.au/council/governance/local-laws-and-policies/policies.aspx
Public Notices	General » Shire of Serpentine Jarrahdale
Rates record	Available for purchase
Register of minor breach complaints	https://www.sjshire.wa.gov.au/council/governance/conduct-and-code-of-ethics/councillor-conduct.aspx
Rural Strategy	Available for purchase
Rural Strategy Review August 2003	Available for purchase
Schedule of Fees & Charges	https://portal.lgsolutions.net.au/Fees/Public/SJS
Shire History Book – Harnessing Voices	Available for purchase
Shire History Book – The Serpentine	Available for purchase
Tender Register	Available for inspection
Town Planning Scheme 2	https://www.sjshire.wa.gov.au/Profiles/sj/Assets/ClientData/LPSC-Serpentine-Jarrahdale-2-Scheme-Text.pdf

Photocopies of any portion of the above documents can be obtained for the current photocopy cost.

Each department has also published a number of "Info Notes". These are continually being updated and are available on the Shire's website.

6.3 Website

Shire of Serpentine Jarrahdale has a website at **www.sjshire.wa.gov.au** where much of the abovementioned information can be found. This site is continually being updated to ensure that the information available is current.

6.4 Library

Serpentine Jarrahdale (SJ) Library Services is located at 858 South Western Highway, Byford.

The following services are offered at the library:

- Borrow up to 20 items at a time -
 - Fiction and non-fiction books for all ages
 - Large Print books
 - DVDs
 - Board games
 - Audiobooks
 - E-resources (including eAudiobooks and eMagazines)
 - Jigsaw puzzles, *and more!*
- Community History collection
- Access to [Online services](#)
- Newspapers
- Seed swap
- Free Wi-fi, scanning, emailing and computer access
- Printing and copying at cost.
- Bookable spaces (charges may apply, community groups exempt)
- 3D printing (charges apply)
- Activities, programs and events for all ages
- Recycling / Terracycle site
- Online presence through Website, Facebook, and Instagram.

The [Mobile Library Service](#) brings vital library resources (including a great collection of books) to regular locations across the Shire's southern suburbs, as well as some community events.

[Books on Wheels](#) is an additional service that runs fortnightly on Tuesday afternoons, for those who are homebound or otherwise unable to get to library locations.

More information can be found at <https://www.sjshire.wa.gov.au/community/library>.

6.5 Council Records

The Shire's Information Services team is responsible for maintaining systems and processes for recordkeeping at the Shire. Since February 2002 the records management system has been fully electronic, with 'born digital' records kept in their original format, and any hard copy correspondence scanned. All records are stored in an Electronic Document and Records Management System.

7 Freedom of Information

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992 (WA)* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date and not misleading.

7.1 Freedom of Information Applications

Freedom of Information Applications Access applications must:

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator on telephone (08) 9526 1111, 6 Paterson Street, Mundijong 6123 or by email at info@sjshire.wa.gov.au.

Applications will be acknowledged in writing and applicants will be notified of the decision within 45 calendar days.

7.2 Freedom of Information Charges

A scale of fees and charges are set out in the FOI Regulations. Apart from the application fee for non-personal information (information that is not personal information about the applicant) all charges are discretionary. The fees and charges are as follows:

Personal information about the applicant	No fee
Application fee (for non-personal information)	\$30.00
Charge for time dealing with the application (per hour, or pro rata)	\$30.00
Access time supervised by staff (per hour, or pro rata)	\$30.00

An estimate of charges will be provided if the cost is expected to exceed \$25.00. For impecunious applicants or those issued with prescribed pensioner concession cards, any charges payable are reduced by 25%.

7.2.1 Deposits

A 25% advance deposit may be required in respect of the estimated charges.

Further 75% advance deposit may be required to meet the charges for dealing with the application.

7.3 Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, or a transcript of a recorded, shorthand or encoded document.

7.3.1 Notice of Decision

As soon as practicable, but in any case within 45 days, the applicant will be provided with a notice of decision which will include:

- the date the decision was made;
- the name and the designation of the officer who made the decision;
- if access is refused, the reasons for claiming the document is exempt; and
- information on the rights of review and the procedures to be followed to exercise those rights.

7.3.2 Refusal of Access

Applicants dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. The internal review application should be made in writing within 30 calendar days after receiving the agency's notice of decision. An internal review decision will be issued within 15 calendar days.

Applicants dissatisfied with the result of an internal review can apply to the Office of the Information Commissioner for an external review. The external review application should be made within 60 calendar days after receiving the written notice of the internal review decision.

External review by third parties to the application or for applications regarding amendment of personal information must be lodged within 30 calendar days after being given written notice of the internal review decision.

Any external review application should be directed to **Office of the Information Commissioner**.

Address: Albert Facey House, 469 Wellington Street, Perth, Western Australia 6000,

Phone: (08) 6551 7888,

Email: info@foi.wa.gov.au

Web: www.oic.wa.gov.au