



Corporate Business Plan

2018-19 Progress Report

April to June 2019



Shire of
Serpentine
Jarrahdale

sjshire.wa.gov.au

connect
with us



Contents

| | | | |
|---|----|--|---|
| Introduction | 3 | | |
| Report Structure | 3 | | |
| People | 4 | | |
| Outcome 1.1 - A healthy, active, connected and inclusive community | 5 | | |
| Strategy 1.1.1 Provide well planned and maintained public open space and community infrastructure | 5 | | |
| Strategy 1.1.2 Provide a healthy community environment | 17 | | |
| Outcome 1.2 - A recognised culture and heritage | 25 | | |
| Strategy 1.2.1 Recognise local heritage | 25 | | |
| Strategy 1.2.2 Encourage and support public art in public areas | 26 | | |
| Outcome 1.3 - A safe place to live | 27 | | |
| Strategy 1.3.1 Comply with relevant local and state law, in the interests of the community | 27 | | |
| Strategy 1.3.2 Support local emergency services | 33 | | |
| Strategy 1.3.3 Enhance community safety | 34 | | |
| Place | 36 | | |
| Outcome 2.1 - A diverse, well planned built environment | 37 | | |
| Strategy 2.1.1 Actively engage with development of planning frameworks . | 37 | | |
| Outcome 2.2 - A sustainable natural environment | 50 | | |
| Strategy 2.2.1 Develop, maintain and implement plans for the management and maintenance of Shire controlled parks, reserves, and natural assets | 50 | | |
| Strategy 2.2.2 Seek to minimise resource usage and continue to maximise reuse opportunities | 53 | | |
| Strategy 2.2.3 Continue to minimise the volume and impact of waste generated within the district | 58 | | |
| Strategy 2.2.4 Support community groups (both new and existing), who are preserving and enhancing the natural environment | 61 | | |
| Outcome 2.3 - A productive rural environment | 63 | | |
| Strategy 2.3.1 Recognise local heritage | 63 | | |
| Prosperity | 65 | | |
| Outcome 3.1 - A commercially diverse and prosperous economy | 66 | | |
| Strategy 3.1.1 Actively support new and existing local businesses within the district | 66 | | |
| Outcome 3.2 - A vibrant tourist destination experience | 67 | | |
| Strategy 3.2.1 Actively support tourism growth within the district | 67 | | |
| Outcome 3.3 - An innovative, connected transport network | 71 | | |
| Strategy 3.3.1 Maintain, enhance and rationalise the Shire's transport network | | | |
| | | | in accordance with affordable sound Asset Management Plans |
| | | | 71 |
| | | | Outcome 3.4 - An innovation centre of excellence |
| | | | 76 |
| | | | Strategy 3.4.1 Identify and promote innovation and education opportunities |
| | | | 76 |
| | | | Progressive |
| | | | 77 |
| | | | Outcome 4.1 - A resilient, efficient and effective organisation |
| | | | 78 |
| | | | Strategy 4.1.1 Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources 78 |
| | | | Strategy 4.1.2 Maximise the Shire's brand and reputation in the community |
| | | | 93 |
| | | | Outcome 4.2 - A strategically focused Council |
| | | | 96 |
| | | | Strategy 4.2.1 Build and promote strategic relationships in the Shire's interest |
| | | | 96 |
| | | | Strategy 4.2.2 Ensure appropriate long term strategic and operational planning is undertaken and considered when making decisions |
| | | | 101 |
| | | | Strategy 4.2.3 Provide clear strategic direction to the administration |
| | | | 104 |
| | | | Attachment 1: Correspondence |
| | | | 107 |

Introduction

The Corporate Business Plan is the Shire of Serpentine Jarrahdale’s four-year delivery program, aligned to the Strategic Community Plan and accompanied by four-year financial projections.

The purpose of the plan is to operationalise the Community’s vision and the Shire’s strategic objectives through the establishment of actions that address each strategy contained within the Strategic Community Plan. The Shire of Serpentine Jarrahdale has set out the following four key objectives within the Strategic Community Plan:

People

A connected, thriving, active and safe community

Place

A protected and enhanced natural, rural and built environment

Prosperity

An innovative, commercially diverse and prosperous economy

Progressive

A resilient organisation demonstrating unified leadership and governance

On an annual basis, the Corporate Business Plan is reviewed to ensure priorities are achievable within the resources available, which is consequently followed by adoption of an Annual Budget.

Report Structure

Quarterly progress against the actions is reported in each key objective area, against its corresponding outcome and strategy. To ensure consistency and to enable summary reporting, each action is allocated a traffic light status in accordance with the following key:

| ACTION STATUS | |
|---|-----------------------|
| No work has commenced. | Not Started |
| On target or as expected. Information indicates SJ is likely to meet its goal by the end of the planned period. | Proceeding as planned |
| Information indicates some minor issues are present that could jeopardise SJ meeting its goal by the end of the planned period. The issues causing this are manageable and are likely to be resolved. | Minor issues exist |
| Information indicates major issues are present and SJ is unlikely to meet its goal by the end of the planned period. The issues causing this are unlikely to be resolved without significant action. | Major issues exist |
| Work has been completed. | Completed |



People

A connected, thriving, active and safe community

Community feedback

Residents enjoy a lifestyle that is peaceful and quiet, they would like the tranquillity of the Shire to be maintained as residential growth occurs. An element of this lifestyle is the neighbourly engagement that occurs and the sense of community.

Despite close proximity to the metropolitan area, residents feel a strong sense of community within the Shire. The community is close-knit, akin to a small country community where neighbours are friendly and tend to be family oriented.

Many believe the Shire encapsulates a 'family friendly lifestyle.' The relaxed country lifestyle is the most valued quality of the area.

Aspirations and opportunities

The community wants to retain its strong sense of community and country lifestyle. Maintaining the level of safety and where possible increasing this aspect of the Shire is a desired outcome.

Progress Snapshot | 23 Actions

87% Proceeding as planned / Completed (20)

9% Issues Exist (2)

4% Not Started (1)

Key Achievements and Highlights

- ❖ E-Smart accreditation successfully obtained by the library
- ❖ Volunteer Awards and Recognition evening held 28 June 2019
- ❖ For the 2018-19 financial year, 26 volunteers provided 1,252 hours
- ❖ Commenced a trial of 'Drop In' sessions for young people
- ❖ Developed a quarterly Community Events & Activities Program for the community
- ❖ Purchased a Bruel & Kjaer Type 2250 Sound Level Meter (SLM) to respond and investigate noise complaints
- ❖ Resource packs under the Live Lighter Program were developed and circulated amongst Shire food businesses
- ❖ Succeeded in litigation regarding a dog attack yielding approximately \$25K in penalties
- ❖ Presented the first Builder of the Quarter award to Redink Homes for 100% waste management compliance on building sites
- ❖ Successfully prosecuted the King Road unlawful waste disposal activities





People - Our objective is a connected, thriving, active and safe community

Outcome 1.1 - A healthy, active, connected and inclusive community

Strategy 1.1.1 Provide well planned and maintained public open space and community infrastructure

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|--|---|-----------------------|
| 1.1.1.1 Implement the Community Infrastructure Public Open Space Strategy subject to allocated resources | Ongoing | Jul-Dec 18 | Currently awaiting the outcome of two grant applications submitted to the Building Better Regions Fund and Sport Australia to action community facility builds. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> The Shire has successfully secured grant funding of \$15,158 from Sport Australia's Move It AUS - Community Sport Infrastructure Grant Program for the Serpentine Multi-Use Courts Project. This project is identified as a key project in the Community Infrastructure Implementation Plan and will see the current tennis courts converted into multi-use courts, catering for basketball and netball as well as still offering tennis across four courts. The grant application to the Building Better Regions Fund was unsuccessful. | Proceeding as planned |
| | | Apr-Jun 19 | The Serpentine Multi-Use Courts Project is nearing completion with sporting infrastructure in place. It is estimated that the project will be complete by the end of July 2019. | Proceeding as planned |
| 1.1.1.2 Develop a land asset management plan | 30 June 2018 | Land Asset Management Plan adopted by Council at the 16 October 2017 meeting (OCM145/10/17). | | Completed |
| 1.1.1.3 Provide community facilities and associated services (including libraries, halls, recreation and sporting facilities) | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> Revised fees and charges have been adopted and are operating accordingly. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 1.1.1.3 Provide community facilities and associated services (including libraries, halls, recreation and sporting facilities) | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> License discussions are underway with key user groups and four main lease negotiations are current. Preliminary planning for Keirnan Park Recreation Precinct and Byford Library is underway. The Briggs Park Oval Upgrade contract awarded by Council at the 26 November 2018 meeting (OCM139/11/18). Council endorsed the BMX Relocation Feasibility Study (SJ2081) at the 27 August 2018 meeting (OCM090/08/18). Feasibility works for Jarrahdale Oval progressing as planned. The Shire continues to provide library services that meet the needs of the community such as access to resources both physical and digital, technology services, program and events, with special emphasis on literacy development and lifelong learning across all ages. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> The library delivered a number of key program and events this reporting period. Highlights included: <ul style="list-style-type: none"> Lego club, which has now increased to twice a month. SJ Creators - a new program aimed at addressing social isolation by bringing people together to learn a new skill. SJ Writers - a new program held once a month in Byford for adults interested in learning writing techniques. A drumming workshop held in Byford as part of the Seniors Lifestyle Program, "Be Entertained". | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 1.1.1.3 Provide community facilities and associated services (including libraries, halls, recreation and sporting facilities) | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> ○ A series of school holiday programs such as movie nights, science workshops and the Shire Summer Splash. Additional holiday activities were also provided to the Keysbrook community. ○ Special sessions for the home school cohort (both students and parents) to show how the library can assist their academic curriculum and to introduce them to each other. ○ Paint the Town Teal morning tea fundraiser held to raise money and awareness for ovarian cancer. ○ Presentation to the Armadale Hospital Rehabilitation Group. ○ Visits to local primary schools to introduce the Library's Reading Reward Programs for year 1, 3 and 5 students. ● The library is progressing towards E-Smart accreditation and as part of this has completed staff training and conducted an 'Appy Hour' workshop. ● The review of the Keirnan Park Recreation Precinct concept is ongoing. A \$100,000 business case for due diligence investigations (consistent with CEO KPI's) is under consideration for inclusion in the 2019-20 budget. ● As at 31 March 2019, the Briggs Park Oval Upgrade project is 52% complete. ● CCTV installation commenced in March 2019. Briggs Park Pavilion scheduled for completion in April 2019 following the commissioning process. ● The team are progressing the Shire's first Dog Park on Larsen Road in Byford. Designs are now complete and have been presented to Council for final comment. Landscape designs are in their final stages. Procurement for a contractor will be undertaken in April. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 1.1.1.3 Provide community facilities and associated services (including libraries, halls, recreation and sporting facilities) | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> See action 4.1.1.3 for an update on the review of fees and charges in preparation for 2019-20. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> The library delivered a number of key program and events this reporting period. Highlights included: <ul style="list-style-type: none"> April school holiday activities such as the movie night at the recreation centre, the SJ explorer event at Jarrahdale using salt dough kits provided by Telstra and the baby sensory session with mums and bubs held at the Byford Hall. Author visit from Natasha Lester held in partnership with Dymocks and SJ Library Friends at the St Aidan's Community Centre in Byford with approximately 50 attendees. Decluttering event held in partnership with Switch Your Thinking at the Byford Hall. Library week held 20-25 May included a competition for primary school students to win book vouchers, National Simultaneous Storytime in Serpentine, Picnic in the Park at Byford and Ukulele Group Session. Kokedama workshop held in May with the Mundijong Community Garden. In the lead up to Plastic Free July, a Tips for Sustainable Living event was held in June by Waste is My Resource. Musical and singing performances by Musical Experiences delivered for children aged 0-5 at the Library in June. In addition to the abovementioned highlights, delivered approximately 48 other scheduled events and sessions in the reporting period (30 scheduled events and 18 external visits to school, playgroups and child care centres) | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 1.1.1.3 Provide community facilities and associated services (including libraries, halls, recreation and sporting facilities) | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> The library successfully obtained E-Smart accreditation in June 2019. This will ensure enhanced information security within the library as well as education for the wider community on online security. As at 2 July 2019, the Briggs Park Oval Upgrade project is 93% complete. The opening date is proposed for October 2019, depending on Minister availability. Supported four community groups to improve their facilities by providing project management support and grant funding for: Byford Kindy Landscaping Project, Serpentine Horse and Pony Club Arena Upgrade Project, Sport Aircraft Builders Club Refueling Facility and Jarrahdale Heritage Society St Paul's Church Ramp and Landscaping Project. Undertaking reinstatement of the basketball hoops to Clem Kentish basketball facility to improve safety. Regular engagement with seniors at a variety of events and activities including; seniors monthly morning tea, seniors keep fit classes, visit to Graceford Baptist Care living units, Seniors Recreation Council meetings. Coordinated and delivered a Sports Expo that attracted 120 participants. School Holiday Program was delivered in April with activities such as Skateboard and Basketball sessions attracting 120 young people. Sport & Recreation currently have a community perceptions survey open for participants of sporting clubs to complete. Results will be collated end of July. The Shire ran a community competition to name the new dog park in Byford. 156 entries were received. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 1.1.1.4 Promote, support and recognise volunteers | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> The award and recognition evening is held for emergency service volunteers on an annual basis. A 100% increase in the recognition budget was secured for 2017-18 and 2018-19 (\$13K to \$26K). Volunteer group Serpentine Jarrahdale Library Friends Inc. (SJLF) offer programs and events to promote the library and support library services. Library volunteers consist of SJLF members and other community groups. For this reporting period, 19 volunteers provided 589 hours towards Books on Wheels (51.4), Community History (107) and General Tasks (430.20). The Volunteer Recognition Program is progressing as planned. 15 applications have been received year to date and 6 awards administered. \$1,000 grant from Department of Communities secured and was utilised towards the 'Thank a Volunteer Day' luncheon hosted in December 2018. 150 volunteers in attendance with support from local schools and Men's Shed. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> For this reporting period, 15 volunteers provided 337 hours towards Books on Wheels (25), Community History (51) and General Tasks (261). A new local volunteer has commenced to provide the SJ Study Group. This group supports adults undertaking, or returning to, higher education. The SJLF held a number of key events such as hosting Sabrina Hahn in January 2019 and Mohammed Massoud Morsi in February 2019. SJLF also held a special book sale on Library Lovers' day. Extra volunteers were engaged to provide assistance to the start of the school year (Better Beginning Kindy packs) and to prepare SJ seeds swap for the Food and Farm Fest occurring in May 2019. | Proceeding as planned |



| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 1.1.1.4 Promote, support and recognise volunteers | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> The Shire is currently supporting key student volunteers such a TAFE Library Technician and a work placement pupil from the John Calvin Christian College. The team has experienced a moderate fire season this year, engaging volunteers both in and out of the shire. Planning for the award and recognition evening is underway, with the event scheduled to occur on 28 June 2019 at the Quarry Farm in Whitby. Training courses for volunteers arranged for May 2019 include Introduction to Firefighting, Introduction to Bush Fire Firefighting and Structural Firefighting. Expressions of interest to undertake first aid training in April 2019 has also been offered to volunteers. The Volunteer Recognition Program is progressing as planned. 21 applications have been received year to date and 13 awards administered. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> The Volunteer Awards and Recognition evening was held 28 June 2019 with 240 people in attendance. Certificate of distinctions were awarded to volunteers to recognise their work with the Critical Incident Vehicle. For the 2018-19 financial year, 26 library volunteers provided 1,252 hours towards Books on Wheels (77), Community History (144) and General Tasks (1031). The Volunteer Recognition Program is progressing as planned. 23 applications have been received year to date and 16 awards administered. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 1.1.1.4 Promote, support and recognise volunteers | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> The Shire applied for a \$1000 grant from the Department of Communities for assistance towards Thank a Volunteer Day event. Two volunteer management workshops were delivered to three sporting clubs. | Proceeding as planned |
| 1.1.1.5 Provide funding options to support sporting and community groups and projects as well as individuals. | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> Council adopted the revised Community Grants Policy at the 17 December 2018 meeting (OCM157/12/18). The Contribution Policy is on track for presentation to Council at the 18 February 2019 meeting. 29 applications across all grant categories have been received, 23 of these have been approved. Total value of Community grants this FY is \$34,353. | Proceeding as planned |
| | | Jan-Mar 19 | <p>Under the new Community Grants Policy, the Shire has advertised the:</p> <ul style="list-style-type: none"> First round of General Grants (up to \$5,000): 7 applications were received, 3 are approved and 2 are deferred. Second round of Major Grants (up to \$50,000): 3 applications were received. Assessments are complete and applicants will be notified of the outcome in early April. 2 sundries grants were also received this quarter and approved for funding. | Proceeding as planned |
| | | Apr-Jun 19 | <p>The May round of the Community Grant Scheme was advertised and the following submissions were received:</p> <ul style="list-style-type: none"> General Grants (up to \$5,000): 5 applications were received, 2 are approved. 2 were deferred and 1 was not eligible. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---------------------------------------|--------------|------------|---|-----------------------|
| 1.1.1.6 Develop youth and family plan | 30 June 2019 | Jul-Dec 18 | With the budget allocation for two Youth Development Officers, the Shire will commence in-house youth development services in January 2019. One Youth Development Officer commenced in November 2018 and the other is due to commence in January 2019. It is envisaged this will guide the development of a youth and family plan by 2019-20 (subject to budget allocation). | Minor issues exist |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> In-house youth development services commenced January 2019. The Youth Development officers have seen a consistent increase in the number of attendees to their sessions and are gathering evidence to inform planning for future programs and activities. 3 school holiday activities occurred, including the Summer Splash event (approximately 600 attendees) with the Term One program hosting 4 scheduled activities per week. Officers have been building their networks and promoting the Shire programs to other agencies and schools. The Youth Advisory Council meetings are established, with membership numbers low but steadily increasing. Mundijong Police have reported a reduction in the number of youth issues they have been called to respond to in Byford since the Youth Development officers commenced. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> In response to young people's requests, the Shire held a Youth Week event at Briggs Park Skatepark. Officers have been building their networks and promoting the Shire programs to other agencies and schools. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|--------------|------------|---|-----------------------|
| 1.1.1.6 Develop youth and family plan | 30 June 2019 | Apr-Jun 19 | <ul style="list-style-type: none"> A trial of 'Drop In' sessions for young people commenced in May, open Saturday mornings at the Briggs Park Youth Space. The sessions were met with positive responses and good attendance. Ongoing Saturday openings will be considered for future programming. In term two, the Life Skills and Wellness workshops commenced using a variety of service providers and local business to deliver the sessions. Term 3 will see additional programming with the commencement of workshops and a 'Drop In' session delivered from Byford Hall. | Proceeding as planned |
| 1.1.1.7 Develop community activation plan | 30 June 2019 | Jul-Dec 18 | The Shire has a number of key strategies in place that support community activation such as the Ageing Well Strategy (action 1.1.1.11), Equine Strategy (action 1.1.1.12), Sport and Recreation Plan (action 1.1.1.10) and Tourism Strategy (action 3.2.1.1). Refer also to actions 1.1.1.4 (volunteer community activities) and 1.1.1.3 (community facilities) for further community activation activities. | Proceeding as planned |
| | | Jan-Mar 19 | As above. The Equine Strategy has been submitted to the Parks and Leisure Australia WA Excellence Awards under the Strategic Planning Award category. | Proceeding as planned |
| | | Apr-Jun 19 | Community Development worked with Corporate Communications and the Library to develop a quarterly Community Events and Activities Program seasonal publication for the community. The Winter edition has been published and 2000 copies distributed to community. | Proceeding as planned |
| 1.1.1.8 Review Disability Access and Inclusion Plan | 30 June 2019 | Jul-Dec 18 | The annual review of the 2018-22 Access and Inclusion Plan is underway and on track for submission to the Disability Services Commission by 30 June 2019. Council has emphasised the importance of this item through the establishment of the Access & Inclusion Advisory Committee (AIAC). As at 31 December 2018, the Committee has held one meeting with recommendations made to Council accordingly. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|------------|---|-----------------------|
| 1.1.1.8 Review Disability Access and Inclusion Plan | 30 June 2019 | Jan-Mar 19 | In accordance with recommendations from the Access and Inclusion Advisory Committee (and endorsed by Council), a facility audit pertaining to accessibility on Shire community facilities was completed in March 2019. The results will be presented to the Committee for review in April 2019. | Proceeding as planned |
| | | Apr-Jun 19 | The Access and Inclusion Advisory Committee recommended formalising the access audit project and presenting a report to the October Council meeting. The annual update to the Disability Services Commission has been submitted, in accordance with legislation requirements. | Proceeding as planned |
| 1.1.1.9 Develop a Community Events Plan | 30 June 2019 | Jul-Dec 18 | Each year an annual Events Calendar and associated budget is developed. The 2018-19 Events Calendar is in place and activities are proceeding as planned. | Completed |
| 1.1.1.10 Develop a sport and recreation plan | 30 June 2019 | Jul-Dec 18 | The Sport and Recreation Plan is a guiding document for the continued development of the sport and active recreation sector in the Shire, including current position and potential development opportunities relevant to participation, facilities and service provision. The plan is under development and is intended to be presented to Council in April 2019. | Proceeding as planned |
| | | Jan-Mar 19 | The Sport and Recreation Plan is in its final draft stage and will be presented to the Policy Concept Forum in April 2019. It is planned for Council endorsement in mid-2019. | Proceeding as planned |
| | | Apr-Jun 19 | A draft of the Sport and Recreation Plan is developed and under review by the Shire's management team and executive management group after receiving feedback at the Policy Concept Forum. It is anticipated that the plan will be presented to Council for consideration in late 2019. | Minor issues exist |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|------------|---|-----------------------|
| 1.1.1.11 Develop an aged services plan | 30 June 2019 | Jul-Dec 18 | Community consultation for the Ageing Well Strategy is complete, current draft for review is in circulation. On track for finalisation by 30 June 2019. | Proceeding as planned |
| | | Jan-Mar 19 | The Ageing Well Strategy was presented to the Policy Concept Forum in February 2019. The Strategy is on track for Council endorsement in mid-2019. | Proceeding as planned |
| | | Apr-Jun 19 | Public comment on the Ageing Well Strategy closed June 2019. The Strategy is scheduled for Council adoption in late 2019. | Proceeding as planned |
| 1.1.1.12 Develop an equine strategy | 30 June 2019 | Jul-Dec 18 | Equine Strategy 2018 adopted by Council at the 27 August 2018 meeting (OCM091/08/18). | Completed |



People - Our objective is a connected, thriving, active and safe community

Strategy 1.1.2 Provide a healthy community environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 1.1.2.1 Implement the Health and Wellbeing Strategy | Ongoing | Jul-Dec 18 | Actions taken under the Health and Wellbeing Strategy include water safety sampling, assessing the safety of public buildings and events, assessment of waste water systems, community amenity programs such as the mosquito management plan, and input into emergency management. A review of the Health and Wellbeing Strategy is scheduled for 2019-20. | Proceeding as planned |
| | | Jan-Mar 19 | The Shire has been selected to participate in ECU's Pathways to Healthy Food Environments pilot program. This program aims to increase local government co-ordination and capacity to influence, activate and create safe, secure and healthy local food environments in Western Australia. As part of this program, the Shire has secured grant funds of \$12,500 to go towards the Secure and Healthy Food action under the Health and Wellbeing Strategy. | Proceeding as planned |
| | | Apr-Jun 19 | <p>Progress against the three objectives within the Health and Wellbeing Strategy this reporting period is as follows:</p> <p><i>Environmental Health Protection</i></p> <ul style="list-style-type: none"> The purchase of a Bruel & Kjaer Type 2250 Sound Level Meter (SLM) to respond and investigate noise complaints. This significant investment will yield improved efficiency as the Shire will no longer need to loan a SLM from the Department of Water and Environmental Regulation. A submission to the Offensive Trades Regulations Review Survey was provided by the Shire against the Managing Public Health Risks Associated with Offensive Trades in Western Australia Discussion Paper. Submissions to the Department of Water and Environmental Regulation's draft Waste Derived Materials Strategy and draft Compliance and Enforcement Policy was provided by the Shire | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 1.1.2.1 Implement the Health and Wellbeing Strategy | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> Draft response against the works approval for screening equipment at Boomerrang Road Sand Quarry provided to Council for their consideration. <p><i>Safe Secure and Healthy Foods</i></p> <ul style="list-style-type: none"> Pathways to healthy food environments project with ECU is progressing. Interviews have been conducted with relevant Managers and interviews with the Acting CEO and Shire President will be scheduled soon. The Health team supported the Live Lighter Program which aims to encourage Australians to lead healthy lifestyles. The team developed resource packs and circulated these amongst Shire food businesses and public buildings. The packs included posters, brochures, healthy eating information and recipe booklets. The Shire continues its implementation of the adopted Rural Strategy to protect the productive agricultural capacity of farmlands. <p><i>Active Lifestyles</i></p> <ul style="list-style-type: none"> The team continue to advocate for healthy active by design principles and provided advice recently on the local structure plan for the sub precinct area G2 on Keirnan Street, Mundijong. Encouraging pedestrian and cycle linkages between precincts along the Mandal Brook to promote physical activity, while advocating for community gardens to be considered early in the planning process to ensure the community have access to healthy and nutritious foods, whilst providing a space for social interactions. The team continue to implement the "Fight the Bite Mosquito and Midge Campaign" to ensure the amenity annoyance that mosquitoes and midges present is managed. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 1.1.2.2 Provide efficient, effective, compliant environmental health services | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> The Shire effectively and efficiently delivers its environmental health services in compliance with legislative requirements. In addition to meeting its statutory obligations for matters such as food shop inspections and determining applications for mobile food vendors, the Shire also undertakes proactive public health initiatives such as the recent “Fight the Bite” community education campaign. The Shire worked closely with the WA Department of Health to approve the operation of the Southern Brook Abattoir in Keysbrook in November 2018. It was the first newly commissioned abattoir approved in the state in almost 35 years. Southern Brook Abattoir operates to a high standard, implementing approved Hazard Analysis Critical Control Point (HACCP) and Food Safety programs. Operation at the Abattoir is due to commence in January 2019. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> During the reporting period, the Shire carried out: <ul style="list-style-type: none"> 82 Food Safety Assessments; 58 Other Health Premises Assessments (including skin penetration premises, public buildings, lodging houses and offensive trade premises); 30 Health Application assessments (including applications for effluent disposal systems, trading in public places, public building applications and applications for food premises); and 10 event application assessments. Officers have been working with the Department of Water and Environmental Regulation to carry out industrial audits on small businesses in the Shire as part of the Light Industry Program. This program aims to | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 1.1.2.2 Provide efficient, effective, compliant environmental health service | Ongoing | Jan-Mar 19 | reduce the contaminants from non-residential land uses to groundwater and drainage systems and to increase the Shire's capability to regulate light industry under the EP Act. So far, 7 businesses have been visited as part of the program. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> • During the reporting period, the Shire carried out: <ul style="list-style-type: none"> ○ 78 Food Safety Assessments; ○ 50 Other Health Premises Assessments (including skin penetration premises, public buildings, lodging houses and offensive trade premises); ○ 35 Health Application assessments (including applications for effluent disposal systems, trading in public places, public building applications and applications for food premises); ○ 4 event application assessments; and ○ 7 visits as part of the Light Industry Program. | Proceeding as planned |
| 1.1.2.3 Provide efficient, effective, compliant regulatory services | Ongoing | Jul-Dec 18 | <p>The Shire effectively and efficiently delivers its regulatory and enforcement services in accordance with legislative requirements. Since the last annual review, improvements have been made in relation to firebreak inspections, fire mitigation, proactive development compliance and enforcement, and swimming pool inspections.</p> <p>During the reporting period, the Shire carried out:</p> <ul style="list-style-type: none"> • 7,000 Fire Break Inspections | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 1.1.2.3 Provide efficient, effective, compliant regulatory services | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> • 148 Food Safety Assessments; • 61 Other Premises Assessments (including skin penetration premises, public buildings, lodging houses and offensive trade premises); • 74 Health Application assessments (including applications for effluent disposal systems, trading in public places, public building applications and applications for food premises); • 9 event application assessments; • 354 Certified Building Permit Application assessments within an average of 7.75 days; • 216 Uncertified Building Permit Applications within an average of 17.3 days; and • 255 compliant pool barrier inspections. This brought the overall pool inspection compliance rate in the Shire to 80% by the end of December 2018. <p>Refer also to action 2.1.1.2 for planning compliance statistics.</p> | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> • During the reporting period, the Shire carried out: <ul style="list-style-type: none"> ○ 138 Certified Building Permit Application assessments within an average of 8 days. ○ 86 Uncertified Building Permit Applications within an average of 14 days. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 1.1.2.3 Provide efficient, effective, compliant regulatory services | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> ○ 192 compliant pool barrier inspections. This brought the overall pool inspection compliance rate in the Shire to 90% by the end of March 2019. ○ 5586 Fire Break Inspections. ○ 80 infringements. ○ 32 bushfire infringements (for noncompliant firebreaks). ○ 427 work orders. ● Refer to action 2.1.1.2 for planning compliance statistics. The Compliance Team continues to work on the following quality improvement projects for the Shire: <ul style="list-style-type: none"> ○ Review of all statutory enforcement policies, procedures, administrative templates and information statements - the review of templates is complete with modifications made and the review of other documents is on track for finalisation by 31 August 2019. ○ Develop a work programme based on proactive and reactive enforcement to create a culture of compliance within the community - a preliminary draft has been developed and is on track for finalisation by 31 August 2019. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> ● During the reporting period, the Shire: <ul style="list-style-type: none"> ○ carried out 22 infringements and 3 cautions <p>(note: as it is not bushfire season, no firebreak inspections, bushfire infringements or work orders were issued this reporting period)</p> | Proceeding as planned |



| Action | Due Date | Quarter | Comments | Action Status |
|--|----------------|-------------------|---|------------------------------|
| <p>1.1.2.3 Provide efficient, effective, compliant regulatory services</p> | <p>Ongoing</p> | <p>Apr-Jun 19</p> | <ul style="list-style-type: none"> ○ succeeded in litigation regarding a dog attack yielding approximately \$25K in penalties. ○ identified the first Builder of the Quarter award to be given to Redink Homes for 100% waste management compliance on building sites. ○ carried out 115 Certified Building Permit Application assessments within an average of 9 days. ○ carried out 97 Uncertified Building Permit Applications within an average of 9 days. ● Swimming pool barrier compliance inspections is ongoing with almost 95% compliant at the last inspection. A procedure is being developed for the remaining 5%, many of which Shire officers have not been able to gain access to. The process may involve Shire officers obtaining warrants and joint site visits with the Police if access is refused. ● The Shire received a report from the Office of the Auditor General WA in regards to Local Government (LG) Building Approvals. Four LG's were audited being Albany, Gosnells Joondalup and Mandurah. The report found that the assessment of building permits was generally ok and in accordance with legislative timeframes however major shortcoming were found in regards to compliance. The building team will review its own procedures in relation to the report and is considering ways to improve Building Act compliance. ● A new Local Planning Policy regarding retrospective planning application approvals has been developed and is due for presentation to Council in July. The Compliance and Enforcement Council Policy is currently under review to ensure compliance. | <p>Proceeding as planned</p> |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 1.1.2.3 Provide efficient, effective, compliant regulatory services | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none">The review of administrative templates is complete and the drafting of a procedures manual has commenced. This remains on track for completion by August 2019.The Work Programme is continuing to be drafted, and remains on track for completion by August 2019.The King Road unlawful waste disposal activities have been successfully prosecuted with fines across the four culpable parties exceeding \$400K.Refer to action 2.1.1.2 for planning compliance statistics. | Proceeding as planned |



Outcome 1.2 - A recognised culture and heritage

Strategy 1.2.1 Recognise local heritage

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|------------|---|--------------------|
| 1.2.1.1 Develop a local heritage strategy | 30 June 2020 | Jul-Dec 18 | There is currently no budget allocation for this action. The Arts, Culture and Heritage Advisory Committee is established and provides advice as required. | Not Started |
| | | Jan-Mar 19 | As above. | Not Started |
| | | Apr-Jun 19 | As above. | Not Started |
| 1.2.1.2 Manage and review Municipal Heritage Inventory | 30 June 2020 | Jul-Dec 18 | There is currently no budget allocation for this action this financial year. A business case has been submitted for 2019-20 and progression will be subject to budget allocation of \$100,000. It has been identified as a priority by the Arts, Culture and Heritage Advisory Committee. | Major issues exist |
| | | Jan-Mar 19 | As above. Awaiting outcome of 2019-20 budget allocations. | Major issues exist |
| | | Apr-Jun 19 | As above. | Major issues exist |



People - Our objective is a connected, thriving, active and safe community

Strategy 1.2.2 Encourage and support public art in public areas

| Action | Due Date | Quarter | Comments | Action Status |
|---|--------------|------------|--|-----------------------|
| 1.2.2.1 Develop a public arts master plan | 30 June 2021 | Jul-Dec 18 | At the 23 April 2018 meeting, Council approved the procurement of a specialist to develop a Public Arts Strategy as per the recommendation from the Arts, Culture and Heritage Advisory Committee (OCM030/04/18). This strategy is in development and is on track for completion 30 June 2019. To date, Council has received \$77,259 from contributions to support implementation of Public Art initiatives. | Proceeding as planned |
| | | Jan-Mar 19 | The Draft Public Arts Strategy was presented to the Arts, Heritage and Culture Advisory Committee on 25 March 2019, and endorsed by the Committee with a recommendation for Council to advertise the draft strategy for a public comment for a period of 21 days. Negotiations regarding public art contributions have led to the implementation of a developer led public art project in Byford and anticipated public art contributions worth approximately \$17,500 by the end of the financial year. | Proceeding as planned |
| | | Apr-Jun 19 | The Draft Public Arts Strategy was open for public comment for a period of 21 days. No submissions were received. The Strategy is on track for Council adoption in August 2019. | Proceeding as planned |



Outcome 1.3 - A safe place to live

Strategy 1.3.1 Comply with relevant local and state law, in the interests of the community

| Action | Due Date | Quarter | Comments | Action Status |
|-------------------------------------|----------|------------|---|-----------------------|
| 1.3.1.1 Provide regulatory services | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> 2 additional Rangers have been employed and are due to commence in January 2019. This will allow the Shire to commence the delivery of services 7 days a week (excluding public holidays) in March/April 2019. Regulatory services are ongoing such as the swimming pool inspection program and compliance to statutory timeframes for building permits. Some resource pressures exist, with staff reporting they are currently at capacity. Although this is currently manageable through roster planning, if the Shire continues to grow then additional resources will be required to adequately provide these services. Two new additional Statutory Enforcement Officers have been employed to address the increased amount of unauthorised developments/works occurring in the shire. The Statutory Enforcement Officers will manage the recently formalised Compliance Programme, which includes the Form 2 Audit Approvals process. This process provides a mechanism for the Shire to ensure all developments recently commenced or constructed are in accordance with the relevant conditions of planning approval. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> This reporting period the Compliance team: <ul style="list-style-type: none"> received 44 formal complaints with 26 still under investigation; finalised 33 unresolved compliance matters; undertook 230 site inspections and dealt with 46 enquiries; and | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|-------------------------------------|----------|------------|--|-----------------------|
| 1.3.1.1 Provide regulatory services | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none">○ progressed establishment of the Town Centre through discussions with Coles regarding the existing fence and access arrangements.• An outline of activities undertaken by the Ranger and Emergency team this reporting period include:<ul style="list-style-type: none">○ 2 Rangers commenced January and the delivery of 7 day a week services is currently under trial until April, and is due to formally commence in May.○ Issued 10 dog infringements.○ Issued 80 parking infringements and 207 parking cautions.○ Issued 8 dust and building infringements.○ Registered 150 dogs and 22 cats.○ Licenced 2 kennels.○ 7 prosecutions are currently underway.○ Successfully obtained grant funds of \$521,000 for Bushfire Mitigation upgrades and improvements in Oakford. Works to commence in April and are due for completion in June 2019.○ Bushfire local law is currently under review and is due to be completed by June 2019.○ Undertook four primary school visits to educate students on ranger and emergency services. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|-------------------------------------|----------|------------|---|-----------------------|
| 1.3.1.1 Provide regulatory services | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> ○ Continued implementation of the afterhours call centre. Approximately 60% of after hour calls are now coming through the call centre. The Shire continues to raise awareness of the afterhours call centre so that the previous call methods can be phased out. ○ Attendance at compliance site inspections. ○ The sale of 1 and the disposal of 10 impounded vehicles. ○ Joint agency meetings held on a monthly basis with Parks and Wildlife, Water Corporation and the Police to discuss community issues and trends. ○ Brigades Bushfire Ready Awareness Group meetings held to increase the resilience of the community to bushfire risk. ● Health and building statutory services are ongoing as previously reported. See actions 1.1.2.3 and 1.1.2.2 for specific updates. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> ● This reporting period the Compliance team: <ul style="list-style-type: none"> ○ received 57 formal complaints with 10 still under investigation; ○ finalised 4 unresolved compliance matters; ○ undertook 108 site inspections and dealt with 96 enquiries; ○ prepared for two prosecution matters; and ○ achieved king road prosecution activities as detailed at action 1.1.2.3 | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|-------------------------------------|----------|------------|---|-----------------------|
| 1.3.1.1 Provide regulatory services | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none">• An outline of activities undertaken by the Ranger and Emergency team this reporting period include:<ul style="list-style-type: none">○ Expended approximately \$479K of the Bushfire Mitigation grant funds on assessments and fire hazard reduction control burning.○ Commenced drafting of the Bushfire Brigade Constitution and business operating procedures.○ Volunteer Bush Fire Brigades Local Law adopted by Council at the June 2019 Ordinary Council Meeting.○ Formally commenced 7 day a week Ranger services in June.○ Undertook five primary school visits.○ Issued 75 parking infringements and 28 cautions.○ Issued 6 dust and building infringements, 4 warnings and 2 compliments.○ Registered 171 dogs and 18 cats.○ Issued 7 litter infringements and 2 cautions.○ 3 prosecutions are underway (parking offences) and 2 pending (bushfire & building site refuse).○ Succeeded in litigation regarding a dog attack in the shire yielding approximately \$25K in penalties.• See actions 1.1.2.3 and 1.1.2.2 for Health and building statutory services updates. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 1.3.1.2 Provide compliance services with the appropriate industry codes and legislative requirements with regards to accessibility and safety | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> Building plans continue to be assessed against regulatory compliance requirements. The Form 2 Audit process to be undertaken by the Shire's Statutory Enforcement Team will ensure that all development recently commenced or constructed complies with conditions of the planning approval. Additionally, the Statutory Enforcement Team as part of its overall Compliance Programme investigates complaints regarding unauthorised developments in order to ensure all development within the shire complies with the Shire of Serpentine Jarrahdale Town Planning Scheme No.2 requirements. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> The Compliance Team has commenced the Form 2 Audit Programme, whereby planning approvals, which have been previously granted, are assessed for compliance against the relevant conditions of approval. During this time a total of 8 audits have been undertaken as part of this programme. Officers are looking to increase the amount of audits undertaken within the next three months. The Compliance Team has also commenced a programme of targeted compliance activities, where it is known that a concentration of issues of a relatively minor nature are collectively causing an impact upon the community. The targeted programs have included unauthorised estate signage, the keeping of horses without approval and the unauthorised placement of sea containers. During this time a total of 22 audits have been undertaken as part of these programmes. Officers are looking to identify additional areas where a targeted program would benefit the community. Building plans continue to be assessed against regulatory compliance requirements in regards to accessibility and safety. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 1.3.1.2 Provide compliance services with the appropriate industry codes and legislative requirements with regards to accessibility and safety | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none">Staff from the Environmental Health team have been working with the Community Facilities and Projects team in assessing Shire owned public buildings to determine maximum accommodation numbers and any maintenance items that may need attention. At least 11 building assessments have been completed so far. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none">The Compliance Team carried out 12 audits under the Form 2 Audit Programme this reporting period.Building applications continue to be assessed against regulatory compliance requirements in regards to accessibility and safety. Where concerns are raised the building team conduct building inspections to assess the access, safety and other building compliance requirements. Any issues identified are reported and recommendations provided for remedial work. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

Strategy 1.3.2 Support local emergency services

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 1.3.2.1 Support the Local Emergency Services and maintain and test associated emergency and recovery plans | Ongoing | Jul-Dec 18 | The Shire has adopted the Local Emergency Management Arrangements as well as the Recovery Plan. Quarterly meetings are convened for the Local Emergency Management Committee and Bush Fire Advisory Committee. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none">Local Emergency Management Committee meeting held in March 2019. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none">The Shire is currently working with the Department of Fire and Emergency Services and the Department of Primary Industries and Regional Development to establish animal welfare evacuation arrangements.See also updates at action 1.1.1.4 | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

Strategy 1.3.3 Enhance community safety

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|-----------------------|
| 1.3.3.1 Develop and implement Community Safety Plan | Ongoing | Jul-Dec 18 | Plan currently being drafted. Community Safety survey closes 31 Jan 2019. Feedback to inform Plan. | Proceeding as planned |
| | | Jan-Mar 19 | The Community Safety Survey closed on 31 January 2019 and received 618 responses. Respondents have indicated that the top three community safety issues in the Shire are traffic issues (including hooning), drugs and off road/unlicensed vehicles. These results, previous surveys, crime statistics, the Community Perceptions Survey and consultation with key stakeholders (including WA Police) will be used to develop a Community Safety and Crime Prevention Plan. This document is currently in draft form and is anticipated to be finalised in the first quarter of 2019-20. | Proceeding as planned |
| | | Apr-Jun 19 | The Community Safety and Crime Prevention Plan is currently in draft form and is anticipated to be finalised in the first quarter of 2019-20. | Proceeding as planned |
| 1.3.3.2 Facilitate and support Neighbourhood Watch groups and community newsletters | Ongoing | Jul-Dec 18 | Four Neighbourhood Watch meetings held, six newsletters distributed and approximately 600 subscribers current. The Shire's Community Safety Officer continues to maintain a strong working relationship with Mundijong Police, including their assistance in the delivery of community BBQ's. | Proceeding as planned |
| | | Jan-Mar 19 | Three Neighbourhood Watch meetings held, three newsletters distributed and approximately 1600 subscribers current in the January to March quarter. Annual community BBQ's held in conjunction/partnership with Mundijong Police (7 in total) now complete with 700 attendees across all events. | Proceeding as planned |



People - Our objective is a connected, thriving, active and safe community

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 1.3.3.2 Facilitate and support Neighbourhood Watch groups and community newsletters | Ongoing | Apr-Jun 19 | In the April to June quarter, three Neighbourhood Watch meetings were held and three newsletters were distributed to approximately 1600 subscribers. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

Place

A protected and enhanced natural, rural and built environment

Community feedback

The community value the country lifestyle which is underpinned by housing, the natural environment, families and community.

The community recognise and identify the beautiful landscape as precious. As the population continues to grow, as a result of development of the district, integration of the environment and residential development will be essential to maintain the character of the district

Aspirations and opportunities

Survey respondents understand planning for the future is important for solving existing and future issues. They recognise the value of good design and hope future developments positively respond to the natural environment.

Conservation of natural vegetation is important as the landscape offers an opportunity to promote the Shire as a 'trails hub'.

Progress Snapshot | 31 Actions

71% Proceeding as planned / Completed (22)

29% Issues Exist (9)

0% Not Started (0)

Key Achievements and Highlights

- ❖ Prepared the Byford Town Centre Rail Advocacy document and the Mundijong Village Smart Cities Advocacy document and presented these to the responsible minister
- ❖ Secured WAPC support to advertise the draft Local Planning Strategy and Local Planning Scheme
- ❖ Determined 94 development applications valued collectively at \$7.6M
- ❖ Won a \$18,000 grant to deliver 20 events on the theme Sustainability in the Suburbs during August 2019
- ❖ Adjusted the disposal points of hard waste from landfill to a transfer station
- ❖ Introduced single stream cardboard recycling services at the Admin/Operations/Transfer Station
- ❖ Adjusted the Shire's verge collection of residents green waste to twice a year





Place - Our objective is a protected and enhanced natural, rural and built environment

Outcome 2.1 - A diverse, well planned built environment

Strategy 2.1.1 Actively engage with development of planning frameworks

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 2.1.1.1 Advocate and lobby for advancement of local planning priorities | Ongoing | Jul-Dec 18 | During the reporting period Council advocated for several local planning priorities, namely, providing the Shire's response to the State Government's Green Paper (OCM066/07/18), endorsing items for WALGA Peel Zone Consideration (OCM067/07/18) and adoption of the Draft Local Planning Strategy (OCM149/12/18). | Proceeding as planned |
| | | Jan-Mar 19 | During the reporting period, senior Shire Officers were involved in Metronet Reference Group meetings to advocate for the location and design of the future Byford station. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Prepared in-house the Byford Town Centre Rail Advocacy document and the Mundijong Village Smart Cities Advocacy document and subsequently the Shire's President and CEO presented these to the responsible minister. A detailed submission to the Metropolitan Region Scheme Minor amendment 1353/57 regarding Lot 33 Hopkinson Road, Cardup was prepared to ensure that the Shire's concerns were communicated to the Department. The Shire engaged with the proponent of 75 Abernethy road to redesign their proposed showroom development, in order to reflect the policy framework for town centre design. This included the preparation of building models through the use of Scetchup. The Shire engaged with the Cardup structure plan applicant to deliberate on the planning need for two district open spaces within the area. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 2.1.1.1 Advocate and lobby for advancement of local planning priorities | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> Meetings held with the Department of Planning Lands and Heritage (DPLH) in order to align greater consistency between Shire recommendations and DPLH decision outcomes. Advancing the west Mundijong industrial structure plan and local planning strategy for community engagement. Preparing a submission on the draft state planning policy 3.6 Developer Contributions. | Proceeding as planned |
| 2.1.1.2 Provide efficient, effective and compliant land use planning services | Ongoing | Jul-Dec 18 | During the reporting period, the Shire: <ul style="list-style-type: none"> Received 294 Planning Applications; Determined 304 Planning Applications valued collectively at \$28M;and Received and determined 3 Joint Development Assessment Panel applications. | Proceeding as planned |
| | | Jan-Mar 19 | During the reporting period, the Shire: <ul style="list-style-type: none"> Received 177 development applications; Determined 83 development applications valued collectively at \$5.9M; and Received 1 Joint Development Assessment Panel application. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 2.1.1.2 Provide efficient, effective and compliant land use planning services | Ongoing | Jan-Mar 19 | <p>The Strategic Planning team commenced a review of the procedures for strategic planning applications and have undertaken the following work this quarter:</p> <ul style="list-style-type: none"> The Scheme Amendment and Structure Plan processes have been assessed and updated. Workflows have been drafted for Local Development Plans, Subdivision and Clearances. | Proceeding as planned |
| | | Apr-Jun 19 | <p>This reporting period, the Strategic Planning team:</p> <ul style="list-style-type: none"> completed the review of the procedures for strategic planning applications. successfully secured WAPC support to advertise the draft local planning scheme. worked with a number of land owners to ensure development contributions are provided in accordance with the planning framework. prepared a guidance note for subdividers to clarify expectations for meeting conditions of subdivisions provided assistance to the engineering team in their dealings with section 170 engineering drawings. <p>This reporting period, the Planning and Compliance team:</p> <ul style="list-style-type: none"> Received 130 development applications; and Determined 94 development applications valued collectively at \$7.6M. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 2.1.1.3 Oversee the construction of sub divisional infrastructure | Ongoing | Jul-Dec 18 | <p>The Shire's Subdivisions Team undertake the following activities throughout each phase of construction:</p> <ul style="list-style-type: none"> Approval Phase: Assessment and approval of drawings and plans Construction Phase: Attend meetings, inspections and manage public complaints Post Construction Phase: assess clearance applications, manage fees and bonds, manage quality control and as-built data and attend defect liability period inspections. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> The following tasks were completed during this period: <ul style="list-style-type: none"> 2 x Civil Drawing Approval; 8 x Engineering Clearances; and 108 x Engineering Assessment of Development Applications. A new Public Open Space Handover Inspection Checklist is being developed for use by Landscape team to ensure works are conducted to Shire expectations. This is due to implemented by the end of April. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> The following tasks were completed during this period: <ul style="list-style-type: none"> 3 x Civil Drawing Approvals; 2 x Engineering Clearances; and 146 x Engineering Assessment of Development Applications. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|--------------|------------|--|-----------------------|
| 2.1.1.4 Effectively plan for the community's future population growth needs for educational, health, recreation, and commercial/retail facilities and amenities | Ongoing | Jul-Dec 18 | Refer actions 2.1.1.5 (Local Planning Strategy), 2.1.1.8 (Byford), 2.1.1.9 (Mundijong-Whitby), 2.1.1.10 (Serpentine) and 2.1.1.11 (Jarrahdale). This action has identified minor issues as many of the actions are processing with the WA Planning Commission. | Minor issues exist |
| | | Jan-Mar 19 | As above. | Minor issues exist |
| | | Apr-Jun 19 | As above and refer to update at action 2.1.1.1. | Minor issues exist |
| 2.1.1.5 Develop a new Local Planning Strategy | 30 June 2019 | Jul-Dec 18 | Council resolved to proceed with the advertisement of the Local Planning Strategy at the 17 December 2018 meeting (OCM149/12/18) and has submitted it to the WA Planning Commission for consideration. The Department of Planning, Lands & Heritage has indicated that it is unlikely that the Commission will process it in time to meet the 30 June 2019 timeline, therefore it is likely this action will be ongoing into the 2019-20 financial year. | Minor issues exist |
| | | Jan-Mar 19 | The Department of Planning, Lands & Heritage has indicated that the Local Planning Strategy and Local Planning Scheme will be presented to the Western Australian Planning Commission (WAPC) Internal Statutory Planning Committee in May 2019. | Minor issues exist |
| | | Apr-Jun 19 | The WAPC Internal Statutory Planning Committee has assessed and approved the revised Local Planning Strategy and Local Planning Scheme for formal advertising. | Proceeding as planned |
| 2.1.1.6 Develop Local Planning Scheme No 3 | 30 June 2019 | Jul-Dec 18 | Council resolved to proceed with the advertisement of the Shire of Serpentine Jarrahdale Local Planning Scheme No 3 at the 18 December 2017 meeting (OCM170/12/17) and submitted the Scheme to the Western Australian | Minor issues exist |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|--------------|------------|---|-----------------------|
| 2.1.1.6 Develop Local Planning Scheme No 3 | 30 June 2019 | Jul-Dec 18 | Planning Commission (WAPC) for consideration on 20 December 2017. The Department of Planning, Lands & Heritage has indicated that it is unlikely that the Commission will process the Scheme in time to meet the 30 June 2019 timeline, therefore it is likely this activity will be ongoing into the 2019-20 financial year. | Minor issues exist |
| | | Jan-Mar 19 | The Department of Planning, Lands & Heritage has indicated that the Local Planning Strategy and Local Planning Scheme will be presented to the Western Australian Planning Commission (WAPC) Internal Statutory Planning Committee in May 2019. | Minor issues exist |
| | | Apr-Jun 19 | The WAPC Internal Statutory Planning Committee has assessed and approved the revised Local Planning Strategy and Local Planning Scheme for formal advertising. | Proceeding as planned |
| 2.1.1.7 Review and update Local Planning Policies | Ongoing | Jul-Dec 18 | The Shire has 44 Local Planning Policies (LPP's) in place, which are regularly evaluated to ensure they are clear, current and contemporary. Work is now underway to identify and advocate for new policy priorities and changes to existing policies to ensure the Shire's suite of planning controls is reflective of Council expectations and community aspirations. | Proceeding as planned |
| | | Jan-Mar 19 | Officers are currently reviewing four existing Local Planning Policies and preparing a new Local Planning Policy to be presented to Council in mid-2019. Once this has occurred an additional five policies will be reviewed and presented to Council later in the year for endorsement. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> The review of the Local Planning Policies is still underway. A report detailing the terms of reference for a new Local Planning Policy regarding retrospective planning application approvals has been developed and is due for presentation to Council in July. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|--------------|------------|---|-----------------------|
| 2.1.1.7 Review and update Local Planning Policies | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> Draft policy documents are also underway for guiding discretion in terms of rural uses, rural industrial uses, and outbuildings. A new policy will be prepared jointly between the statutory planning and building / health teams to manage minor design variations between development approvals and building permit plans. | Proceeding as planned |
| 2.1.1.8 Develop a Byford Development Strategy | 30 June 2018 | Jul-Dec 18 | The Local Development Strategy for Byford was accepted at the 7 May 2018 Council meeting (SCM005/05/18). The Department of Planning, Lands and Heritage advised that they were not in favour of a combined Local Development Strategy and a decision was made that the Byford District Structure Plan (under the Planning and Development Act) and the Byford Local Development Strategy (drafted as a component of SJ2050) be progressed separately. Council resolved to proceed with the Byford District Structure Plan at the 17 December 2018 meeting (OCM147/12/18). Due to the change in process, it is likely the Byford Local Development Strategy will continue into the 2019-20 financial year. | Minor issues exist |
| | | Jan-Mar 19 | The Local Development Strategy is being revised to accommodate feedback from the WAPC which indicated that it would not support the anticipated process. The Local Development Strategies have now been split into a planning component (as District Structure Plans in accordance with the provisions of the Planning & Development Act) and a Council component (as Local Area Plans within the Integrated Planning & Reporting Framework (IPRF)). The District Structure Plans and Local Area Plans will be completed separately and the latter will coordinate the spatial components of the IPRF Informing strategies. This work is being done internally. | Minor issues exist |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|--------------|------------|--|-----------------------|
| 2.1.1.8 Develop a Byford Development Strategy | 30 June 2018 | Apr-Jun 19 | The Byford District Structure Plan is with the WAPC for assessment and the Byford Local Area Plan will be presented to the Shire's Executive team in August 2019. | Proceeding as planned |
| 2.1.1.9 Develop a Mundijong-Whitby Development Strategy | 30 June 2018 | Jul-Dec 18 | The Local Development Strategy for Mundijong was accepted at the 7 May 2018 Council meeting (SCM005/05/18). The Department of Planning, Lands and Heritage advised that they were not in favour of a combined Local Development Strategy and a decision was made that the Mundijong District Structure Plan (under the Planning and Development Act) and the Mundijong Local Development Strategy (drafted as a component of SJ2050) be progressed separately. Council resolved to proceed with the Mundijong District Structure Plan at the 17 December 2018 meeting (OCM148/12/18). Due to the change in process, it is likely the Mundijong Local Development Strategy will continue into the 2019-20 financial year. | Minor issues exist |
| | | Jan-Mar 19 | The Local Development Strategy is being revised to accommodate feedback from the WAPC which indicated that it would not support the anticipated process. The Local Development Strategies have now been split into a planning component (as District Structure Plans in accordance with the provisions of the Planning & Development Act) and a Council component (as Local Area Plans within the Integrated Planning & Reporting Framework (IPRF)). The District Structure Plans and Local Area Plans will be completed separately and the latter will coordinate the spatial components of the IPRF Informing strategies. This work is being done internally. | Minor issues exist |
| | | Apr-Jun 19 | The Mundijong District Structure Plan is with the WAPC for assessment and the Mundijong Local Area Plan will be presented to the Shire's Executive team in November 2019. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|------------|--|--------------------|
| 2.1.1.10 Develop a Serpentine Development Strategy | 30 June 2019 | Jul-Dec 18 | The Local Development Strategy for Serpentine was accepted at the 7 May 2018 Council meeting and is currently being finalised following informal advertising (SCM005/05/18). The Department of Planning, Lands and Heritage advised that they were not in favour of a combined Local Development Strategy and a decision was made that the Serpentine Local Structure Plan (under the Planning and Development Act) and the Serpentine Local Development Strategy (drafted as a component of SJ2050) be progressed separately. Due to the change in process, it is likely the Serpentine Local Development Strategy will continue into the 2019-20 financial year. This decision has also meant that the Serpentine Local Structure Plan, which has not been progressed in lieu of the Serpentine Local Development Strategy has become more important and options to progress with the required studies are currently being investigated. | Minor issues exist |
| | | Jan-Mar 19 | Following on from WAPC's feedback regarding Local Development Strategies, Shire staff are now giving attention to the Serpentine Local Structure Plan (developed in accordance with the Planning & Development Act) and the Local Area Plan for Serpentine (developed within the Shire's Integrated Planning & Reporting Framework). | Minor issues exist |
| | | Apr-Jun 19 | The WAPC has advised the Shire that additional studies will be required in order to complete the Serpentine Local Structure Plan. Funds have been allocated to the 2019-20 budget to complete these studies. Drafting of the Serpentine Local Area Plan will proceed upon completion of the Mundijong Local Area Plan. | Minor issues exist |
| 2.1.1.11 Develop a Jarrahdale Development Strategy | 30 June 2019 | Jul-Dec 18 | The Local Development Strategy for Jarrahdale was accepted at the 7 May 2018 Council meeting and is currently being finalised following informal | Minor issues exist |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|------------|---|-----------------------|
| 2.1.1.11 Develop a Jarrahdale Development Strategy | 30 June 2019 | Jul-Dec 18 | advertising (SCM005/05/18). The Department of Planning, Lands and Heritage advised that they were not in favour of a combined Local Development Strategy and a decision was made that only the Jarrahdale Local Development Strategy (drafted as a component of SJ2050) would be progressed without a structure plan. Due to the change in process, it is likely the Jarrahdale Local Development Strategy will continue into the 2019-20 financial year. | Minor issues exist |
| | | Jan-Mar 19 | The Local Area Plan for Jarrahdale will now be completed internally as a component of the Integrated Planning & Development Framework. | Minor issues exist |
| | | Apr-Jun 19 | As above. | Proceeding as planned |
| 2.1.1.12 Develop an Oakford Development Strategy | 30 June 2019 | Jul-Dec 18 | In December 2018, the Western Australian Planning Commission (WAPC) advised the Shire that the Department of Planning, Lands and Heritage (the Department) will manage the investigations and planning necessary for all Planning Investigation Areas (PIAs) identified in Perth and Peel @3.5million, including significant portions of Oakford/Oldbury (correspondence at Attachment 1 refers). The Shire will continue to work with WAPC and the Department to implement the Perth and Peel @3.5million PIAs specific to the Oakford and Oldbury areas. | Major issues exist |
| | | Jan-Mar 19 | The WAPC has advised that they will carry out the planning investigation and that the Shire has no other part in the process at this time (the expected timeframe is 12-18 months). | Major issues exist |
| | | Apr-Jun 19 | As above. | Major issues exist |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|------------|--|--------------------|
| 2.1.1.13 Develop a Keysbrook and Hopeland Development Strategy | 30 June 2019 | Jul-Dec 18 | In December 2018, the Western Australian Planning Commission (WAPC) advised the Shire that the Department of Planning, Lands and Heritage (the Department) will manage the investigations and planning necessary for all Planning Investigation Areas (PIAs) identified in Perth and Peel @3.5million, including significant portions of the Keysbrook/Hopeland (correspondence at Attachment 1 refers). The Shire will continue to work with WAPC and the Department to implement the Perth and Peel @3.5million PIAs specific to the Keysbrook and Hopeland areas. | Major issues exist |
| | | Jan-Mar 19 | The WAPC has advised that they will carry out the planning investigation and that the Shire has no other part in the process at this time (the expected timeframe is 12-18 months). | Major issues exist |
| | | Apr-Jun 19 | As above. | Major issues exist |
| 2.1.1.14 Develop Development Contribution Plan No 5 for Byford | 30 June 2018 | Jul-Dec 18 | The Byford Development Contribution Plan Revision 5 is currently being advertised as required by Town Planning Scheme No.2. Council also resolved to proceed to advertising of Scheme Amendment No. 208 for the Byford Development Contribution Scheme in December 2018 as part of the five year revision of the Contribution Scheme. Advertising for the amendment is now pending the consent of the Western Australian Planning Commission (WAPC). It needs to be noted that the WAPC is soon to release a revised State Planning Policy on development contributions that may have an effect on the time taken by the WAPC for assessment and modifications to be made. | Minor issues exist |
| | | Jan-Mar 19 | The WAPC has advised that due to the new State Planning Policy (SPP) 3.6 Development Contributions, the amendment schemes for the Development Contributions will not be progressed until the new SPP has been finalised. | Minor issues exist |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|--------------|------------|--|-----------------------|
| 2.1.1.14 Develop Development Contribution Plan No 5 for Byford | 30 June 2018 | Jan-Mar 19 | Officers will continue to refine the document and calculations until clarity is gained regarding what changes will be required because of this. | Minor issues exist |
| | | Apr-Jun 19 | The draft SPP has now been released for advertising until September 2019. This proposes significant changes to the contribution framework and thus realistically the Shire will experience possible delays in advancing its new development contribution plan for Byford. Shire staff are meeting with DPLH Officers seeking their commitment to advance amendment 207 notwithstanding the new draft SPP. | Minor issues exist |
| 2.1.1.15 Develop a Development Contribution Plan for Mundijong-Whitby | 30 June 2018 | Jul-Dec 18 | Council resolved to proceed to advertising Scheme Amendment No. 209 for the Mundijong Development Contribution Scheme at the 17 December 2018 meeting (OCM148/12/18), which will give effect to the Mundijong Development Contribution Plan, which includes both the Mundijong Urban Area and West Mundijong Industrial Area. Advertising is pending the consent of the Western Australian Planning Commission (WAPC). It needs to be noted that the WAPC is soon to release a revised State Planning Policy on development contributions that may have an effect on the time taken by the WAPC for assessment and modifications to be made. | Proceeding as planned |
| | | Jan-Mar 19 | The WAPC has advised that due to the new State Planning Policy (SPP) 3.6 Development Contributions, the amendment schemes for the Development Contributions will not be progressed until the new SPP has been finalised. Officers will continue to refine the document and calculations until clarity is gained regarding what changes will be required because of this. | Minor issues exist |
| | | Apr-Jun 19 | The draft SPP has now been released for advertising until September 2019. This proposes significant changes to the contribution framework and thus | Minor issues exist |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|--------------|------------|---|-----------------------|
| 2.1.1.15 Develop a Development Contribution Plan for Mundijong-Whitby | 30 June 2018 | Apr-Jun 19 | realistically the Shire will experience possible delays in advancing its new development contribution plan for Mundijong-Whitby. Shire staff are meeting with DPLH Officers seeking their commitment to advance amendment 207 notwithstanding the new draft SPP. | Minor issues exist |
| 2.1.1.16 Develop a Development Contribution Plan for West Mundijong Industrial Estate | 30 June 2018 | Jul-Dec 18 | Council resolved to proceed to advertising Scheme Amendment No. 209 for the Mundijong Development Contribution Scheme at the 17 December 2018 meeting (OCM148/12/18), which will give effect to the Mundijong Development Contribution Plan, which includes both the Mundijong Urban Area and West Mundijong Industrial Area. Advertising is pending the consent of the Western Australian Planning Commission. It needs to be noted that the WAPC is soon to release a revised State Planning Policy on development contributions that may have an effect on the time taken by the WAPC for assessment and modifications to be made. | Proceeding as planned |
| | | Jan-Mar 19 | The WAPC has advised that due to the new State Planning Policy (SPP) 3.6 Development Contributions, the amendment schemes for the Development Contributions will not be progressed until the new SPP has been finalised. Officers will continue to refine the document and calculations until clarity is gained regarding what changes will be required because of this. | Minor issues exist |
| | | Apr-Jun 19 | West Mundijong already has a Development Contribution Plan (DCP) in place and it has been determined that the West Mundijong industrial area will be retained in its own DCP as per the current arrangements. | Completed |



Place - Our objective is a protected and enhanced natural, rural and built environment

Outcome 2.2 - A sustainable natural environment

Strategy 2.2.1 Develop, maintain and implement plans for the management and maintenance of Shire controlled parks, reserves, and natural assets

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|-----------------------|
| 2.2.1.1 Advocate and lobby for advancement of local planning priorities | Ongoing | Jul-Dec 18 | Council adopted the Urban and Rural Forest Strategy at the 25 September 2018 meeting (OCM099/09/18). | Proceeding as planned |
| | | Jan-Mar 19 | No significant activity occurred during the reporting period. | Proceeding as planned |
| | | Apr-Jun 19 | The Shire continues to advocate for greater Department of Water and Environmental Regulation oversight of local operations which have a significant impact on the environment. The Shire has specifically prepared a submission on the draft compliance and enforcement policy which talks about the concerns that are currently held in terms of the approach towards regulation and reporting by some high risk industries within the shire. | Proceeding as planned |
| 2.2.1.2 Manage and maintain the Shire's trails in accordance with Trails Master Plan, within allocated resources | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> A preliminary draft of the Trails Master Plan has been developed. The collation of feedback from the Peel Regional Forum is due for submission to SJ by 4 February 2019. Common Ground (consultant) will be presenting to Policy Concept Forum early March 2019. The Operations team continue to follow the standard schedule whilst awaiting the development of the Trails Master Plan | Minor issues exist |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> In accordance with the standard maintenance schedule, pruning back of tree limbs and slashing works on all Shire trails has occurred this reporting period. | Minor issues exist |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 2.2.1.2 Manage and maintain the Shire's trails in accordance with Trails Master Plan, within allocated resources | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> A meeting with the Department of Biodiversity, Conservation and Attractions is scheduled for early April to discuss partnership opportunities for implementation of trail projects. Advocacy documentation has been collated to leverage funds from federal / state bodies for trail development in the upcoming financial year. A Final Draft of the Peel Regional Trails Strategy is scheduled for completion by April 2019 which includes a localised Masterplan. | Minor issues exist |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Discussions are ongoing with the DBCA locally on partnership approach to trails. Acting CEO and Acting Deputy CEO/Director Infrastructure have sought a meeting with the Director of the DBCA to discuss a MOU for trails delivery in the Shire. The Peel Regional Trails Strategy final version has been submitted to the Peel Regional Leaders Forum for adoption in July. The Peel Development Commission has provided \$20,000 for a trails business case to be developed. The scope for the business case is scheduled to be released in July. | Minor issues exist |
| 2.2.1.3 Maintain and review Asset Management Plans for natural assets, including bushland | Ongoing | Jul-Dec 18 | Ongoing ground works are conducted to maintain the Natural assets and ongoing works with SJ Landcare are carried out for weed management on the reserves. | Proceeding as planned |
| | | Jan-Mar 19 | This reporting period sees \$36,464 expended on the management of weeds on 18 reserves. The operations weed spraying crew completed 350 stops this reporting period to carry out weed management in the shire. Areas targeted included Serpentine, Keysbrook, Mardella, Jarrahdale, Mundijong, Whitby, Cardup, Byford and Darling Downs. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> The operations weed spraying crew completed 488 stops this reporting period to carry out weed management throughout the Shire. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 2.2.1.3 Maintain and review Asset Management Plans for natural assets, including bushland | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none">• 10 reserves and 8 road reserves sprayed (\$24,280)• 3 reserves treated for Dieback (\$16,681)• 5 Reserves treated for feral animal control (\$7,600)• 2 reserves had seed collection occur (\$10,137) | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

Strategy 2.2.2 Seek to minimise resource usage and continue to maximise reuse opportunities

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|------------|---|-----------------------|
| 2.2.2.1 Investigate and seek partnerships for alternative waste water usage opportunities | Ongoing | Jul-Dec 18 | This reporting period sees the commissioning of the Integrated Water Management Project as the first stage of this action. An integrated water management investigation is underway which will look at all future water demands and sources. As part of this process, waste water will be considered and discussions held with Water Corporation to understand opportunities that may exist for the future. | Proceeding as planned |
| | | Jan-Mar 19 | The Integrated Water Management Project is in progress. The following key stakeholders were met with during this reporting period to progress the Project: <ul style="list-style-type: none"> • Department of Water; • Water Corporation; and • Department of Sport and Recreation. There is also an upcoming meeting scheduled with the Department of Planning, Lands and Heritage on 10 May 2019 to discuss the Project. | Proceeding as planned |
| | | Apr-Jun 19 | The Integrated Water Management Project is in progress. The preliminary study report was received and assessed. The final report is expected to be presented to the Council Policy Concept Forum on 29 July 2019. | Proceeding as planned |
| 2.2.2.2 Investigate natural resource availability within the district | 30 June 2020 | Jul-Dec 18 | The Fill and Basic Raw Material Study identifies the potential gravel sites within the shire and a potential site has been selected based on its merit and in consideration of the Assessment of Environmental Constraints – Gravel Resource Options within the Shire of Serpentine Jarrahdale Report. Ongoing discussions are occurring with the Government in relation to access, approvals and | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|------------|---|-----------------------|
| 2.2.2.2 Investigate natural resource availability within the district | 30 June 2020 | Jul-Dec 18 | achievement of appropriate licences. The Shire will be commencing the State of Environment Report to identify natural resource availability in an environmentally sensitive manner. Meetings have been held with the Chairman of the Environmental Protection Authority to discuss the gravel site and it has been suggested that a flora and fauna study be undertaken to better understand the environmental constraints. Discussions have also been held with DBCA and the Department of Planning, Lands and Heritage. If successful, this would supply in excess of 100 years of gravel for the shire. | Proceeding as planned |
| | | Jan-Mar 19 | Procurement is underway to commission a consultant to run the environmental studies in relation to the potential of the proposed Kingsbury Road Quarry. Approval for the land usage is currently pending with the DBCA. The Shire has sourced gravel from the district to complete gravelling on shire roads. | Proceeding as planned |
| | | Apr-Jun 19 | The Shire is continuing to work with the DBCA on the details of the potential sites for the proposed Kingsbury Road Quarry. The environmental studies are currently on hold due to uncertainty of the site. In the interim, the Shire has secured a temporary site. | Proceeding as planned |
| 2.2.2.3 Investigate and seek partnerships to maximise opportunities for alternative energy | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> Participated in the Climate Council's Cities Power Partnership program Switch your thinking presented at the Cities Power Partnership National Summit in Kiama NSW in October 2018. The presentation shared examples of partnerships with businesses and other Councils to increase energy efficiency and renewable energy adoption. Through the Rewards for Residents and Rewards for Business initiatives, we have brokered discounts on solar PV and solar battery storage systems that are promoted to Shire rewards, staff and local businesses. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|-----------------------|
| 2.2.2.3 Investigate and seek partnerships to maximise opportunities for alternative energy | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> In 2018, we collaborated with the Clean NRG Solar and Serpentine Jarrahdale Library Friends Inc. to deliver a solar storage workshop. Switch your thinking currently has 13 local government partners who pay \$5,000 p.a. to licence the program. This creates \$65,000 of income for the program and increases program reach and impact. The Shire continues to work in partnership with Westgen Solar who will be constructing a large Solar Farm in Byford in 2019. This renewable source will produce enough electricity to power up to 5,000 houses in the Byford area. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> Completed Smart Cities and Suburbs research relating to residential energy efficiency. Live data available here. <ul style="list-style-type: none"> Presented results via video link at the International Conference on Innovative Applied Energy in Oxford UK 14-15 March 2019. A Local Government forum will be held 9 May 2019 in Perth to present results locally. Completed summer energy study, asking volunteers via SMS to shutdown non-essential appliances between 4pm and 8pm when electricity grid peak conditions were reached. More than 60% of respondents reported taking positive action to reduce energy use after the messages. Attended to HIA Home Show to promote solar passive home design, rainwater capture and use, energy efficiency and renewable energy. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|-----------------------|
| 2.2.2.3 Investigate and seek partnerships to maximise opportunities for alternative energy | Ongoing | Apr-Jun 19 | <p><i>Smart Cities and Suburbs</i> Completed activities and acquitted grant funding for Smart Cities and Suburbs project looking at the impact of roof colour on internal temperatures in new homes. For more information and study results visit https://www.switchyourthinking.com/smart-cities</p> <p><i>National Science Week</i> Won a \$18,000 grant to deliver 20 events on the theme Sustainability in the Suburbs during August 2019.</p> <p><i>Events</i> The Switch Your Thinking held 25 events this reporting period.</p> | Proceeding as planned |
| 2.2.2.4 Develop a Local Planning Policy in regards to sustainable design principles (waste, energy, water) | Ongoing | Jul-Dec 18 | Council's Energy and Water Efficiency Policy (2.1.10) provides information and education in achieving energy and water efficient outcomes contributing to sustainable development within the shire. Future review of the Shire's Local Planning Policy (LPP) framework will need to address whether the provisions of this policy should be incorporated into an LPP, having regard to relevant State Planning Policies, such as the Residential Design Codes (R-Codes) and Design WA. | Proceeding as planned |
| | | Jan-Mar 19 | <p>The new State Planning Policies (SPP) 7.0 Design of the Built Environment and 7.3 R-codes Apartments have been made public by WAPC.</p> <ul style="list-style-type: none"> The Design of the Built Environment Policy provides guidelines for sustainability aspects. The R-codes Apartments Policy provides guidelines for solar orientation, tree canopy & deep soil areas, solar & daylight access, natural ventilation, universal design, landscape design, adaptive re-use, energy efficiency, water management, and waste management for new apartment developments. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|---------------|
| 2.2.2.4 Develop a Local Planning Policy in regards to sustainable design principles (waste, energy, water) | Ongoing | Apr-Jun 19 | The new state policy 7 addresses the principles which underpin the effective design of the building environment for Western Australia. These principles are meant to now underpin the lens through which design proposals are to be considered. The Shire will maintain its policy framework relevant to the town centres of Byford, Mundijong, Jarrahdale and Serpentine to ensure development outcomes are localised to the rural and natural vernaculars of the district. | Complete |



Place - Our objective is a protected and enhanced natural, rural and built environment

Strategy 2.2.3 Continue to minimise the volume and impact of waste generated within the district

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 2.2.3.1 Manage waste in an environmentally responsible manner at the lowest possible cost | Ongoing | Jul-Dec 18 | Waste Management Strategy is under preparation and recruitment of an additional resource (Waste Coordinator) will occur in January 2019. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> • The Waste Management Strategy is on track for implementation to begin in August 2019. Key activities undertaken this reporting period in relation to the development of the Strategy include: <ul style="list-style-type: none"> ○ the recruitment of a Waste and Fleet Manager; ○ presentation of the Strategy's key proposed activities (e.g. sites for processing waste, investigations for a third bin rollout and the possibility for a community drop off centre) to the Policy Concept Forum in March 2019; and ○ the drafting of formal business cases for consideration by the Executive with the intention to present to the Council Policy Concept Forum. • The Shire has undertaken an environmental clean up of the Watkins Road Transfer Station in Mundijong by processing, removing and recycling civil works materials, green waste, tyres, scrap metal and general waste. So far, we have recycled 945 tyres, processed/recycled 400 tonnes of green waste, recycled 10 tonnes of scrap metal and disposed of 20+ tonnes of general waste. In addition, we have installed a new perimeter fence all around the site at a capital outlay of \$35k and performed significant clearing and earthworks to make the site accessible in preparation of further use of the site. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|--|------------|---|---|
| 2.2.3.1 Manage waste in an environmentally responsible manner at the lowest possible cost | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> The Waste Management Strategy completion date has been extended due to the complexity of issues being investigated to ensure the strategy is aligned to the needs of the environment and the shire community. The Shire has adjusted the disposal points of hard waste from landfill to a transfer station. This means that the recovery of recyclable materials from residents waste is now occurring, increasing the Shire's recycling figures and an expected \$50k saving on disposal costs. The Shire has also introduced single stream cardboard recycling services at the Admin/Operations/Transfer Station, reducing the Landfill footprint and making cost savings. Also, introduction of additional recycling streams at the Transfer Station. A new service provider has been sought for the confidential document shredding, resulting in a cost saving. Commercial collection schedules have been adjusted to maximise receptacle volumes, cost saving of \$6k per annum. The Shire is investigating recycling options/partners to offer 'eWaste' services to residents. eWaste is Electronic Waste, which is any small/medium size electrical item that can be recycled e.g. TV's, computers & peripherals, phones and games consoles. So far, the recyclers we have engaged are well represented by Councils in WA and sourcing a free disposer is proving difficult. The Shire will continue to explore all options. | Proceeding as planned |
| | 2.2.3.2 Develop and implement waste minimisation awareness program | Ongoing | Jul-Dec 18 | Action pending finalisation of the Waste Management Strategy to guide priorities (see action 2.2.3.1) |
| | | Jan-Mar 19 | As above. | Not Started |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|-----------------------|
| 2.2.3.2 Develop and implement waste minimisation awareness program | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> Adjusted the Shire's verge collection of residents green waste to twice a year. Post collection, the waste is now processed into mulch and offered back to the community for free. Commercial cardboard recycling has been introduced to the Shire's facilities. | Proceeding as planned |
| 2.2.3.3 Continue to investigate waste management options | Ongoing | Jul-Dec 18 | Action pending finalisation of the Waste Management Strategy to guide priorities (see action 2.2.3.1) | Not Started |
| | | Jan-Mar 19 | As above, however some key progress has been made including the drafting of a formal Business case that includes consideration of FOGO (food and garden organics collection) services for the shire. | Minor Issues Exist |
| | | Apr-Jun 19 | The investigation of waste management options is occurring concurrently with the development of the Waste Management Strategy. Refer to update at action 2.2.3.1. | Minor Issues Exist |



Place - Our objective is a protected and enhanced natural, rural and built environment

Strategy 2.2.4 Support community groups (both new and existing), who are preserving and enhancing the natural environment

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 2.2.4.1 Partner with community groups, wishing to participate in environmental planning or project implementation on Shire reserves and in Shire localities | Ongoing | Jul-Dec 18 | The Shire continues to work with SJ Landcare on community projects to enhance the reserves. The Shire is in partnership with the Darling Downs Residents Association to maintain reserves in Darling Downs. The Switch Your Thinking team work with the community on environmental projects. | Proceeding as planned |
| | | Jan-Mar 19 | The Darling Downs Management Plan will be tabled at the April Council meeting for approval for public consultation. The 6 community groups continue to actively work in reserves that are managed by the Shire. Three of these groups meet weekly with the remaining groups generally meeting on a monthly basis. | Proceeding as planned |
| | | Apr-Jun 19 | The Darling Downs Management Plan will be tabled at the July Council meeting for final adoption. | Proceeding as planned |
| 2.2.4.2 Implement the Shire's Annual "Plants to Residents" Program | Ongoing | Jul-Dec 18 | The Shire in partnership with Landcare SJ promote and deliver the program by processing applications from residents who wish to be involved in the program. The aim of this program is to increase the biodiversity of the urban and rural verges/ streets and directly supports the Urban Tree Strategy. Applications for the 2019 program is scheduled to open 1 June 2019. | Proceeding as planned |
| | | Jan-Mar 19 | Public application preparations are underway for the upcoming season and meetings with Landcare SJ have occurred to ensure the process commences in April. | Proceeding as planned |
| | | Apr-Jun 19 | Plants to Residents statistics as at 26 June 2019 are as follows: <ul style="list-style-type: none"> Round 1 (those who missed out last year) – 61 applications, 1176 seedlings allocated. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 2.2.4.2 Implement the Shire's Annual "Plants to Residents" Program | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none">Round 2 (currently open) - 40 applicants, 1071 seedlings allocated. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

Outcome 2.3 - A productive rural environment

Strategy 2.3.1 Recognise local heritage

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|------------|--|-----------------------|
| 2.3.1.1 Develop a rural and food enterprise strategy | 30 June 2018 | | Rural Strategy adopted by Council at the 22 May 2017 meeting (OCM054/05/17) and endorsed by the Western Australian Planning Commission April 2018. | Completed |
| 2.3.1.2 Actively engage and support existing rural industry | Ongoing | Jul-Dec 18 | Continuing to engage and support local rural industries within the shire on an ongoing basis. International investment discussions are ongoing in relation to agricultural opportunities both in West Mundijong and appropriately zoned areas within the shire. | Proceeding as planned |
| | | Jan-Mar 19 | The Shire continues to actively work with the Serpentine Jarrahdale Food and Farmer Alliance on maximising rural industry investment and educational opportunities. For example, this reporting period saw the official opening of the Southernbrook Abattoir and continued advocacy for Regenerative Agriculture. | Proceeding as planned |
| | | Apr-Jun 19 | The Shire continues to work with groups and individual businesses to attract and support rural investment into our Shire. | Proceeding as planned |
| 2.3.1.3 Encourage new and innovative food, agricultural and associated industry initiatives | Ongoing | Jul-Dec 18 | We have targeted agricultural and associated industries for relocation into the Shire and are actively working to encourage their relocation. We have several large agricultural business relocation opportunities at present though confidentiality is still required to be maintained. | Proceeding as planned |
| | | Jan-Mar 19 | The Shire advanced discussions with the agricultural business relocation opportunities this reporting period. Confidentiality is still required to be maintained. | Proceeding as planned |



Place - Our objective is a protected and enhanced natural, rural and built environment

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 2.3.1.3 Encourage new and innovative food, agricultural and associated industry initiatives | Ongoing | Apr-Jun 19 | The Shire is continuing these discussions with several major agricultural businesses who are looking to relocate into this region. | Proceeding as planned |



Prosperity

An innovative, commercially diverse and prosperous economy

Community feedback

Improved connectivity with the wider region is seen as an area for development as it expands access to employment and education opportunities for local residents, this in turn promotes personal and economic growth within the Shire.

The community recognises that the beautiful natural environment and local attractions create opportunities for increased economic activity including tourism.

Aspirations and opportunities

The community has a desire for improved transport networks and linkage with both Perth and the Peel region. Improved connectivity with the wider region expands access to employment and education opportunities for local residents, this in turn promotes personal and economic growth within the Shire.

The community are open to new technologies and embracing innovation. The Shire has an opportunity to be progressive and embrace change by applying creative thinking.

Progress Snapshot | 12 Actions

84% Proceeding as planned / Completed (10)

8% Issues Exist (1)

8% Not Started (1)

Key Achievements and Highlights

- ❖ Secured the Minister for Tourism to launch the Perth Hills Tourism Strategy
- ❖ Review of the Asset Management Plans is complete and endorsed by Council in April
- ❖ As at 30 June 2019, 28/29 assets were replaced under the Plant Replacement Program
- ❖ Briggs Park Lower Oval Upgrade is 98% complete
- ❖ Jarrahdale Road Rehabilitation Works is 99% complete
- ❖ Commissioned Soil Analysis Laboratory Reports for Mundijong and Upper Briggs Ovals including a subsequent Nutrient Program to improve the ground conditions over the next 12 months





Outcome 3.1 - A commercially diverse and prosperous economy

Strategy 3.1.1 Actively support new and existing local businesses within the district

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 3.1.1.1 Implement the Shire's Rural Land Strategy and ensure associated policies are kept current and relevant | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> The Strategic Planning team progresses scheme amendments and local structure plans in accordance with the Rural Strategy. The Rural Strategy has also been used to inform the preparation of the draft Local Planning Strategy. Work continues to actively support the location of new businesses into the shire and to actively support the growth and prosperity of existing shire businesses. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> The Department of Planning has indicated that the Local Planning Strategy, which will implement the Rural Strategy, will be presented to the Western Australian Planning Commission (WAPC) Internal Statutory Planning Committee in May 2019. It is interesting to note, that the WAPC has corresponded with the Shire, advising that it is their intention to undertake an investigation of the previously identified intensive agricultural node near Oakford. It is highly possible that a residential expansion from the City of Rockingham district may be under consideration by developers. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Please refer to the update provided at action 2.1.1.5 | Proceeding as planned |



Outcome 3.2 - A vibrant tourist destination experience

Strategy 3.2.1 Actively support tourism growth within the district

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 3.2.1.1 Develop and implement tourism and marketing strategies | Ongoing | Jul-Dec 18 | Council endorsed the Shire of Serpentine Jarrahdale Tourism Strategy 2018-23 at the 22 October 2018 meeting (OCM8.1.1/10/18). The Strategy will provide direction for the sustainable development of tourism in the shire by identifying opportunities for development and the need for new investment and infrastructure. These areas include trail networks, event opportunities and establishment of tourism orientated infrastructure i.e. Jarrahdale Tourism Facility (refer also to action 3.2.1.3). | Proceeding as planned |
| | | Jan-Mar 19 | Over 100 copies of the Tourism Strategy was distributed to interested parties this reporting period. The implementation of the Strategy is underway and will be greatly assisted by the future actions and outcomes from participation in the Perth Hill Tourism Alliance. | Proceeding as planned |
| | | Apr-Jun 19 | Key tourism priorities progressed under the Tourism Strategy this reporting period include: <ul style="list-style-type: none"> Food for Thought - Food and Produce Tourism: the Shire has commenced design of a food and product section on the Shire's website. Going Natural - Cultural, Historical and Natural attractions - Refer to the update on the Jarrahdale Road project at action 3.2.1.3 and update on the Perth Hills Tourism Alliance at action 3.2.1.2. The Shire's new website is being designed to include a tourism page. Stay just a little longer - all kinds of accommodation options: See update provided at action 3.2.1.3 for accommodation options that are progressing for the Shire. | Proceeding as planned |



Prosperity - Our objective is an innovative, commercially diverse and prosperous economy

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|--|
| 3.2.1.2 Investigate, develop and operate tourism facilities within the district | Ongoing | Jul-Dec 18 | This is an ongoing work in progress with key stakeholders and tourism organisations. The Shire of Serpentine Jarrahdale Tourism Strategy 2018-23 will be used to set priorities moving forward. This remains a priority action area for the Economic Development Advisory Committee. | Proceeding as planned |
| | | Jan-Mar 19 | The Shire is an investment participant in the recently formed Perth Hills Tourism Alliance. The Alliance is a collaborative project designed to provide joint tourism marketing between the six neighbouring local government authorities spread across the Perth Hills region, to maximise the marketing efforts and resources to attract increased visitation, maximise branding opportunities and attract increased investment to the Perth Hills region. Through this alliance, the Shire is actively pursuing major new tourism marketing and visitor activation strategies. | Proceeding as planned Proceeding as planned |
| | | Apr-Jun 19 | The Perth Hills Tourism Alliance has formalised its structure and appointed a consultant to write a Perth Hills Tourism Strategy. The Shire has secured the Minister for Tourism, to launch the strategy in November 2019. | Proceeding as planned |
| 3.2.1.3 Seek joint partnership with private industry to fund economic tourism projects and opportunities | Ongoing | Jul-Dec 18 | The Shire continue to work with several private tourism industry businesses to facilitate new opportunities and tourism projects. In particular, the Shire is working with a consortium to jointly develop the tourism potential of Lot 814 Jarrahdale Road as a major tourism investment and operational precinct. | Proceeding as planned |
| | | Jan-Mar 19 | The tourism joint venture for Jarrahdale Road is progressing. Expert advice has been sought which the Shire is evaluating accordingly. Other joint venture opportunities and collaborative partnerships opportunities are continually explored to assist the Shire to attract new businesses and create many more local jobs. | Proceeding as planned |



| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|-----------------------|
| 3.2.1.3 Seek joint partnership with private industry to fund economic tourism projects and opportunities | Ongoing | Apr-Jun 19 | The Shire continues to engage with the joint venture partners for Lot 814 Jarrahdale Road and we are currently awaiting their response to Geotechnical surveys to advance this project further. We have also engaged with Poshtel (an international group) who have an innovative accommodation solution that could be suitable for this joint venture application. | Proceeding as planned |
| 3.2.1.4 Encourage , attract, support and facilitate tourism events in the district | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> The Shire continue to support tourism events in the district on an ongoing basis. Recently the Shire initiated the strategic development and sponsorship of the Opera at the Mill event. Continued support for Food and Farm Alliance, the Jarrahdale Log Chop & SJ Lions Country Fair, cycling and mountain biking. New alliances and partnerships being established with the Perth Hills Group of Local Governments. In September 2018, the Shire hosted a “Business Leader Bus Tour” to showcase the future tourism and investment potential of the shire as part of moves to grow the local economy and create future jobs. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> Opera at the Mill was successfully held on 23 March 2019, with over 780 tickets sold. Key feedback indicates a very successful iconic event with some feedback received including: <i>"What a most remarkable evening!.. I wanted to congratulate you, your Councillors and staff on the way it was presented...such a wonderful cultural experience to the region"</i> - Paddi Creevey OAM, CHAIR PEEL Development Commission <i>"Such an amazing atmosphere and backdrop. The food was amazing. What a great setup."</i> Alastair Kleyn, Director Alita Constructions | Proceeding as planned |



Prosperity - Our objective is an innovative, commercially diverse and prosperous economy

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|-----------------------|
| 3.2.1.4 Encourage , attract, support and facilitate tourism events in the district | Ongoing | Jan-Mar 19 | <i>"It was a phenomenal evening, superbly well organised and a credit to the team that inspired it and made it happen"</i> Jarrahdale Resident <ul style="list-style-type: none">The Bus Tour has yielded several major tourism and economic development investment opportunities are progressing towards development applications. | Proceeding as planned |
| | | Apr-Jun 19 | The Shire provided support towards the Food and Farm Fest held in May. | Proceeding as planned |



Outcome 3.3 - An innovative, connected transport network

Strategy 3.3.1 Maintain, enhance and rationalise the Shire's transport network in accordance with affordable sound Asset Management Plans

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 3.3.1.1 Maintain and deliver affordable Capital Works Program aligned to the Asset Management Plans | Ongoing | Jul-Dec 18 | A 5 year Asset Management Plan is currently in place. Work ongoing in this space includes the review of asset classes (refer action 3.3.1.3). Once this review is complete, 5 and 10 year plans will sit within their corresponding Asset Management Plan. Capital work programs for roads and footpaths will also be reviewed and updated once this review is complete. | Proceeding as planned |
| | | Jan-Mar 19 | <p>Progress against key capital works projects currently occurring around the shire this reporting period includes:</p> <ul style="list-style-type: none"> • Briggs Park Lower Oval Upgrade – 52% complete. • Jarrahdale Road Rehabilitation Works - 60% complete. • Abernethy Road Construction - civil works for underground power is complete. Storm water management and drainage commenced on the southern side of the road and is 40% complete. Road widening, in particular the roundabout at the junction of Abernethy and Kardan Boulevard has commenced. <p>Request for Quotes awarded February 2019 for Soldiers Road Rehabilitation Works and Kargotich Road Rehabilitation.</p> | Proceeding as planned |
| | | Apr-Jun 19 | <p>Progress against key capital works projects currently occurring around the shire this reporting period includes:</p> <ul style="list-style-type: none"> • Briggs Park Lower Oval Upgrade – 98% complete. | Proceeding as planned |



Prosperity - Our objective is an innovative, commercially diverse and prosperous economy

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|------------|--|--|
| 3.3.1.1 Maintain and deliver affordable Capital Works Program aligned to the Asset Management Plans | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> Jarrahdale Road Rehabilitation Works - 99% complete. Abernethy Road Construction - civil works for underground power is complete. Storm water management and drainage commenced on the southern side of the road and is 72% complete. Road widening, in particular the roundabout at the junction of Abernethy and Kardan Boulevard is completed so are other intersection works. The intersection at Gordin Way has commenced with anticipated completion August 2019. | Proceeding as planned |
| | 30 June 2018 | Jul-Dec 18 | Advice from Western Australian Planning Commission (WAPC) Chairman regarding the Metropolitan is that the Shire is integral to the Metropolitan Regional Scheme (MRS) and would not be removed from MRS. Based on this advice a discussion paper will no longer be prepared. | Not Started |
| | | Jan-Mar 19 | As above. | Not Started |
| 3.3.1.2 Prepare discussion paper identifying the advantages and disadvantages on staying or leaving Metropolitan Regional Scheme | 30 June 2018 | Apr-Jun 19 | As previously reported. | Not Started |
| | | Ongoing | Jul-Dec 18 | The Asset Management Plans for Roads, Drains, Footpaths, Parks and Reserves and Buildings are currently under review. Estimated completion 30 June 2019. The Operations team continue to follow the standard schedule whilst awaiting finalisation of the reviews. |
| | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> Review of the Asset Management Plans is complete and will be provided for Council endorsement in April. Work completed by the Operations team this reporting period include: | Proceeding as planned |



Prosperity - Our objective is an innovative, commercially diverse and prosperous economy

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 3.3.1.3 Review and maintain Asset Management Plans for roads, footpaths, drainage, parks and reserves | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> ○ replacement of guard rails on Mundijong Road. ○ purchase of a Grader in March and subsequent establishment of a 27 week Gravel Road Maintenance Program. ○ development of a Shoulder Maintenance and Resheeting Program. ○ Completion of four-day road shoulder maintenance on Orton Road in Byford and Keirnan Street in Mundijong. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> ● Review of the Asset Management Plans is complete and endorsed by Council in April (OCM054/04/19). Council will consider budget allocations for the maintenance and renewal of roads, paths, drainage, buildings and parks and reserves build infrastructure through the Long Term Financial Plan and budgeting processes. ● Work completed by the Operations team this reporting period include: <ul style="list-style-type: none"> ○ Resheeting works on Anderson Road ○ Laid 1.2km of test sheeting on Yangedi Road from new material sources. ○ Intersection improvements (resheeting) on Firms Road ○ Shoulder works on Warrington Road and Orton Road. ○ Completed the 7 week grading program in June and commenced the 218 hour sweeping program. Quarterly program developed. ○ Drainage maintenance on Hopkinson Road and Orton Road. | Proceeding as planned |



Prosperity - Our objective is an innovative, commercially diverse and prosperous economy

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 3.3.1.3 Review and maintain Asset Management Plans for roads, footpaths, drainage, parks and reserves | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> Commissioned Soil Analysis Laboratory Reports for Mundijong and Upper Briggs Ovals including a subsequent Nutrient Program to improve the ground conditions over the next 12 months. The Operations team will follow the recommended program and plan to retest the surfaces in 6 months. | Proceeding as planned |
| 3.3.1.4 Develop, maintain and deliver efficient and effective Plant Replacement Program | Ongoing | Jul-Dec 18 | The Plant Replacement Program is in place. Council Officers are assessing the Plant Replacement Program to achieve optimisation and suitable plant for operational needs. | Proceeding as planned |
| | | Jan-Mar 19 | The Plant Replacement Program was reviewed and finalised this reporting period. Plant replacement is underway in accordance with the schedule and is on track to for completion by EOFY. | Proceeding as planned |
| | | Apr-Jun 19 | The Plant Replacement Program is 96% complete at 30 June 2019. 28 out of 29 assets were replaced. The remaining asset has been rolled forward to the following financial year. | Proceeding as planned |
| 3.3.1.5 Prepare and implement strategic land usage strategy | Ongoing | Jul-Dec 18 | Council, by various resolutions, has adopted a contemporary planning framework to implement the Shire's planning strategy through various planning mechanisms including a new Strategy, Scheme, structure plans, planning policies and contribution plans. | Minor issues exist |
| | | Jan-Mar 19 | As above, and refer to action 2.1.1.4 | Minor issues exist |
| | | Apr-Jun 19 | As above, and refer to action 2.1.1.4 | Minor issues exist |



Prosperity - Our objective is an innovative, commercially diverse and prosperous economy

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 3.3.1.6 Advocate for innovative transport initiatives | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> The proposed Hypergrowth Network Implementation project has been developed by the Shire to advocate for improvement to the road networks in our southern localities. The Shire is working in partnership with Peel Regional Members to assess the development of a regional transport plan that will support the transport initiatives identified in the <i>Perth and Peel@3.5million</i>. As at 31 December 2018, the Shire has secured approximately \$6.1M of grant funds to support Transport Programs within the Shire. | Proceeding as planned |
| | | Jan-Mar 19 | Meetings have been held this reporting period with participating peel councils to instigate the development of a peel traffic management plan. Upcoming meetings are to be arranged with the Department of Transport and the Department of Planning, Lands and Heritage to consider and discuss the level of commitment from councils to the project. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> The Shire met with Hon Rita Saffioti to discuss the transport needs for the shire including the need for substantial grants to rectify our local roads. At a meeting with the City of Rockingham, the CEO of the City indicated an interest in collaborating on a transport plan for the region. The scope of works for the Peel Transport Management Plan has been redrafted and provided to PRLF. | Proceeding as planned |



Outcome 3.4 - An innovation centre of excellence

Strategy 3.4.1 Identify and promote innovation and education opportunities

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 3.4.1.1 Work with partners including education service providers and industries to identify and promote innovative economic opportunities | Ongoing | Jul-Dec 18 | The Shire continues to be actively involved with industry partners and education providers to identify and promote innovative economic opportunities for businesses within the shire. We are currently pursuing several new initiatives including a business incubator, industry support groups and business education opportunities. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> Further discussions have been held regarding the establishment of a business incubator in Byford. In March 2019, the Shire hosted the CEDA (Committee for Economic Development of Australia) Trustee lunch function. This attracted a very high calibre attendance of State and national business leaders. Shire President Michelle Rich hosted the event and the guest speaker was Mr. Michael Hollett - Chairman of the Water Corporation of WA Board of directors. Feedback indicated that this function was an outstanding success for the Shire and provided an important occasion for the Shire to promote innovative economic opportunities. | Proceeding as planned |
| | | Apr-Jun 19 | The Economic Development team has continued to work with various aged care not for profits in 2018-2019 and are pleased to report that there is an opportunity for an aged care/independent living / community facility to come into the Shire. This is expected to have about 220 units with associated support facilities and a substantial community presence. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

Progressive

A resilient organisation demonstrating unified leadership and governance

Community feedback

The community highly values the strong sense of community and lifestyle enjoyed in the district and as the Shire continues to grow, they seek future development to be strategically planned and controlled with appropriate policy setting. Maintaining the uniqueness of the Shire is a key community focus.

Aspirations and opportunities

The community would like the Shire to continue to service the needs of the district through the provision and delivery of a high level of governance and accountability.

The Council is committed to strategic forward thinking, strong representation and providing the community with leadership. This is aligned to the aspirations of the community.

Opportunities exist to leverage existing and future partnerships through greater collaboration.

A primary aim is to continually enhance community capacity and investment whilst maximising efforts to advocate and lobby for more funding, resources and better services.

Progress Snapshot | 22 Actions

91% Proceeding as planned / Completed (20)

9% Issues Exist (2)

0% Not Started (0)

Key Achievements and Highlights

- ❖ Secured State and Federal funding for the extension of Tonkin Highway
- ❖ Launch of the Shire's **Advocacy Video**
- ❖ Rolled out organisational wide Coping with Change training
- ❖ Recruited 2 new business trainees
- ❖ First response from the new feedback form was received in the form of a compliment regarding the helpfulness of the front counter staff
- ❖ Completed 2 Internal Audits and 2 External Audits
- ❖ 2019 Interim Internal Audit Plan endorsed
- ❖ Developed draft Audit Charter
- ❖ Established a new server to enhance security and ensure greater infrastructure reliability for the Shire
- ❖ Implemented a Conflict of Interest Business Operating Procedure
- ❖ Bush Fire Brigades Local Law adopted by Council
- ❖ "Risk Maturity Journey" endorsed by Council
- ❖ Annual review of the Shire's Register of Delegations and Sub-delegations
- ❖ Minor Strategic Review of the Strategic Community Plan





Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

Outcome 4.1 - A resilient, efficient and effective organisation

Strategy 4.1.1 Provide efficient, effective, innovative, professional management of Shire operations to deliver the best outcome for the community within allocated resources

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.1.1.1 Attract, develop and retain the best people to work in the Shire while ensuring an efficient, innovative workforce | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> The inaugural 2018 Traineeship Program was a great success, with both business trainees on the cusp of successful completion of their qualifications. The Shire is planning to expand the traineeship program in the 2019-20 financial year, with up to three potential new positions identified within the Operations Team. Organisational Development has focussed on the roll out of Customer Service Training for all staff, as well as targeted Project Management, Governance and Compliance training, which has been completed by the relevant teams. This is in addition to individual training that is identified through the Performance Appraisal process, to ensure staff develop and retain the required skills for their positions. In July 2018, the Shire implemented a new eRecruitment system to improve HR processes. New staff resources have been allocated to Compliance, Rangers, OneComm (ICT) Internal Audit, Governance and Swimming Pool Inspections. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> Organisational Development this reporting period has focused on emotional intelligence and leadership training and coaching for the Executive Management Group. Key Officers attended the Cert IV Government Investigations course in February 2019. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.1.1.1 Attract, develop and retain the best people to work in the Shire while ensuring an efficient, innovative workforce | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> Preparation for the annual employee survey is underway, due to be rolled out at the beginning of April. System set up for the Online Learning Management System 'Litmos' is nearing completion, with roll out expected by the end of April. Litmos will allow the Shire to deliver online training on a wide range of relevant topics, including inductions, policy, code of conduct and health and safety. Shire Trainees have successfully completed their traineeship and the Shire is currently advertising for 3 new trainees to commence at the end of March. Discussions are underway with neighbouring local governments regarding the possibility of a joint venture traineeship program. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Organisational Development this reporting period continued to focus on emotional intelligence training for the Executive Management Group. Other training this reporting period included organisational wide Coping with Change training and Change Leadership training for Coordinators and above. The employee survey is complete, with results currently under review by the Executive Management Group and preparations for the roll out of results to all staff is underway. The Litmos system is under development with the first focus on new employee inductions. Two new business trainees have commenced at the Shire. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.1.1.2 Manage the organisation, within and across the directorates, to deliver the services, key projects and initiatives in accordance with the Strategic Community Plan and Corporate Business Plan | Ongoing | Jul-Dec 18 | As at 31 December 2018, 94% of the CEO KPIs are complete / progressing (32/34), and 6% are delayed (2/34). Reporting against the Corporate Business Plan this period shows 78% Proceeding as planned / Completed (69/88) 14% Proceeding with Minor Issues (12/88), 3.5% with identified Major Issues (3/88) and 4.5% have Not Started (4/88). See also the update at action 4.2.3.1. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> The CEO's performance appraisal was carried out February 2019 demonstrating an overall performance rating of 4.2 which indicated that the CEO's performance over the past year was at the "Competent and Effective" level. This was regarded as a high level of performance for the period. The 2019 CEO KPIs were also established and endorsed by Council in February 2019. As at 31 March 2018, 80% of the CEO KPIs are complete / progressing (16/20), and 20% are delayed (4/20). The delayed KPI's relate to actions processing with the WA Planning Commission as discussed earlier in this report. Reporting against the Corporate Business Plan this period shows 77% Proceeding as planned / Completed (68/88) 16% Proceeding with Minor Issues (14/88), 3.5% with identified Major Issues (3/88) and 3.5% have Not Started (3/88). See also the update at action 4.2.3.1. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Reporting against the Corporate Business Plan this period shows 83% Proceeding as planned / Completed (73/88) 11.5% Proceeding with Minor Issues (10/88), 3.4% with identified Major Issues (3/88) and 2.1% have Not Started (2/88). | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.1.1.2 Manage the organisation, within and across the directorates, to deliver the services, key projects and initiatives in accordance with the Strategic Community Plan and Corporate Business Plan | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> CEO KPI's are now available on the Shire's website here. The August Corporate Business Plan Progress Council Report provides an overview of the Shire's achievements against the Corporate Business Plan for the 2018-19 financial year. See also the update at action 4.2.3.1. | |
| 4.1.1.3 Maximise equitable revenue raising opportunities | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> Council adopted the revised 2018-19 Differential General Rates and Minimum Payments at the Special Council Meeting 11 June 2018. As at 31 December 2018, Grants, subsidies and contributions total \$9M for the following Programs: <ul style="list-style-type: none"> \$6.1M in Transport \$1.4M in Recreations and Culture \$1.5M in Other (Law, Order & Public Safety, Community Amenities, Economic and General Purpose) See action 1.1.1.3 for update on the review of fees and charges. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> The Department of Infrastructure, Regional Development and Cities have advised that the Shire's Black Spot Program funding application has been shortlisted. This Program is an important contribution in reducing the national road toll under the National Road Safety Action Plan 2018–20. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.1.1.3 Maximise equitable revenue raising opportunities | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> Fees and Charges for 2019-20 have been reviewed and are on track for Council endorsement in June 2019. Currently undertaking a review of commercial operations being conducted on rural properties to align and correct rate categories. Active advocacy and applying for grants is a focus for the Shire. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Final amendments to the Fees and Charges is in progress, expected to be finalised in July 2019. The review of commercial operations on rural properties is ongoing. Grants advocacy is ongoing. Black Spot Program funding will be included in the 2019/20 Capital Budget. Applications are pending with Main Roads for black spot and various other road grants. | Proceeding as planned |
| 4.1.1.4 Provide high quality administration and financial support services to the organisation | Ongoing | Jul-Dec 18 | On 25 September 2018, Council resolved to procure the Enterprise Resource Planning System TechnologyOne (OneComm) which will be implemented over the next three years. Key project work is underway including the mapping of financial processes in preparation for OneComm, the review of processes to ensure robust internal controls, centralised procurement and the development of manager reporting to better support internal stakeholders. An additional resource commences in February 2019 to assist with the project work. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> The finance team have been undertaking annual budget development processes in preparation for 2019-20 this reporting period. This includes consideration of fees and charges, rates, capital projects, grant funding, salary costs and operating expenditure. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 4.1.1.4 Provide high quality administration and financial support services to the organisation | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> A review of the current GL structure has commenced to improve accuracy of reporting data. Subsequent training will be rolled out to staff. Development of centralised procurement process mapping has progressed, with many now in a final draft stage. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Budget development is continuing as previously reported. GL structure changes are in progress as previously reported. The centralised procurement mapping is complete and under final review. | Proceeding as planned |
| 4.1.1.5 Provide a welcoming and efficient customer service to the community and other external stakeholders | Ongoing | Jul-Dec 18 | Key achievements in this space include the establishment of an After Hours Call Centre (December 2018), implementation of a Customer Relationship Management system (Feb 2018) and development of Customer Feedback Forms (Jan 2019). | Proceeding as planned |
| | | Jan-Mar 19 | Key achievements in this space include the development and implementation of Customer Feedback Forms in January 2019. | Proceeding as planned |
| | | Apr-Jun 19 | Through the newly implemented Customer Feedback Form process, front counter staff received one compliment this reporting period that commented on the helpfulness of the staff and the friendliness of the new front reception layout. A review of the Customer Service Council Policy is also underway. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|-----------------------|
| 4.1.1.6 Implement best practice record management services for the Shire meeting accessibility and compliance requirements | Ongoing | Jul-Dec 18 | HP Records Manager is in place and is currently used for best practice record management services compliant to ISO 15489-1:2016. This is operating effectively as part of business as usual. The system will be superseded by OneComm Records Management as part of phase 3 of the ERP project (2020-21). | Proceeding as planned |
| | | Jan-Mar 19 | Upgrade of HP Records Manager planned to be undertaken by EOFY to ensure enhanced compliance and capability to modern systems being implemented at the Shire (e.g. Office 365). | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> The upgrade of HPRM will occur in the 2019-20 financial year. A review of the Records Keeping plan is scheduled for January 2020. The upgrade to the record keeping processes and systems is scheduled to occur in Phase Four of the Enterprise Resource Planning project. | Proceeding as planned |
| 4.1.1.7 Provide robust reporting that is relevant, transparent and easily accessible by staff and the community | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> Compliance Audit Report commenced, due for completion January 2019. Internal audit function commencing January 2019. Agenda and minutes are distributed within statutory timeframes. See also update at action 4.2.3.1. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> Compliance Audit Report completed January 2019 and provided to the Audit, Risk and Governance Committee at the 4 February 2019 meeting. Adopted by Council at the 18 February 2019 meeting (OCM004/02/19). | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 4.1.1.7 Provide robust reporting that is relevant, transparent and easily accessible by staff and the community | Ongoing | Jan-Mar 19 | <p>Nil incidences of non-compliance identified. Report submitted to the Department of Local Government, Sport and Cultural Industries 5 March 2019.</p> <ul style="list-style-type: none"> Internal Audit function commenced January 2019. 2 Internal Audits completed this reporting period. Inaugural Corporate Business Plan report provided to Council 18 March 2019 meeting. See also update at action 4.2.3.1. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> 2 Internal Audits and 2 External Audits completed this reporting period. 2019 Interim Internal Audit Plan endorsed by the Audit, Risk and Governance Committee and Council at May meetings. Developed draft Audit Charter. Corporate Business Plan report provided to Council meeting of 20 May. See also update at action 4.2.3.1. | Proceeding as planned |
| 4.1.1.8 Progress with integration of effective and secure technology systems and networks | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> The Strategic Information and Communications Technology Plan 2018-2021 (SJ2352) and the Integrated Enterprise Resource Planning Strategy (SJ2352) was adopted by Council at the 25 September 2018 meeting (OCM104/09/18). The project to implement an Enterprise Resource Planning system for the Shire is on track with the recruitment for a project team near completion and the drafting of a project plan underway. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 4.1.1.8 Progress with integration of effective and secure technology systems and networks | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> The project to bring IT services in house is largely complete, however firewall, backup and internet services remain to be implemented. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> Implementation of an Enterprise Resource Planning system for the Shire is on track and to budget. Key progress this reporting period includes: <ul style="list-style-type: none"> establishment of Project Status Reporting to Executive Management Group. Project Manager tender awarded in March 2019. development and approval of key project management documentation such as the Project Plan, Risk Register, Stakeholder Engagement Plan, Communications Plan and Change Management Plan. completion of Key user training. Data migration for phase one modules is underway. As at 31 March 2019, 18 of the actions under the Strategic Information and Communications Technology Plan 2018-2021 are complete, 29 are underway. Actions completed include development of a Cloud Computing Strategy, patch management procedures, revised ICT structure, ICT Service Level Agreement and ICT policies such as acceptable use, information security and information management. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Implementation of an Enterprise Resource Planning system for the Shire is on track and to budget. Key progress this reporting period includes: <ul style="list-style-type: none"> Planning for user acceptance testing and end user training commenced | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|-----------------------|
| 4.1.1.8 Progress with integration of effective and secure technology systems and networks | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> ○ Completion of change readiness survey • A new server has been established to enhance security and ensure greater infrastructure reliability for the Shire. • Upgrade to the Shire's anti-virus system implemented. • A disaster recovery centre is proposed for construction in the 2019-20 financial year. | Proceeding as planned |
| 4.1.1.9 Ensure high standard of governance and compliance, consistent and accountable administrative decisions | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> • Compliance Audit Report commenced, due for completion January 2019. • The Ward Boundary Review completed December 2018 - currently awaiting confirmation from the Local Government Advisory Board on the orders proposed by Council (OCM160/12/18). • In December 2018, Council authorised the local public notice for the proposed Volunteer Bush Fire Brigades Local Law (SJ2448) (OCM156/12/18). • Other ongoing work includes the review of the Shires local laws in line with Section 3.16 of the Local Government Act 1995, review of the Shires Register of Delegations and Sub-delegations, development of a corporate compliance calendar and development of a public interest disclosure procedure. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> • See action 4.1.1.7 for update on the Compliance Audit Report. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.1.1.9 Ensure high standard of governance and compliance, consistent and accountable administrative decisions | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> Internal Auditor and Governance and Risk Coordinator roles established January 2019. Internal Good Governance Forum held 24 January 2019 covering key governance topics such as Risk Management, Conflict of Interests, Local Government Act Review and Misconduct Prevention. The 8-year review of local laws in accordance with s 3.16 of the Local Government Act 1995 was completed and presented to Council in February 2019. The subsequent processes to repeal, amend and replace the various local laws is currently underway. Review of the Shires Register of Delegations and Sub-delegations underway. Local Government Act 1995 Review survey completed February 2019. Conflict of Interest Business Operating Procedure and associated tools and templates have been drafted and are currently under review. Development of internal training governance program underway. Key Officers attended the Cert IV Government Investigations course in February 2019. This will allow the Shire to internally handle misconduct and fraud ensuring greater accountability in the areas of control and compliance. Establishment of Business Unit KPIs. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 4.1.1.9 Ensure high standard of governance and compliance, consistent and accountable administrative decisions | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> Advanced Local Government Act Training provided by WALGA for 25 Shire staff members in May. Implemented and delivered an in-house Intro to Local Government governance training module for all new employees. Implemented a new Conflict of Interest Business Operating Procedure and commenced the development of an in-house Conflict of Interest governance training module which is due to be delivered to all staff in September 2019. Inaugural Business Unit KPI report provided to the Executive Management Team in June 2019. Public Places and Local Government Property Local Law 2019 presented to Council meeting of April and authorised for public notice. Bush Fire Brigades Local Law adopted by Council at June 2019 meeting. The Shire's "Risk Maturity Journey" endorsed by the Audit, Risk and Governance Committee and Council at May meetings. Annual review of the Shire's Register of Delegations and Sub-delegations completed and adopted by Council at the May meeting. | Proceeding as planned |
| 4.1.1.10 Optimise developer contributions to provide facilities and infrastructure to meet the needs of the growing community | Ongoing | Jul-Dec 18 | Council resolved to proceed to advertising Scheme Amendment No. 207 Community Infrastructure Development Contribution Scheme at the 17 December 2018 meeting (OCM146/12/18). This amendment to the Town Planning Scheme will give effect to the Community Infrastructure Development Contribution Plan. Advertising is pending the consent of the Western Australian Planning Commission. Refer to actions 2.1.1.14, 2.1.1.15 and 2.1.1.16 for | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 4.1.1.10 Optimise developer contributions to provide facilities and infrastructure to meet the needs of the growing community | Ongoing | Jul-Dec 18 | updates on the traditional infrastructure contribution schemes for Byford and Mundijong. It needs to be noted that the WAPC is soon to release a revised State Planning Policy on development contributions that may have an effect on the time taken by the WAPC for assessment and modifications to be made. | Proceeding as planned |
| | | Jan-Mar 19 | Refer to actions 2.1.1.14, 2.1.1.15 and 2.1.1.16 for updates on the traditional infrastructure contribution schemes for Byford and Mundijong. The WAPC has advised that due to the new State Planning Policy (SPP) 3.6 Development Contributions, the amendment schemes for the Development Contributions will not be progressed until the new SPP has been finalised. | Minor issues exist |
| | | Apr-Jun 19 | As above. | Minor issues exist |
| 4.1.1.11 Work in partnership with third party providers to deliver services on behalf of the local government | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> Youth Development Officers and Community Development Officers engage with community organisations and not-for-profit organisations on an ongoing basis. YMCA contract has recently been renewed. Night Fields activities engage with local sporting agencies. Landcare SJ continue to provide environmental support to the communities of Serpentine Jarrahdale and North Murray. | Proceeding as planned |
| | | Jan-Mar 19 | <p>Key services provided to the community this reporting period (in partnership with third parties) include:</p> <ul style="list-style-type: none"> Play in the Park program held in conjunction with Communicare every Tuesday during school term. This program targets zero to five year olds and their families for the creation strong, child friendly communities to | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|---|--------------|------------|---|-----------------------|
| 4.1.1.11 Work in partnership with third party providers to deliver services on behalf of the local government | Ongoing | Jan-Mar 19 | <p>maximise health, wellbeing and early development of young children at a local level.</p> <ul style="list-style-type: none"> In order to activate local sporting facilities and facilitate interagency initiatives for improved local services, the second Nightfields program for the 2018-19 FY occurred between 28 February and 21 March. Approximately 100 children over 3 weeks attended (one session cancelled due to weather), with AFL and Netball being the nominated sports. 42% female participation and a 35% increase from the November program. See action 1.1.1.4 for key events held in partnership with Serpentine Jarrahdale Library Friends Inc. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Hosted a networking event with over 50 service providers to advocate for greater service delivery within the Shire. Working with Byford and Districts Country Club & Serpentine Village and social club to deliver events during Seniors Week planned for 10-17 November 2019. Working with local service providers to deliver the Seniors Lifestyle expo for over 55's for 4 September 2019. | Proceeding as planned |
| 4.1.1.12 Review and implement Business Continuity Plan | 30 June 2019 | Jul-Dec 18 | The Business Continuity Plan (BCP) sets the roles, responsibilities and actions to be taken by Business Units to re-instate business as usual following a disruption. The Shire has a BCP in place; however the review of this document is overdue. | Minor issues exist |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|--------------|------------|---|-----------------------|
| 4.1.1.12 Review and implement Business Continuity Plan | 30 June 2019 | Jan-Mar 19 | The review of the BCP is scheduled for completion in 2019-20. | Minor issues exist |
| | | Apr-Jun 19 | As above. | Minor issues exist |
| 4.1.1.13 Prioritise and pursue new income streams that are financially sound and equitable, such as establishing business enterprises or asset acquisition | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> Council adopted the amended Investments Policy (E18/3527) at the 23 April 2018 meeting (OCM037/04/18). This has now yielded purchase of Keirnan Street Property and other investments opportunities are being pursued. The Long Term Financial Plan 2019-29 was adopted by Council at the 25 June 2018 meeting (OCM059/06/18). | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> The Shire is currently working to maximise grant funding. Currently undertaking a review of commercial operations being conducted on rural properties to align and correct rate categories. The updated Investment Policy now includes provisions that allow for land transactions. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> The Shire put down a deposit to purchase land freehold this reporting period, for potential future land development. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

Strategy 4.1.2 Maximise the Shire's brand and reputation in the community

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.1.2.1 Undertake effective promotion of the Shire | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> The Shire maintains a Facebook page, LinkedIn profile and the <i>unearthsj</i> Instagram account. The Shire also provides a Shire e-newsletter, Library e-newsletter and Sports e-newsletter and the Scarp Voice publication in the Examiner Newspaper and the SJ Crier. Performance of the Shire's Facebook page for September 2017 to August 2018, relative to September 2016 to August 2017, shows a 13% Total Page Growth, 35% Total Engagement Growth and 1% Total Reach Growth. The Shire is working to improve brand professionalism. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> The Shire launched an Instagram account for its Youth Development Team, @youthofsj Performance of the following communication channels is outlined below: <u>Website:</u> Sessions: 59,730 Users: 41,951 Page views: 125, 911 <u>Facebook:</u> Total likes: 6372 New likes: 302 Total reach: 382 828 <u>LinkedIn:</u> Total followers: 456 New followers: 48 Page views: 375 <u>Twitter:</u> Total followers: 284 New followers: 11 Total impressions: 26, 900 <u>Instagram @unearthsj:</u> Total followers: 396 <u>Instagram @youthofsj:</u> Total followers: 130 <u>Media:</u> Media responses: 13 Media releases: 12 Speeches/messages: 5 | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.1.2.1 Undertake effective promotion of the Shire | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> The Shire has commenced its new website project, with a project brief being sent to prospective agencies in April 2019. | Proceeding as planned |
| | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> Performance of the following communication channels is outlined below: <ul style="list-style-type: none"> Website: Sessions: 56,093 Users: 39,165 Page views: 119,269 Facebook: Total likes: 6717 New likes: 444 Total reach: 456,412 LinkedIn: Total followers: 575 New followers: 119 Page views: 834 Twitter: Total followers: 297 New followers:12 Total impressions: 25,195 Instagram @unearthsj: Total followers: 422 New followers: 26 Instagram @youthofsj: Total followers: 235 New followers: 105 Media: Media responses:19 Media releases: 18 Speeches/messages: 5 The Shire appointed Market Creations to assist the Shire to develop a new website. Internal and external engagement has been carried out, with the project progressing to the design phase. The new website is expected to go live in October 2019. | Proceeding as planned |
| 4.1.2.2 Undertake effective community engagement | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> All plans and strategies undertake a community consultation process. A community engagement strategy is planned for development 2019-20, subject to budget allocation. Community Perceptions Survey conducted September 2018 | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|-----------------------|
| 4.1.2.2 Undertake effective community engagement | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none">The Shire has commenced work to develop an organisation-wide Corporate Communications Strategy.The Shire has developed an advocacy video, which will be launched at a stakeholder event in April. The video will also be shared across our digital channels to engage the community on the Shire's infrastructure priorities. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none">The Shire has continued with the development of an organisation-wide Corporate Communications Strategy. This is expected to be finalised in August 2019.The Shire launched its advocacy video in April, which was attended by Federal and State politicians, neighbouring Council representatives and key stakeholder. The video was also shared across our digital channels to engage the community on the Shire's infrastructure priorities.The Shire ran a community competition to name the new dog park in Byford. 156 entries were received. | Proceeding as planned |



Outcome 4.2 - A strategically focused Council

Strategy 4.2.1 Build and promote strategic relationships in the Shire's interest

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 4.2.1.1 Advocate and influence relevant parties to address the Shire's growth demands and community aspirations | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none">• Launch of the GAPP Sports Facility Project delivered in partnership with ten other out-metropolitan Councils. This program seeks to advocate for Federal Government funding for twelve projects put forward by the participating eleven members, over a six-year period.• Key meetings were held in July/August and September with State and Federal representatives to discuss and lobby the key infrastructure projects that will assist to alleviate the pressures of a fast growing area (e.g. Tonkin Highway extension, Keirnan Street Sporting Precinct, Freight Railway Realignment, Metronet into Byford, drone hub and internet connections)• Significant investment has been made in relation to advocacy strategies as well as a series of marketing documents within key media mixes. The CEO continues to discuss newly developing strategic opportunities with Elected Members as these develop. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none">• Key meetings held with State and Federal representatives and Main Roads to discuss Tonkin Highway and advocate for this important infrastructure project for our region.• Meeting with two State Government Ministers (Minister for Sport Mick Murray and Minister for Tourism Paul Papalia) provided the Shire the opportunity to speak to the Ministers about local projects and initiatives within their respective portfolios. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 4.2.1.1 Advocate and influence relevant parties to address the Shire's growth demands and community aspirations | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> Attendance at the Future of Local Government State Wide Forum February 2019. Met with the Chair and CEO of the Peel Development Commission (PDC) in March 2019 to discuss how the PDC can advocate on behalf of the SJ Community. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Secured State and Federal funding for the extension of the Tonkin Highway with the McGowan government announcing it will allocate \$101 million in the State Budget, in addition to the \$404 million in federal funding committed by the Morrison Government. In May the Shire presented to the Peel Development Commission on the strategic direction and projects the Shire is currently working on. The Shire continues to build the role of Serpentine Jarrahdale in the Peel Region through meetings with the Peel Regional Leaders Forum (PRLF) and the Peel Chamber of Commerce. Key meetings held between State and Federal representatives and Councillors this reporting period included Hon. Robyn Clark MLA in May, Hon. Alyssa Hayden MLA in June and Hon. Matthew Swinbourn MLC in May and June. | Proceeding as planned |
| 4.2.1.2 Foster partnerships to deliver key projects and initiatives in conjunction with key stakeholders | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> Funding provided by the Federal Government and Main Roads WA saw the completion of essential maintenance work to improve the structural safety of the Richardson Street Bridge in Serpentine in July 2018. In September 2018, key meetings were held with other local governments (City of Wanneroo, City of Armadale) to continue positive collaboration and advocacy partnerships. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.2.1.2 Foster partnerships to deliver key projects and initiatives in conjunction with key stakeholders | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> In December 2018, the Economic Development Advisory Committee considered the expressions of interest received for a tourism development at Lot 814 Jarrahdale Road and recommended a preferred proponent to Council. A joint share arrangement to produce a business plan is underway. The CEO continues to be a representative on the Westport Taskforce Reference Group for The Westport: Port and Environs Strategy and a regional driver for the <i>Perth and Peel@3.5million</i>. Partnerships with WA Police and Neighbourhood Watch delivered 7 community BBQ's – aimed at increasing safety in our community. Progressed items within Alcoa sponsorship agreement for beneficial outcomes to Jarrahdale community. Administered MOU arrangements with key community groups and stakeholders, for delivery of significant events and activities (such as ANZAC Day and Community Garden). Participated in Peel Equine Working Group meetings to progress actions relevant to Equine activities in the shire and broader region. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> Met with the Trustee for the Committee for Economic Development of Australia (CEDA) to discuss the political landscape and strategies for achieving positive outcomes for the Shire. Opera at the Mill event delivered with in-kind and funding partnerships with the national trust and corporate organisations. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|--|-----------------------|
| 4.2.1.2 Foster partnerships to deliver key projects and initiatives in conjunction with key stakeholders | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none"> Variations to the Alcoa sponsorship agreement have been executed. Discussions to progress regarding year 2 and 3 funding. Seniors Lifestyle Program is continuing its success with local community groups identified to continue/progress the outings, the Seniors Morning Tea's and Zumba Gold elements of the program. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Termination by mutual agreement of the Alcoa Sponsorship Agreement has now been finalised. All parties continuing to support affected community groups. Developing a partnership with Parenting Connection WA to bring plan a series of workshops and programs for children and families in the Shire. Worked with Armadale Communities Family Centre to bring "Play in the Park" to the Shire, delivering weekly sessions this quarter and a "Picnic in the Park" event to celebrate families week. Delivery of Anzac Day commemorative service in partnership with local community. Supported SJ Food & Farm fest held at Quarry Farm. Liaising with Landcare to deliver an event during Garden Week. Commenced negotiations to become a partner with Act Belong Commit. Working with Munda Bidli Trails Foundation to promote a mountain bike trails event for Jarrahdale in September 2019. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.2.1.2 Foster partnerships to deliver key projects and initiatives in conjunction with key stakeholders | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none">Assisting local BMX club to plan for an event as part of the state Super Series to be held at the Byford BMX track.Working with Westcycle to facilitate state level events to be hosted within the Shire.Continue to support Jarrahdale Log Chop.Assumed responsibility for SJ Community Fair 2019 in caretaking capacity, on track to deliver event for 10 August.Developing a relationship with WA Opera and Minderoo Foundation to discuss potential future partnerships for delivery of events. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

Strategy 4.2.2 Ensure appropriate long term strategic and operational planning is undertaken and considered when making decisions

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|--|-----------------------|
| 4.2.2.1 Maintain sound Long Term Financial Plan, Asset Management Plan and Workforce Plan | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> Refer to update at actions 2.2.1.3 and 3.3.1.3 regarding the Asset Management Plan. The Long Term Financial Plan 2019-29 (LTFP) was adopted by Council at the 25 June 2018 meeting (OCM059/06/18). Finance continue to maintain and operate under this plan. Draft workforce plan is currently with the Executive Management Group (EMG) for review. Final draft is due to be completed and endorsed by EMG in April 2019. Once endorsed implementation can occur. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> Refer to update at actions 2.2.1.3 and 3.3.1.3 regarding the Asset Management Plan. The development of the Workforce Plan is progressing and is on track for completion April 2019. Factors considered with the Plan include employment demographics, leadership capabilities, resourcing requirements and employment forecasting over the next five years. Review of the LTFP is underway and will be updated in line with the 2019-20 annual budget process. Workshops have occurred with Councillors in March 2019 and the revised draft is due to be tabled at the June Council meeting. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Refer to update at actions 2.2.1.3 and 3.3.1.3 regarding the Asset Management Plan. | Proceeding as planned |



| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.2.2.1 Maintain sound Long Term Financial Plan, Asset Management Plan and Workforce Plan | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none"> Drafting of the Workforce Plan is complete, finalisation pending approval from Executive. Review of the LTFP is complete and will be submitted to Council for adoption with the 2019-20 Annual Budget | Proceeding as planned |
| 4.2.2.2 Routinely monitor performance against budgets and other key performance indicators | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> The half-yearly Financial and Costing Review meeting will be held during February to review the half-yearly operations income and expenditure. Managers will be required to explain any budget variances to Executives. The recoupment of fees and charges will form part of upcoming manager training. A significant finding in relation to ratios was noted by the Auditor in the 2017-18 Significant findings consequently requiring a report to be prepared and sent to the Minister of Local Government, Sport and Cultural Industries in accordance with s7.12A (4)(a) of the Local Government Act 1995. This report will be provided to the Audit Risk and Governance Committee 4 February 2019. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> Minister's report completed and provided to the Audit, Risk and Governance Committee at the 4 February 2019 meeting. Endorsed for submission by Council at the 18 February 2019 meeting (OCM004/02/19) and submitted to the Minister of Local Government, Sport and Cultural Industries 21 February 2019. Preparation for Marchs Financial and Costings Review is underway in time for Aprils meeting. New Finance Key performance indicators established March 2019 and reported on a monthly basis. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.2.2.2 Routinely monitor performance against budgets and other key performance indicators | Ongoing | Apr-Jun 19 | <ul style="list-style-type: none">The finance team have been undertaking annual budget development processes in preparation for 2019-20.The Quarterly Financial and Costings Review was held and resulting budget amendments presented to Council. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

Strategy 4.2.3 Provide clear strategic direction to the administration

| Action | Due Date | Quarter | Comments | Action Status |
|--|----------|------------|---|-----------------------|
| 4.2.3.1 Provide strategic leadership to the organisation and oversee the development and reporting of the Strategic Community Plan and Corporate Business Plan | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> Quarterly reporting against the Corporate Business Plan established. A Minor Strategic Review of the Integrated Planning and Reporting Framework is underway, due for completion June 2019 and planning for a Major Strategic Review is due to commence in May 2019. Implementation of the Performance Planning module in OneComm is underway, due to go live January 2020. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> Inaugural Corporate Business Plan report for the period 1 July to 31 December 2018 provided to Council at the March 2019 meeting. Minor Strategic Review of the Integrated Planning and Reporting Framework continues and is on track for completion 30 June 2019. Progress this quarter towards the Performance Planning module in OneComm includes the preparation of data for training. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> Corporate Business Plan progress report for the period 1 January to 31 March 2019 provided to Council at the May 2019 meeting. Minor Strategic Review of the Strategic Community Plan is complete and adopted by Council at the June 2019 meeting. Review of the Corporate Business Plan is underway. Progress this quarter towards the Performance Planning module in OneComm includes the preparation of business processes and test plans for user acceptance testing. Inaugural Business Unit KPI report provided to the Executive Management Team in June 2019. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 4.2.3.2 Provide strategic leadership to the organisation through clear strategic policies | Ongoing | Jul-Dec 18 | Council policies are reviewed on an ongoing basis in accordance with the Policy Review Schedule including feedback and review at Council Policy Concept Forums. The following council policies have been adopted by Council this reporting period: (1) Community Grants - OCM157/12/18, (2) Closed Circuit Television (CCTV) - OCM137/11/18 (3) Elected Member Social Media Policy - OCM114/10/18. Also adopted in October 2018 was the Elected Member Code of Conduct and the Committee Member Code of Conduct - OCM114/10/18. | Proceeding as planned |
| | | Jan-Mar 19 | <ul style="list-style-type: none"> The following new council policies have been adopted by Council this reporting period: (1) Community Contributions The following reviewed council policies have been adopted by Council this reporting period: (1) Flags (2) Use of Shire Logos and Branding (3) Christmas Closure (4) Requests for Memorial Plaques and Trees (5) Community Perception Survey. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none"> The following new council policies have been adopted by Council this reporting period: (1) Naming of Shire Owned or Administered Buildings, Structures and other Assets | Proceeding as planned |
| 4.2.3.3 Provide effective nomination support, induction, training and administrative support services for elected members | Ongoing | Jul-Dec 18 | <ul style="list-style-type: none"> The Council Support roles provide administrative support to Elected Members on an ongoing basis. Key training attended by Elected Members this reporting period included Local Government Refresher training in August 2018 and some Elected Members attended various WALGA training courses. | Proceeding as planned |



Progressive - Our objective is a resilient organisation demonstrating unified leadership and governance

| Action | Due Date | Quarter | Comments | Action Status |
|---|----------|------------|---|-----------------------|
| 4.2.3.3 Provide effective nomination support, induction, training and administrative support services for elected members | Ongoing | Jan-Mar 19 | <ul style="list-style-type: none">Key training attended by Elected Members this reporting period included WALGA – Manage Recovery Training for Local Government in February 2019. | Proceeding as planned |
| | | Apr-Jun 19 | <ul style="list-style-type: none">Key upcoming training scheduled for Elected Members include Meeting Procedures and Debating in November, Planning Practices in September and attendance at the 2019 WA Local Government Convention in August. | Proceeding as planned |

Attachment 1: Correspondence: Western Australian Planning Commission to Shire of Serpentine Jarrahdale, Planning Investigation Areas 6 December 2018



Our ref: PLH2018P0672
Enquiries: Nicole Lucas-Smith, Ph: 6551 9463

Mr Ken Donohoe
Chief Executive Officer
Shire of Serpentine Jarrahdale
6 Paterson Street
MUNDIJONG WA 6123

Dear Mr Donohoe

PERTH AND PEEL @ 3.5 MILLION – PLANNING INVESTIGATION AREAS

In March 2018, the Western Australian Planning Commission (WAPC) released Perth and Peel @ 3.5 million suite of strategic land use and infrastructure plans to guide anticipated development to 2050. Work has commenced to implement Perth and Peel @ 3.5 million, particularly in relation to the Planning Investigation Areas (PIAs) identified within the Sub-regional Planning Frameworks (Planning Frameworks).

The Planning Frameworks provide guidance on PIAs including:

- PIAs need to be considered as part of the strategic reconsideration of the land use in the sub-regions;
- PIAs are subject to planning investigation to consider their suitability for possible land use change;
- The investigations will determine whether it is possible and appropriate to rezone some or all of the land, and what studies need to be undertaken prior to any Region Scheme amendment process; and
- PIA classification of a site should not be construed as WAPC support for a change from the existing land use and zoning, as this will depend upon the outcome of the further investigations.

On 29 August 2018, the Western Australian Planning Commission considered a high level work program to progress the PIAs. The work program is based on a number of key elements:

- Department of Planning, Lands and Heritage will manage the investigations necessary for the PIAs;
- PIAs will all be determined prior to the anticipated review of Perth and Peel @ 3.5 million (after three years from their release).

Postal address: Locked Bag 2506 Perth WA 6001 Street address: 140 William Street Perth WA 6000
Tel: (08) 6551 8002 Fax: (08) 6551 9001 info@dph.wa.gov.au www.dph.wa.gov.au
ABN 35 482 341 493
wa.gov.au