



Corporate Business Plan

2018-19 Progress Report

January to March 2019



Shire of
Serpentine
Jarrahdale

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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

92% Proceeding as planned / Completed (21)

4% Issues Exist (1)

4% Not Started (1)

Key Achievements and Highlights

- ❖ Secured grant funding of \$15,158 towards the upgrade to Serpentine Tennis Courts
- ❖ Initiated two new library programs: SJ Creators and SJ Writers
- ❖ Briggs Park Oval Upgrade project is 52% complete
- ❖ 15 library volunteers provided 337 hours
- ❖ Advertised 2 rounds of Grants under the Community Grants Policy
- ❖ Mundijong Police have reported a reduction in the number of youth issues in Byford since the Youth Development officers commenced in January 2019.
- ❖ Secured grant funds of \$12,500 towards the Secure and Healthy Food action under the Health and Wellbeing Strategy
- ❖ Completed remaining firebreak inspections
- ❖ Secured grant funds of \$521,000 for Bushfire Mitigation upgrades and improvements in Oakford
- ❖ 1600 Neighbourhood Watch Newsletter Subscribers
- ❖ Administered 7 Volunteer Recognition awards





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		
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. 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 	Proceeding as planned



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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	<p>November 2018 meeting (OCM139/11/18).</p> <ul style="list-style-type: none"> • 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". ○ 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 	



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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	<p>and to introduce them to each other.</p> <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> • 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. • See action 4.1.1.3 for an update on the review of fees and charges in preparation for 2019-20. 	
		Apr-Jun 19		



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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 	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	Jan-Mar 19	<p>for the Food and Farm Fest occurring in May 2019.</p> <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. 	
		Apr-Jun 19		
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



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.5 Provide funding options to support sporting and community groups and projects as well as individuals.	Ongoing	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		
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 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.6 Develop youth and family plan	30 June 2019	Jan-Mar 19	<p>established, with membership numbers low but steadily increasing.</p> <ul style="list-style-type: none"> 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. 	
		Apr-Jun 19		
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		
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
		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	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.1.8 Review Disability Access and Inclusion Plan	30 June 2019	Jan-Mar 19	Shire community facilities was completed in March 2019. The results will be presented to the Committee for review in April 2019.	
		Apr-Jun 19		
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		
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		



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Action	Due Date	Quarter	Comments	Action Status
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

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		
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 Bight" 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.2.2 Provide efficient, effective, compliant environmental health service	Ongoing	Jul-Dec 18	<p>community education campaign.</p> <ul style="list-style-type: none"> 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 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. 	
		Apr-Jun 19		



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Action	Due Date	Quarter	Comments	Action Status
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• 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



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"> • 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. ○ 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 people burning off illegally). ○ 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 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
1.1.2.3 Provide efficient, effective, compliant regulatory services	Ongoing	Jan-Mar 19	finalisation by 31 August 2019.	
		Apr-Jun 19		



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		
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		



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		



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. ○ Continued implementation of the afterhours call centre. 	



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	<p>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.</p> <ul style="list-style-type: none"> ○ 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. <ul style="list-style-type: none"> ● Health and building statutory services are ongoing as previously reported. See actions 1.1.2.3 and 1.1.2.2 for specific updates. 	
		Apr-Jun 19		
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



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"> 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. 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		



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"> Bush Fire Advisory Leadership and Captain meeting held in January 2019. Local Emergency Management Committee meeting held in March 2019. 	Proceeding as planned
		Apr-Jun 19		

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	Proceeding as planned



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

Action	Due Date	Quarter	Comments	Action Status
1.3.3.1 Develop and implement Community Safety Plan	Ongoing	Jan-Mar 19	Plan. This document is currently in draft form and is anticipated to be finalised in the first quarter of 2019-20.	
		Apr-Jun 19		
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
		Apr-Jun 19		



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

52% Proceeding as planned / Completed (16)

45% Issues Exist (14)

3% Not Started (1)

Key Achievements and Highlights

- ❖ Determined 83 development applications valued collectively at \$5.9M
- ❖ Assessed 108 Engineering Development Applications
- ❖ Progression of a number of key local planning strategies
- ❖ The weed spraying crew completed 350 stops to carry out weed management throughout the shire
- ❖ Completed Smart Cities and Suburbs research relating to residential energy efficiency
- ❖ Attended the HIA Home Show to promote solar passive home design, rain water capture and use, energy efficiency and renewable energy
- ❖ Recruitment of a Waste and Fleet Manager
- ❖ Environmental clean-up of the Watkins Road Transfer Station in Mundijong





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		
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; 	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>and</p> <ul style="list-style-type: none"> Received 1 Joint Development Assessment Panel application. <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. 	
		Apr-Jun 19		
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: 	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	Jan-Mar 19	<ul style="list-style-type: none"> ○ 2 x Civil Drawing Approval; ○ 8 x Engineering Clearances; and ○ 108 x Engineering Assessment of Development Applications. <ul style="list-style-type: none"> • 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. 	
		Apr-Jun 19		
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		
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



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

Action	Due Date	Quarter	Comments	Action Status
2.1.1.5 Develop a new Local Planning Strategy	30 June 2019	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		
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 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		
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	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	Jul-Dec 18	existing policies to ensure the Shire's suite of planning controls is reflective of Council expectations and community aspirations.	
		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		
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	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	Jan-Mar 19	separately and the latter will coordinate the spatial components of the IPRF Informing strategies. This work is being done internally.	
		Apr-Jun 19		
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		



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		
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 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	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	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.	
		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		
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		
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	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	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.	
		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		
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. 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		



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	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		
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



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

Action	Due Date	Quarter	Comments	Action Status
2.1.1.16 Develop a Development Contribution Plan for West Mundijong Industrial Estate	30 June 2018	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		



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		
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. 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 	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		Jan-Mar 19	by April 2019 which includes a localised Masterplan.	
		Apr-Jun 19		
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		



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		
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 achievement of appropriate licences. The Shire will be commencing the State of Environment Report to identify natural resource availability in an environmentally	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	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.	
		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		
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. 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 	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	<p>program and increases program reach and impact.</p> <ul style="list-style-type: none"> 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. 	
		Apr-Jun 19		
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	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	Jul-Dec 18	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. 	
		Apr-Jun 19		



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
		Apr-Jun 19		



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	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.	Not Started
		Apr-Jun 19		
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		



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		
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		



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		
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		



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

- ❖ Became a member of the recently formed Perth Hills Tourism Alliance
- ❖ Continued to progress the tourism joint venture for Jarrahdale Road
- ❖ Opera at the Mill event held, 780 tickets sold
- ❖ Request for Quotes awarded for Soldiers Road Rehabilitation Works and Kargotich Road Rehabilitation.
- ❖ Jarrahdale Road Rehabilitation Works 60% complete
- ❖ Completed the review of the Asset Management Plans
- ❖ Replaced the guard rails on Mundijong Road
- ❖ Purchased a grader and established a Gravel Road Maintenance Program
- ❖ Developed a Shoulder Maintenance and Resheeting Program
- ❖ Completion of road shoulder maintenance on Orton Road in Byford and Keirnan Street in Mundijong
- ❖ Hosted the CEDA (Committee for Economic Development of Australia) Trustee lunch function





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

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		



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		
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	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	Jan-Mar 19	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.	
		Apr-Jun 19		
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
		Apr-Jun 19		
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 	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	Jul-Dec 18	of moves to grow the local economy and create future jobs.	
		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: <p><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" - Paddi Creevey OAM, CHAIR PEEL Development Commission</i></p> <p><i>"Such an amazing atmosphere and backdrop. The food was amazing. What a great setup." Alastair Kleyn, Director Alita Constructions</i></p> <p><i>"It was a phenomenal evening, superbly well organised and a credit to the team that inspired it and made it happen" Jarrahdale Resident</i></p> The Bus Tour has yielded several major tourism and economic development investment opportunities are progressing towards development applications. 	Proceeding as planned
		Apr-Jun 19		



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		



Action	Due Date	Quarter	Comments	Action Status
3.3.1.2 Prepare discussion paper identifying the advantages and disadvantages on staying or leaving Metropolitan Regional Scheme	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
		Apr-Jun 19		
3.3.1.3 Review and maintain Asset Management Plans for roads, footpaths, drainage, parks and reserves	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.	Proceeding as planned
		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: <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



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

Action	Due Date	Quarter	Comments	Action Status
		Apr-Jun 19		
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		
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		
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 	Proceeding as planned



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	<p>initiatives identified in the <i>Perth and Peel @3.5million.</i></p> <ul style="list-style-type: none"> As at 31 December 2018, the Shire has secured approximately \$6.1M of grant funds to support Transport Programs within the Shire. 	
		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		



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		



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

- ❖ 2 Shire Trainees successfully completed their traineeship
- ❖ Developed Customer Feedback Forms
- ❖ Completed the Compliance Audit Report
- ❖ Internal Auditor and Governance and Risk Coordinator roles established
- ❖ Carried out 2 Internal Audits
- ❖ Held an internal Good Governance Forum
- ❖ Completed the 8 year review of local laws in accordance with s 3.16 of the *Local Government Act 1995*
- ❖ Established Business Unit Key Performance Indicators
- ❖ Held advocacy meetings with State and Federal representatives and Main Roads to discuss Tonkin Highway
- ❖ Developed a new Community Contributions council policy





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 	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	<p>February 2019.</p> <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. 	
		Apr-Jun 19		
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 	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	Jan-Mar 19	<p>Council in February 2019.</p> <ul style="list-style-type: none"> 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. 	
		Apr-Jun 19		
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



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"> 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. 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		
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. A review of the current GL structure has commenced to improve accuracy 	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	<p>of reporting data. Subsequent training will be rolled out to staff.</p> <ul style="list-style-type: none"> Development of centralised procurement process mapping has progressed, with many now in a final draft stage. 	
		Apr-Jun 19		
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		
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		



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	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). Nil incidences of non-compliance identified. Report submitted to the Department of Local Government, Sport and Cultural Industries 5 March 2019. 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		
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). 	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 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. 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. 	



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

Action	Due Date	Quarter	Comments	Action Status
		Apr-Jun 19		
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. 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 	Proceeding as planned



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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	<p>the various local laws is currently underway.</p> <ul style="list-style-type: none"> 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. 	
		Apr-Jun 19		
4.1.1.10 Optimise developer contributions to provide facilities and infrastructure to meet the needs of the growing community	Ongoing	Jul-Dec 18	<p>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 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</p>	Proceeding as planned



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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	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.	
		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		
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 maximise health, wellbeing and early development of young children at a local level. 	Proceeding as planned



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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	<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. 	
		Apr-Jun 19		
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
		Jan-Mar 19	The review of the BCP is scheduled for completion in 2019-20.	Minor issues exist
		Apr-Jun 19		
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. 	Proceeding as planned



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Action	Due Date	Quarter	Comments	Action Status
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"> 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. 	
		Apr-Jun 19		

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. 	Proceeding as planned



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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 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: <ul style="list-style-type: none"> Website: Sessions: 59,730 Users: 41,951 Page views: 125, 911 Facebook: Total likes: 6372 New likes: 302 Total reach: 382 828 LinkedIn: Total followers: 456 New followers: 48 Page views: 375 Twitter: Total followers: 284 New followers: 11 Total impressions: 26, 900 Instagram @unearthsj: Total followers: 396 Instagram @youthofsj: Total followers: 130 Media: Media responses: 13 Media releases: 12 Speeches/messages: 5 The Shire has commenced its new website project, with a project brief being sent to prospective agencies in April 2019. 	
		Apr-Jun 19		
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



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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		



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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. Attendance at the Future of Local Government State Wide Forum 	Proceeding as planned



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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	<p>February 2019.</p> <ul style="list-style-type: none"> 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. 	
		Apr-Jun 19		
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. 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. 	Proceeding as planned



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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"> 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. 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. 	
		Apr-Jun 19		



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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		



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Action	Due Date	Quarter	Comments	Action Status
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
		Apr-Jun 19		



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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		
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	Proceeding as planned



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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	Member Code of Conduct and the Committee Member Code of Conduct - OCM114/10/18.	
		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		
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
		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		

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).

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