



Annual Report

2014-2015



Shire of
Serpentine
Jarrahdale

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Shire President's Report

I am delighted to present the Annual Report for the 2014/15 year as the Shire President for the Shire of Serpentine Jarrahdale, now the fastest growing locality in the nation. With a growth rate of 6.8% annually, we expect our population will continue to increase reaching over 63,000 by 2036.

This Report highlights the number of community facilities and projects we have delivered during the year. From upgrades to Briggs Park in Byford and Mundijong Pavilion to new playgrounds in Keysbrook, Hopeland and Forrest Green, it has been a busy year. We were also involved alongside the National Trust and Murdoch University in embarking upon the transformation of Whitby Falls, with a meandering footpath measuring 700 metres, a picturesque picnic area and the planting of over 2,000 shrubs marking the start of a captivating project which will see the site accommodate a state of the art Murdoch University campus specialising in Veterinary and Biomedical Sciences.

This year, I was appointed Chairman of the Regional Development Committee for the State. This is good news for the Shire of Serpentine Jarrahdale. Over the coming years, I will work with fellow committee members to make the rail link to our region a reality.

As we move forward, we continue to demonstrate a strong financial position by ensuring a low percentage of rate revenue funds loan repayments. In this year, the Shire maintained its long term average of 8% with a record low of 5% rates increase.

Over the coming year, we will be working diligently to deliver improved facilities and services to our community. From the Byford & Districts Country Club and the Serpentine Skate Park to construction of club facilities at Kalimna Oval, and refurbishments of the Byford Tennis Court.

Councillors



Shire President
Cr Keith Ellis



Deputy Shire President
Cr Sam Piipponen

South Ward



Councillor
Cr Bruce Moore



Councillor
Cr Gary Wilson



Councillor
Cr Barry Urban

North Ward



Councillor
Cr John Kirkpatrick



Councillor
Cr John Erren



Councillor
Cr Sandra Hawkins



Councillor
Cr John Rossiter

Chief Executive Officer's Report

Improved customer service has been a major focus for the Shire of Serpentine Jarrahdale during the 2014/2015 year. Every single staff member has attended customer service training, we have revisited and changed our organisational values so they are more aligned with delivering outcomes, and we have rolled out a Customer Service Charter to clearly define expectations for our staff.

This commitment to Customer Service has also seen changes to the way we do things. Planning and building processes have been streamlined, and we worked on an organisational review for the Shire which will take effect during the 2015/16 year.

The improvements were not limited to the organisation. Paterson Street, Mundijong enjoyed a complete transformation in the lead up to Anzac Day 2015, with power transferred to the underground, landscaping to the median strip and pathways. The new and improved Paterson Street incorporates an Anzac Memorial Walk progressed by the community, and commemorating our fallen soldiers.

We continue with our Community Funding Program and Localities Funding Program to assist with local projects and initiatives. Some of the recipients included the War Memorial in Byford, support for the SJ Wellness and R U OK Day, new equipment for Marri Grove Playgroup, and help for many other community groups across the Shire.

As we move forward, staff at the Shire of Serpentine Jarrahdale will commit to our Customer Service Charter to ensure we maintain a high level of service for our residents. We are keen to work with the community to deliver more opportunities for them to have their say, not only through feedback initiatives, but also during community consultation phases of planning projects across the Shire.

Richard Gorbunow
Chief Executive Officer



Leadership Team



Chief Executive Officer
Richard Gorbunow

- Human Resources
- Governance
- Communications and Marketing
- Executive Support



Director Engineering
Gordon Allan

- Engineering Services
- Environmental Services
- Emergency Services
- Operations



Director Corporate and Community
Alan Hart

- Community Services
- Customer Service
- Finance
- Information Technology
- Library
- Records



Acting Director Planning
Deon van der Linde

- Building
- Statutory Planning
- Strategic Planning
- Health
- Rangers and Compliance



Governance and Leadership

“Strong leadership and skilled staff working with the community and partners to ensure the best use of our resources.”

Strong Leadership

Progressive Organisation

Capable Councillors

Listening and Learning





Highlights

Our Policies, Processes and Procedures

- Customer service has improved considerably in the past year and the number of complaints dropped sharply towards the end of the financial year.
- Six contentious Local Planning Policies were reviewed and adopted by Council and one new one was approved for advertising.
- The revised Landscape Protection Policy (LPP 8) and associated amendments were approved by Council.
- Significant progress was made on streamlining processes and procedures for planning applications. At the end of the financial year there were virtually no applications that exceeded the statutory timeframes.
- The Building Team completed a total re-evaluation of processes and practices to ensure compliance with the new building regulations.
- The planning delegations were reviewed to ensure better governance practices.
- The Public Health Plan was adopted by Council.
- The Development Compliance Policy was adopted by Council.
- Council adopted the Parking Local Law.

Investing in Our People

- Invested and coordinated training and personal development, project and contract management for Project Officers.
- Recordkeeping training sessions were held for each new staff member in the first week of their employment at the Shire. This ensures staff are aware of their recordkeeping compliance obligations and to train them in the use of the electronic record keeping system.

Improving Our Resources

During the year, there were upgrades to software and equipment repairs from the Information Technology department.

- An upgrade to the Shire's ageing server infrastructure was undertaken resulting in greater efficiencies due to increased speed and reliability.
- An IT Disaster Recovery Plan was prepared, successfully tested and finalised.
- The Shire's photocopier printers were replaced with more efficient multifunction machines providing greater accountability through the use of secure pin cards, as well as activity and cost monitoring features. The new machines have the added advantage of being serviced locally thus reducing operational down time to less than four hours.



Enhancing Our Service

- The Library software system was upgraded to provide better security and efficiencies.
- The Shire's customer service area was rejuvenated to deliver a friendlier experience for residents.
- The Freedom of Information Statement was updated in June and a copy placed on the Shire's website.
- Long outstanding State Administrative Tribunal Appeals have been resolved through mediation.
- Elected members and officers were positively involved in working toward good outcomes in the joint Development Assessment Panel and State Administrative Tribunal processes.
- Project Managers have developed strong working relationships with key stakeholders (Byford Progress Association, Developers, Byford & Districts Bowling Club) and introduced and implemented the Project Charter document (business need, stakeholder requirements and scope).

Local Government Reform

During the 2014/15 financial year, the Shire of Serpentine Jarrahdale was the focus for Local Government Reform. Between the months of October 2014 through to February 2015, the Shire of Serpentine Jarrahdale was working collaboratively with the City of Armadale and the Shire of Murray to progress Reform. The Reform process required significant investment of resources across the organisation with representatives from each department involved with Local Implementation Committees and others involved with preparing for the process such as Finance, Records and Information Technology departments.

Geographic Information System (GIS)

- Ongoing support was provided throughout the year to Strategic Planning, Statutory Planning, Health and Building Services, Environmental and Sustainability Services, Community Services, Emergency Services and the Rates team who all made good use of the GIS.
- The primary use of resources for IntraMaps and GIS Support was the ongoing fulfillment of user requests for spatial data and spatially derived information and additions/updates to IntraMaps. The maintenance of the two IntraMaps installations is a small but significant contributor to resource use, consuming about 10% of the total consultant time.
- The creation of processes and data sets to facilitate the merge of the Shire of Serpentine Jarrahdale into the Shire of Murray and the City of Armadale. This was followed by a process to destroy all the merge data and dismantle the processes to create the merge sets when the amalgamation process was halted.
- IntraMaps version 7.5 was updated to version 8.0, delivering clearer maps with better visual styling and significant performance increases in IntraMaps.

..... Records

48,208 items

↑ 4.25%
from last year.

(including  **1,649** health and building applications | **776** and development applications )

10

**Freedom
of
Information
Applications**

 Information
Technology
2036

helpdesk calls being
logged and resolved

↑ 6.4%
from last year.

777

logged resolved
-- the same day --

↑ 2.8%
from last year

Financial Sustainability

“We have the financial fuel to achieve our objectives on an ongoing basis.”

Responsible Management

Innovative Partnerships

Financial Diversity

Business Efficiency





Highlights

Managing Responsibly

- Initiated a system to ensure a Project Charter is required for each project, requiring a program of project activities utilising Microsoft Project, incorporating schedules and milestones.
- Established Levels of Service for Roads, Footpaths, Parks and Reserves and Buildings including data pick up, conditioning and 10 year forwards.
- Council reappointed auditors Moore Stephens during June 2015 to undertake regular auditing services for the Shire.
- Council Policies were reviewed during the financial year to ensure Council is adhering to legislation, reflecting best practice, and optimising business efficiency.

Our Innovative Partnerships

- Shared services have continued with Switch your thinking and extended to include the Peel Harvey Biosecurity Group, the Peel Harvey Natural Resource Management Group of Officers and the Technical Working Group toward Horticultural Enterprise Local Planning Policies for each of the Peel Group of Councils.

Financial Diversity

- New income streams now exist for the assessment of developer submitted water and landscape plans and documents.
- The Shire recognises that funds need to be put into reserves to remain financially sustainable and plan for the future. The Shire increased the total value of reserves by \$1,020,000 in the 2014/2015 financial year. Waste reserves were increased by \$400,000, asset management and community facilities reserves increased by \$419,000, and the light fleet reserve increased by \$185,000. \$82,000 was also transferred into the Natural Disaster Recovery Management Reserve.

Ensuring Business Efficiency

- Valuers performed a valuation of the fair value of Infrastructure assets during 2014/15. The transition to fair value has been phased in over the last three years in accordance with Australian Accounting Standards. All categories of fixed assets are now recorded at fair value as at 30 June 2015.
- The Shire has been working to reduce debt levels over the last few years. In addition to the \$2.99 million of debt retired in 2013/2014, this financial year a further \$333,000 has been retired. Total outstanding debt remaining at 30 June 2015 is \$2.11m.
- The Rates Team created 1045 new properties in the 2014/2015 financial year, raising \$854,000 in interim rates. The team reached a percentage of 2.69% of collectible rates outstanding for the year.

Built Environment

“Sustainable planning, design and building of appropriate and accommodating places and spaces for the Shire’s diverse population.”

Urban Design with Rural Charm

Appropriate Connecting Infrastructure





Projects completed during the year

- Basketball playing area for Percy's Park.
- Upgrade to the Briggs Park Pavilion Toilet.
- Upgrade to the Briggs Park Lower Oval.
- Enhancements to the kitchen at Mundijong Pavilion.
- Air conditioning and Solar Panels for Eric Senior Pavilion.
- Creation of Mundijong Skate Park within town centre with relocation of equipment.
- Play equipment for Forest Green Reserve.
- Serpentine St John Ambulance Building.
- Playground for Keysbrook with support from the Keysbrook community.
- Playground for Hopeland.
- Air conditioning at Byford Central Pavilion.
- Refurbishment of the Shire's Customer Service area.
- Emergency Services Incident Control Vehicle Shelter.
- Progression of the Whitby Falls Project with installation of a pathway, picnic area and surrounding landscaping.
- Commencement of works for Byford Country Club.
- Serpentine Community Recreation Centre gymnasium now providing 24 hour access following installation of system during the year.

Upgrading our Roads

Paterson Street

- The largest individual project of the year was the upgrade to Paterson Street in Mundijong, which incorporated pavement replacement and extension works, installation of in ground drainage, construction of defined parking areas, footpath improvements, island construction, installation of better street lighting and landscaping.

Roadworks around the Shire

- During the 2014/2015 financial year, the Operations Team delivered a number of road upgrade projects, as outlined below:
 - Kargotich Road (south of Randell Road) - rehabilitation and construction works.
 - Richardson Road (between Feast and Summerfield Roads) - rehabilitation and construction works.
 - Watkins Road (western end between Rose Road and South West Highway), installation of asphalt overlay.
 - Nettleton Road and South West Highway - intersection upgrade works.

Paths and Cycleways

- A 0.9 km section of a dual use path was constructed along Soldiers Road, linking into the previously constructed Mundijong townsite which finished at the Paterson Street and Kiernan Street intersection.

Sustainable Development

- Our Environmental Services team were involved in a number of projects and initiatives to promote sustainable development across the Shire. These include:
 - Working with local developers to deliver new parks, reserves and streetscapes which incorporate vegetation that is natural to the area, water wise and cost effective.
 - Commencing investigations into drainage modelling to prevent flooding to localised areas when development happens.
 - Completion of the Whitby Falls Public Access and Amenity Project on time and budget, including the planting of over 2,000 shrubs to complement the 700 metre pathway and picnic area.

Enhancing and Progressing Our Infrastructure

- Inspections of all Shire owned bridges (9 in total) has been completed. As a result, bridges located on Jarrahdale Road and Richardson Street will receive funding through the State's Bridges for Special Projects Funds to be allocated during the 2016/2017 financial year.
- Stage 2 of the Byford Secondary School was approved and construction started.
- Stage 1 of the Catholic College in Byford was approved and construction started.
- Following a feasibility study and community consultation, detailed plans have been drawn up for the Serpentine Skate Park, earmarked for the Clem Kentish Recreation Precinct. Construction is due to commence in September 2015.
- The Byford Multi-purpose Sporting and Community facility was approved by Council and construction commenced.

Achievements in Planning

- The Shire's Rural Strategy was endorsed during the year. The Rural Strategy will guide developments and subdivisions within relevant parts of the Shire. Urban centres in Byford, Mundijong and Oakford have been excluded from the Strategy to cater for population growth.
- Four significant Local Structure Plans were adopted by Council during the year:
 - Mundijong (between Sparkman Road and Cockram Street)
 - Lot 2 South Western Highway (Nettleton Road)
 - Lot 1 Pinebrook Road and Lots 3 and 128 South Western Highway, Byford
 - Cardup Business Park
- The Byford Parking and Access Strategy was approved by Council, designed to enhance parking and access within the Byford Town Centre identifying areas for parking and creating a more enjoyable experience for pedestrians.
- Council resolved eight State Administration Tribunal appeals through mediation.
- Significant resources were expended in ensuring good outcomes in partnership with the community through the State Administrative Tribunal.
- Bio-Organics appeals process.
- The Mundijong Police Station was approved by Council.

Statistics

Planning

756 development applications determined

56 subdivision applications determined

Building

1580 Approvals
(a record number, increased from 1456 last year)



Local Economy

“The Shire is a network of progressive, connected communities with sustainable industries, vibrant villages, tourism drawcards and more employment opportunities.”

Sustainable Industries

Tourism

Regional Collaboration





Highlights

Creating Industry

Spanning 470 hectares, the West Mundijong Industrial Area could potentially create 880 industrial lots and hundreds of jobs for residents, whilst attracting investment to the region.

- The West Mundijong Industrial Area Metropolitan Regional Scheme Amendment and District Structure Plan were submitted to the WA Planning Commission. The proposal was captured in the Perth@3.5 million strategic document issued by the Western Australian Planning Commission.
- The West Mundijong Industrial Area Agricultural Precinct Concept Plan was approved by Council, and is awaiting endorsement from the WA Planning Commission
- The Cardup Business Park Local Structure Plan was approved by Council. The area borders Cardup Siding Road, South West Highway, Robertson Road and Norman Road, and has been rezoned from rural and special use to urban development, creating much-needed commercial space for the Shire.

Delivering Tourism

- During the year, tourism was managed by the SJ Community Resource Centre on behalf of the Shire. Achievements have included development and distribution of the business directory, installation of visitor signage on South West Highway, and ongoing maintenance of the tourism website at www.serpentinevalley.com.au
- The Recreational Vehicle Short Stay Area in Jarrahdale has been planned, community consultation undertaken and construction has commenced. This parking area will assist to accommodate passing tourists and help to bolster income for local business.

Working with Local Business

- Supporting local business continues to be a priority for the Shire. During the year, senior officers have worked with local business leaders to increase services for the area, including the establishment of medical centres in Serpentine and Mundijong.
- Our relationship with Peel Chamber of Commerce and Industry remained strong during the year, with the Shire of Serpentine Jarrahdale investing as a premium member. This involvement extended to a Business After Hours event at the beginning of the financial year, providing a forum for local business and industry to gather.

Natural Environment

“In partnership with the community, the Shire has protected and restored our natural environment.”

Responsible Resource Management

Excellence in Environmental Management

Environmentally Active Community





Highlights

Environmental Management

- Landscapes and biodiversity values of our Shire have been protected, restored and managed during the year, through the delivery of visual resource impact assessments, areas being rezoned from rural to conservation zone and new reserve management plans being developed.
- A Climate Change Strategy and Local Action Plan have been endorsed by Council. The Strategy and Plan are designed to recognise Climate Change in planning and development across the Shire, and to foster regional partnerships to focus on Climate Change into the future.
- Achievements in this area has included support for new and existing community groups such as an equestrian group and a friends of group, to assist with hand weeding and planting in our reserves.

Enhancements to Parks and Gardens

Our Parks and Gardens department have made a significant contribution to the Shire's natural environment during the year, including:

- Pruning Under Power Lines program completed throughout the Shire.
- Replanting of native vegetation areas in reserves within the Byford Central Estate.
- Renovations to paved areas and garden beds at Byford Hall.
- Landscaping improvements associated with the Paterson Street upgrade works in Mundijong.
- Turf renovation to active sports fields.
- Tree planting and landscaping modifications to the Linton Street reserve in old Byford.

Waste Management

Our services in waste management has continued during the year.

- The kerbside collection delivered under contract arrangements with Perth Waste continues to run well and has been extended.
- As the Shire continues to grow, the number of bins required has increased by 80 each month.
- The pace of development and population growth continues to drive increased demand in areas such as street bins, park bins and for provision of dog bags at parks and ovals.
- Our hard waste / green waste collections were again conducted by a contractor this year. Issues with timeliness of the collections arose. As a result, a new supply arrangement has been implemented for the next round of pickups. This arrangement has an increased emphasis on timeliness of service delivery.
- Illegal disposal of litter continues to be a priority focus area for the Shire. This issue now represents one of the core functions for our routine maintenance crews. Efforts are being made to identify offenders quickly and prosecute accordingly.
- Through our membership with Rivers Regional Council, we are progressing with establishing a supplier arrangement for a district common waste receipt and management facility, aimed to reduce material going to landfill and achieve other environmental aims like clean production of energy.

Community Wellbeing

“Residents are active, connected and engaged in community decisions.”

Engaged Community

Active and Connected People





Highlights

Connecting our Community

• **Community Events**

Community Services have hosted a range of free community events including the Australia Day breakfast and awards celebration, a commemorative service and morning tea to mark the ANZAC Centenary, and a lunch to celebrate and thank our many volunteers in the Shire.

• **Community BBQs and Crime Prevention Survey**

In conjunction with the local police and YMCA, the popular community BBQs have once again been held in our main localities. A community safety survey was conducted with the results forming the foundation of a revised Community Safety and Crime Prevention Plan.

• **Youth Services**

The Y-Time program run by YMCA on behalf of the Shire continues to deliver outreach and case management to a growing number of local youth across all localities. The service has expanded this year to run a number of small scale events including pamper days, bike restoration workshops and also a National Youth week event attended by the Minister for Youth.

• **ANZAC Centenary Art Expo**

The Shire partnered with the Serpentine Jarrahdale RSL Sub Branch and Bendigo Bank Byford and Districts Community Bank Branch to sponsor an art expo showcasing work from all nine schools within the Shire.

Delivering Community Support

• **Event Management Applications**

An events package and process was introduced to improve the coordination of event applications that the Shire receives, and the related technical information required to assist the applicants with event management compliance.

• **Funding Programs**

The Community Funding Program continued during the 2014/2015 year, with the Shire investing \$50,000 to community groups for local projects and initiatives.

• **Kidsport**

Over 200 local youth have benefitted from the KidSport program run by the Department of Sport and Recreation and administered by the Shire.

Staying Active

• **Serpentine Jarrahdale Community Recreation Centre**

Owned by the Shire and managed by the YMCA under a contract arrangement, the Serpentine Jarrahdale Community Recreation Centre has undergone a number of changes during the year. These include increased use of the Centre by the Byford Secondary College, and the conversion of the gym to a 24/7 access facility to meet market demands.

• The Centre also expanded their service to deliver activities for seniors. Serpentine Jarrahdale enjoyed a very successful 'Seniors Week'.

• In addition, Alcoa has again committed to holding the company's WA staff training and development out of the Centre during July and August.



Mundijong Public Library

- With our philosophy that you're never too young to learn, Mundijong Library continued to deliver the Better Beginnings program locally, with Child Health Nurses distributing 360 bags to new mums and babies during the year. In addition, literacy seminars were held for new mothers' groups, child care centres and playgroups. Presentations were also held with kindy classes at all local schools reaching 350 families during the 2014/2015 year.
- The Book Bugs and Bookworm reading reward program continues to grow. There are 50 members in each group, and Book Bugs is in its 10th year.
- In partnership with five surrounding local governments, Mundijong Public Library delivered Write Along the Highway, a writers and authors program.
- SJ Library Friends established since 2011 has a membership base of 75 people, and continue to support the Library at our events such as Pancake Poetry Day, Bibbulmun Walk talk and Library Lovers Day.

The Friends group offer a range of events for the community such as visiting authors and second hand book sales. Members also assist with the delivery of resources to housebound customers through the Books On Wheels program, and assisted with the Adopt a Shelf program.

They have excelled with the growth of the community history collection, which was on display at the Celebrate WA exhibitions. Their great achievement has been the Oral History Program, with many people being trained to interview and transcribe. Their fundraising efforts have assisted in the purchase of a new scanner for the community history photographs, display cabinet and a camera.

- Mundijong Library has benefited from a band of volunteers who have given over 680 hours to complete tasks during the year.
- School holiday programs have again proved popular, regularly booked to capacity. Topics have included: Geocaching, Illustrator James Foley, Mosaics, Ukulele, local author talks, SciTech and several movie nights.
- A Book Cubby has been built by the SJ Men's Shed to help promote the Library at external events.
- The Library was involved with community groups with Poppy Making and the ANZAC Art Expo.
- Mundijong Library has been able to support residents with work placements at local schools and TAFE.

Active Library Membership by Suburb

Suburb	Number
Byford	734
Serpentine	527
Mundijong	376
Jarrahdale	314
Cardup	153
Mardella	121
Oakford	80
Darling Downs	50
Oldbury	44
Karrakup	40
Keysbrook	21
Whitby	20
Hopeland	20

Library Membership by Type

Junior	763
Young Adult	287
Adult	1119
Senior	356
Others	93
Total	2618

Active Library Membership Totals by Year

2009	2491
2010	2549
2011	2445
2012	2364
2013	2377
2014	2464
2015	2618

The Year Ahead

During 2015/2016, the Shire will deliver a range of community projects, initiatives, upgrades and construction of roads across the locality.





Community Projects

Project	Expenditure (with funding partners)*	
Ongoing Projects	Total Project Cost	2015/2016 Budget
Byford Country Club	\$5,105,000	\$4,333,094*
New Projects		
Construction Kalimna Oval Club Facility Stage One		\$460,000
Mundijong Oval Lighting Upgrade		\$320,000*
Minor upgrade of Briggs Park lower oval Subsoil drains and turf renovations		\$150,000
Serpentine Ambulance Hall		\$150,000
Serpentine Skate Park		\$140,000
Percy's Park Toilet		\$120,000
Briggs Park Youth Precinct Facilities - Skate Park		\$100,000
Mundijong Netball Court Refurbishment		\$60,000
Byford Central Basketball Half Court and BBQ		\$40,000
Gazebo for Byford by the Scarp		\$40,000
Upgrade Mundijong Public Toilets		\$40,000
Briggs Park Youth Services Room		\$35,000
Byford Fire Station Roof		\$20,000
Byford Tennis Court Refurbishment		\$15,000



Delivering Infrastructure

Road	Expenditure (with funding partners)*	
Ongoing Projects	Total Project Cost	2015/2016 Budget
Abernethy Road - upgrade	\$19,800,000*	\$6,999,794*
Thomas Road Design	\$830,085*	\$280,000*
Abernethy Road design	\$662,246*	\$150,000*
New Projects		
Kingsbury Road - reseal		\$434,775*
Hopelands Road - South of Punrak Road		\$329,556*
Rowley Road - East of Blair Road		\$305,311*
Lightbody Road		\$240,000
Benalla Crescent		\$238,611*
Nettleton Drive - reseal		\$216,711*
Orton Road - Kargotich and King Roads		\$213,614*
Kargotich Road - North of Mundijong Road		\$191,122*
Hopkinson - Thomas Road - improve cross sectional width of bridge		\$180,000*
Alexander Road - Marri Grove Primary School		\$180,000*
Fisher Road - resurface pavement		\$120,000*
Utley Road - rehabilitation project		\$117,000*
Kargotich Road - Thomas to Mundijong Road		\$70,000*
Richardson Street Bridge		\$26,405
Abernethy Road - Soldiers Road - median island		\$18,000*
Jarrahdale Road Bridge		\$8,395



Community and Locality Funding Programs

During 2015/2016, the Shire of Serpentine Jarrahdale will continue to deliver the Community and Locality Funding Programs, assisting local community groups with funding to deliver programs, initiatives and much needed playgrounds and facilities for the Shire. \$180,000 will be available through the Locality Funding Program, with \$40,000 allocated to the Community Funding Program.

Environmental Management

In addition to services internally, the Shire will continue to support Landcare with an \$80,000 investment, and maintain membership with the Switch your thinking program alongside the Cities of Armadale and Gosnells.

Local Events

Australia Day and Anzac Day events will be delivered locally, with additional monies allocated for smaller events to be held at Mundijong Library.

Planning Initiatives

In addition to implementing the Developer Contribution Plans for Byford and Mundijong, the Shire will deliver a number of planning projects during the year:

- Byford District Structure Plan
- Clem Kentish Precinct Concept Plan
- West Mundijong Industrial Area
- Rural Strategy
- Local Planning Strategy

Statutory Reports

“The Shire of Serpentine Jarrahdale and all of its employees are committed to good and compliant record keeping practices.”





Record Keeping Statement

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

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

The Chief Executive Officer must instigate a comprehensive review of the Shire of Serpentine Jarrahdale's Record Keeping Plan a minimum of once every five years, evaluating effectiveness and efficiency. A full copy of the resulting report must be provided to all relevant stakeholders and made available to all staff. Additionally an internal record keeping audit of at least one service team must be conducted by Information Services every 12 months.

This is to assess the extent to which each team is following the procedures or record keeping and making use of the information management system. These internal audits rotate so that each team is evaluated at least once during a five year period.

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



Disability Access and Inclusion Plan

The Shire of Serpentine Jarrahdale Disability Access and Inclusion Plan 2012-2016 (DAIP) was adopted by Council to guide the Shire's efforts to make the Serpentine Jarrahdale community a more friendly and inclusive place for people with disabilities. A number of improvements were made throughout the Shire under the old DAIP.

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

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

To comply with the Act, the DAIP includes a number of strategies to address the seven (7) target outcomes:

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

5. People with disabilities have the same opportunities as other people to make complaints to the relevant public authority.
6. People with disabilities have the same opportunities as other people to participate in any public consultation by the relevant public authority.
7. People with disabilities have the same opportunities as other people to be employed by the Shire of Serpentine Jarrahdale.

Examples of initiatives implemented this year include:

- Working with various agencies and the community to ensure that it is recognised that there is a need for housing for people with disabilities.
- The pathway network in the main part of Mundijong was greatly improved including pathway links to features such as bus stops and the War Memorial.
- The Shire strives to make all information accessible to our diverse community. We use clear, friendly language in all public documents, and have recently undertaken a redesign of our website in order to ensure that residents and visitors can access our information online with ease.
- The Customer Service Charter was reviewed and training given to staff highlighting the need to accessible and inclusive customer service.
- The Shire currently provides a high level of information via its regular social media channels. At present, we engage with residents and the community through Facebook, Twitter, and Youtube.

Further information can be found on the Council's website www.sjshire.wa.gov.au

Statement of Salaries

From	To	2015	2014
\$ 100,000	\$ 109,999	2	2
\$ 110,000	\$ 119,999	1	1
\$ 140,000	\$ 149,999	2	3
\$ 200,000	\$ 209,999	-	1
\$ 210,000	\$ 219,999	1	-





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