

*Connecting community
and environment*



Annual Report 2012/13

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This document is available in alternative formats on request.

Shire of Mundaring is a vibrant local government area comprising a mixture of residential and rural areas, all surrounded by the beautiful natural environment.

With nearly half of the Shire's land area of 644sqkm made up of national park, state forest or water catchments, tourists travel from far and wide to enjoy many outdoor activities and events in the shire.

Trek the Trail is the Shire's premier walking and cycling event held annually in September, attracting thousands of people to walk different sections of the Railway Reserves Heritage Trail.

The Munda Biddi Trail is a 1000km off-road cycling track running from Mundaring to Albany. The recent completion of the trail adds another wonderful attraction to the shire.

From the Shire President



Metropolitan Local Government Reform will play a large role in the coming year, with the State Government proposing to amalgamate the City of Swan and the Shire.

Council has expressed its disappointment that its individual reform submissions and preferred options were not adopted by the State Government.

However, Council has taken a pragmatic approach in moving forward with reform. The City and Shire will be equal partners in the new entity.

The top priority is to identify new opportunities, to build fair and accessible representation and equitable service provision.

Shire employees will work in partnership with City of Swan to determine how best to roll out the amalgamation by July 2015.

A significant focus for Council will also be the care and wellbeing of our employees. They, along with the community, will be kept informed of every step of this significant journey.

In the meantime, it will be business as usual for the Shire.

Planning and design works will proceed at Boya Oval and Brown Park Community Centre for a replacement library and halls in the western part of the Shire.

Planning will also get underway for an upgrade of Mundaring Community Sculpture Park. We look forward to working with the community to incorporate your visions into the design, as well as consulting on many other exciting projects in the year ahead.

I would like to acknowledge the hard work of my fellow elected members over the past year and I am excited for the challenging year ahead.

Thanks also to the Shire's CEO, Jonathan Throssell, and his hard working employees for their continued commitment to making the Shire a wonderful place to work and live.

Cr Helen Dullard
Shire President, Shire of Mundaring

From the CEO

As part of the reform process, the Shire has worked hard to complete an Integrated Planning and Reporting Framework (IPRF). This will ensure it is in the best possible position to move forward with reform.

The Shire consulted widely with the community to produce the Strategic Community Plan 2013-2023. As part of the IPRF, Shire employees also produced a Corporate Business Plan, a Long Term Financial Plan, Asset Management Plans and a Workforce Plan.

These plans collectively describe how the Shire will provide the infrastructure and services identified as priorities by the community in the Strategic Community Plan (SCP).

The SCP did not find any major change in the direction of the Shire was required. It did highlight that the community's highest priority is the protection of the natural environment.

The Shire will now be giving more prominence to our role in bush fire prevention, weed and pest control as a direct result of community feedback.

Environmental restoration and assistance will be provided to local friends groups via the development of a two-person landcare team.

Consideration of an indoor sports facility and community ownership and management models for Chidlow Hall and Mahogany Creek Hall were other items identified as important to the community during the consultation period. These items will now be investigated and reported to Council.

Local Planning Scheme 4 also progressed this year, with Acting Minister for Planning requesting two modifications be re-advertised for public comment before it can be adopted. LPS4 will provide guidance on future developments, with a focus on sustainable development, bushfire protection and biodiversity protection.

I thank Shire employees for all their hard work over the past year, as well as the ongoing commitment from elected members to serve the community.



Jonathan Throssell
Chief Executive Officer

West Ward



Tony Cuccaro



Helen Dullard



Pauline Clark

South Ward



Darrell Jones



Colin James



Eva Marjanovic

Central Ward



Alan Pilgrim



Leona Gu



Liz Wysocki

East Ward



Patrick Bertola



John Daw

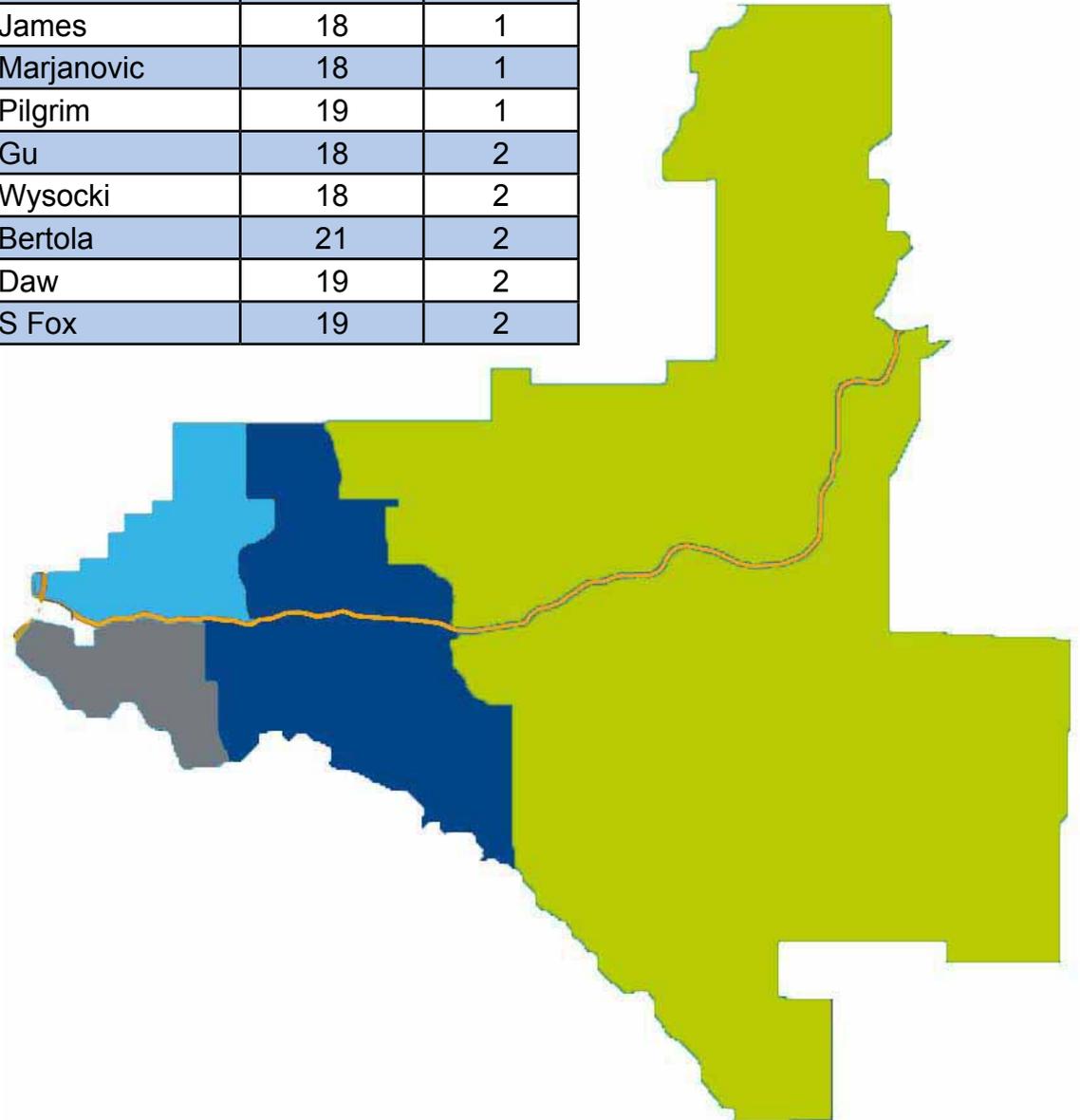


Stephen Fox

Number of Council Meetings attended

Councillor	Ordinary (22)	Special (2)
Cr Dullard	15	1
Cr Cuccaro	19	1
Cr Clark	21	2
Cr Jones	22	2
Cr James	18	1
Cr Marjanovic	18	1
Cr Pilgrim	19	1
Cr Gu	18	2
Cr Wysocki	18	2
Cr Bertola	21	2
Cr Daw	19	2
Cr S Fox	19	2

Elected Members



Executive Leadership Team



The Executive Leadership Team (from left to right) Director Statutory Services Mark Luzi, Director Corporate Services Paul O'Connor, Director Strategic and Community Services Megan Griffiths, Chief Executive Officer Jonathan Throssell, Director Infrastructure Services Shane Purdy.

Achievement of best practice in corporate governance is a major responsibility of the Executive Leadership Team. It entails the consideration and approval of Shire policies, strategic direction and resource allocation, as well as monitoring Shire performance, progress towards targets and use of resources.

Employee Remuneration

There were 15 employees entitled to an annual cash salary of \$100,000 or more in the following categories:

\$100,000 - 109,999	6	\$140,000 - 150,000	1
\$110,000 - 119,999	3	\$150,000 - 160,000	3
\$120,000 - 129,999	1	\$230,000 - 240,000	1
\$130,000 - 139,999	0		

Employee profile

Shire of Mundaring had an average staffing level of 193.9 total Full Time Equivalents. Comparative Employee Turnover figures have remained consistently low for the last five years. It was 12.93% for the 2012/13 period, compared with 10.18% for the 2011/12 and 11.27% in the preceding period.

Freedom of Information

The Shire has a Freedom of Information Statement prepared in accordance with the *Freedom of Information Act 1992*. The statement, which is available on the Shire's website, outlines the Shire's functions, the kind of documents held and how the documents can be accessed.

A total of 18 Freedom of Information requests were received during this reporting period.

Record Keeping

The Shire's continued commitment to electronic record keeping, in accordance with legislative requirements, facilitates a structured approach to recordkeeping through the use of a corporate document management system. In addition, the Shire's Record Keeping Plan sets out the way in which the Shire is to keep its records, manage disposal arrangements and document policy, protocol and processes and ensure compliance with the *State Records Act 2000*.

New employees are informed of their record keeping responsibilities as part of the Shire's Induction Program and appropriate training is provided.

Risk Management

The Shire has engaged Local Government Infrastructure Services to assist with an on-site risk management resource for a fixed term to assist with an Organisational Risk Management (ORM) project. A review of our business continuity and risk reporting requirements will also be addressed.

Minor breaches

A minor breach was recorded on 26 June 2013 against Cr Pauline Agnes Clark.

Description of minor breach

1. During January and February 2010 Cr Clark breached regulation 12(2) of the *Local Government (Rules of Conduct) Regulations 2007* by accepting free tickets to events at the Mundaring Weir Hotel, which tickets were worth \$482, when gifts that in total were worth more than \$300 within a period of 6 months, constituted a "prohibited gift" for the purposes of that regulation; and
2. during March 2011 Cr Clark breached regulation 12(2) of the Regulations by accepting free tickets to events at the Mundaring Weir Hotel, which tickets were worth \$330, when a gift worth more than \$300 constituted a "prohibited gift" for the purposes of that regulation.

Details of action taken

The Standards Panel made an order under *Section 5.110(6)(c) of the Local Government Act 1995* for one sanction under *Section 5.110(6)(b) of the Local Government Act 1995*:

- (i) that the council member complained about be publicly censured.

The Shire's CEO complied with (i) of the Standards Panel Order.

Valued Natural Environment

Preserving and enhancing the natural environment

New accessible play equipment was installed at Pioneer Park in Mount Helena.

Completed stage two of development at the Glen Forrest Oval with a new pavillion forecourt including stairs and accessible ramp.

Additional tree planting was undertaken at Darlington Oval, Grundy Park in Helena Valley and Brown Park.

Additional shelters and BBQs were installed at Lake Leschenaultia.

The Shire continues to undertake water management actions and maintains its Waterwise Council status received from the Water Corporation in 2011.

60,000 seedlings were distributed to 1300 applicants through the Tree Canopy and Understorey Program.

2500 copies of the Plants out of Place Booklet were printed. The booklet outlines the eastern regions' major weeds and how to control them.

Environmental Services obtained \$56,800 of funding for projects to control the main weeds of Genista, Bamboo and Watsonia throughout the shire.

Plans for 2013/14

The Shire's Local Planning Scheme No. 4 and draft Local Planning Strategy will be finalised. This will ensure strong protection of most Local Natural Areas.

Environmental restoration and assistance will be provided to local friends groups via the development of a two-person landcare team.

A 10-year Friends Group Volunteer Booklet will be created to celebrate the achievements of environmental volunteerism in the shire.

Upgrade of a pedestrian gravel track on the Railway Reserve Heritage Trail between Lake Leschenaultia and Chidlow.

The Greenspot Program will commence. This is a fauna awareness community signage project to minimise fauna road deaths.



Balanced Development

Promoting and encouraging environmentally sustainable development

Council adopted for final approval its draft Local Planning Scheme No. 4 and draft Local Planning Strategy. These will provide the strategic and statutory planning direction for the Shire over the next five to 10 years.

The documents address a wide range of matters including the Shire's settlement pattern, economic development and employment, transport, biodiversity and other environmental protection, bushfire hazard, climate change, peak oil, housing provision, community and recreational facilities, sewerage and effluent disposal and future development of the Mundaring Town Centre.

Plans for 2013/14

The Shire's Local Planning Scheme No. 4 and draft Local Planning Strategy will be finalised. A range of revised and new Local Planning Policies will be prepared and adopted to guide decision making under Local Planning Scheme No. 4.

Swan View Station Heritage Trail Reserve station surroundings will be upgraded, with a trail crossing on Morrison Road constructed.

Next staged upgrade of Blackboy Hill improvements.

With the assistance of Ecoscape Landscape Architects, Shire of Mundaring has developed a master plan for Mundaring Community Sculpture Park.

At its 11 September 2012 meeting, Council endorsed the blueprint plans for the redevelopment.

With the Park a key focal point for the shire, the plan provides a direction on the future expansion and redevelopment of the unique space.

The vision for the Park is to develop an accessible, inclusive and vibrant park setting for the whole community to use.

Accessible playgrounds which incorporate the flora and fauna themes through interpretation and play are part of the blueprint, along with the protection of the vegetation in the Park. There is also provision for more sculptures to be installed in the Park.

Planning and design works for the Park will commence in 2013/14. The community will be consulted throughout the process.



Thriving Community

Opportunities and support for the community to enjoy a vibrant, sustainable, rich mix of hills lifestyles.

Volunteers

This year's Thank a Volunteer Day saw 67 volunteers nominated from 41 different organisations. The roles varied from mentoring youth, helping to protect local properties from bush fires, running support groups and protecting our environment.

Libraries

The Katharine Susannah Prichard Library recently purchased a PS3 Playstation and a selection of games, with the young adult area of the library expanded to provide a welcoming space for readers and players. In collaboration with RISE, the libraries are providing library access to seniors who wish to visit but are unable to because they no longer drive. A Wi-Fi service has been installed at Albert Facey Memorial Library.

Children's Services

East Metro and Midlands Inclusion Support Agency is responsible for providing support to more than 170 services in the region by assisting

educators to increase their skills knowledge and confidence to include all children and families. More than 640 field visits were made in response to service requests with nearly 200 applications made for additional funding on behalf of those services. The Midvale Early Childhood and Parenting Centre Hub commenced a Young Parents Education and Study Program, with 20 young parents completing GATE and Certificate II. Three school playgroups were also established in Midvale, Swan View and Clayton View.

Youth

In November 2012, the Shire was granted \$55,000 from Lotterywest for the purchase of equipment for the Swan View Youth Centre. To date, this has resulted in the purchase of sumo suits, foosball table, table tennis table, storage equipment, stackable chair and trolley system. Bookings at the Centre are increasing, with regular user groups now including sporting, art, community and non-profit groups.

Events

The sixth annual Mundaring Truffle Festival was held with 15,000 people from across the globe attending. Visitor expenditure was \$115.96 per head, which provides an economic spend at the festival of \$1.68 million.

The Shire conducted the annual Australia Day event in January 2013. There were 111 new Australian Citizens welcomed to the shire in the year.

Grants

Eight volunteer-based groups received funding to assist in the facilitation of a range of successful events while 40 groups were supported to provide training to volunteers, purchase equipment and undertake minor club room upgrades. Eleven groups received Volunteer Recognition Grants, used to acknowledge and thank members for their contribution to the group and community.

Seniors

Significant events for seniors held this year have included the Seniors Week BookFest, Alive and Kicking - a mini Senior's Expo, and a Seniors Recreation Day. The Active Ageing Network has hosted six Book Cafes with guest speakers and pre-loved books at The Hub of the Hills. Intergenerational events including an outdoor Family Movie Night and a Grandie's Story Telling day have encouraged a broader visitor demographic to The Hub.

Waste management

A trial of bulk bags for kerbside greenwaste collection was undertaken. Shire transfer stations commenced unlimited entries for recyclables and limited free entries for waste taken to landfill.

Total hall & pavilion attendances	291,303
Total hall & pavilion bookings	9506
Total oval & hardcourts attendances	Summer 44,780 Winter 55,260
Total Bilgoman Aquatic Centre visits	79,140
Total Mt Helena Aquatic Centre visits	22,890
Total number of building applications	1034
Total value of building applications	\$74.9 million

Plans for 2013/14

Work to be carried out to identify improvements to vehicle access in bushfire prone areas.

Planning and design works are proceeding at Boya Oval and Brown Park Community Centre for a replacement library and halls in the western area.

Mundaring Community Sculpture Park planning and design works to commence.

The *Cat Act 2011* will come into effect on 1 November, 2013. Community Safety Rangers will ensure cats over the age of six months are microchipped, sterilised and registered with the Shire.

Mobile skate facilities will be purchased for local youth.



Respected Civic Leadership

Engaging with and leading the community in its development and undertaking wise stewardship of all community assets

The Shire consulted widely with the community to produce its Strategic Community Plan 2013-2023. Shire employees also produced a Corporate Business Plan, a Long Term Financial Plan (LTFP), Asset Management Plans and a Workforce Plan that collectively describe how the Shire will give effect to the Strategic Community Plan. The LTFP indicates the Shire is in a sound financial position with a favourable outlook over the 10 years of the plan.

The Shire established a Governance Service within the Corporate Services Directorate to provide a framework of policies, procedures and practices to assist the Shire in meeting its legal, ethical and public service obligations.

In November 2012 Council approved to disband the Audit Occasional Committee and establish an Audit and Governance Committee. The objective

of the new Committee is to assist Council in providing a transparent and independent process in its audit and governance management.

Information Technology projects included rebranding the Shire website and upgrading multi-function printing devices to provide advanced security, power and paper reduction. An upgraded phone system has enhanced phone features for all employees and complement a new customer service model.

An upgrade of the Geo-Spatial application has provided new capabilities for integration and calculations through this system. Online firebreak notices were developed internally to assist Community Safety Rangers to inspect on-site, capture details and create letters immediately using their tablet computers.

Plans for 2013/14

A caretaker's facility will be constructed at Lake Leschenaultia.

Bilgoman Aquatic Centre pool pumps and heating systems will be upgraded to improve operational efficiency.



Access and Inclusion



The Shire recognised the Inclusion and disAbility Access Advisory Committee and Shire Access Advisor at a Council meeting and President's Dinner for helping to make the community more inclusive and accessible.

Achievements through this partnership include building access upgrades, production of a welcome booklet for people with disability, celebration of International Day of People with Disability, the Shire's Access and Inclusion Plan, an increase of access and inclusion in the Draft Town Planning Scheme No. 4 and Draft Local Planning Strategy, awareness of access issues for Great Eastern Highway crossing in Mundaring town site and increased provision of unisex accessible toilets within the shire.

Interpreters were provided for workshops and meetings run by the Shire.

Accessible play equipment has been installed at Pioneer Park, Mount Helena. Tables were raised to allow for wheelchairs, access paths added and slabs enlarged around picnic tables to make the park more inclusive for people with disability.

An all terrain aquatic wheelchair has been provided for free public use at Lake Leschenaultia, with aquatic wheelchairs provided at Mount Helena Aquatic Centre and Bilgoman Aquatic Centre.

Another successful \$50,000 Disability Services Commission Count Me In – Fusion Art Project grant application has provided inclusive art workshops, disability training workshops and inclusion champions for people with disability through the Mundaring Arts Centre.

Access and Inclusion training has been provided for employees and elected members and presented by people with disability to raise awareness of providing inclusive practices within work areas and the experience of having a disability.

Community Services employs a person with a disability and through this employees became involved in a film on this subject. The film was entered into a Focus on Ability Short Film competition.

The Shire received a grant application for the RAC Grass Roots grant. In the next 12 months motorised mobility scooter charging points and ground works for a sheltered motorised mobility scooter parking area will be constructed at The Hub of the Hills.

