

# *Annual Report 2013/14*



*Volunteers help after the Parkerville-Stoneville-Mount Helena Bushfire*

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*This document is available in  
alternative formats on request.*





## *From the Shire President*

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

Despite the uncertainties surrounding a decision, Council took a pragmatic approach in moving forward with reform. Shire employees will continue to work in partnership with City of Swan to determine how best to roll out the merger by 1 July 2015. As we work to combine the knowledge and systems of two entities, current services will continue as normal.

Recovery will also continue for those impacted by the Parkerville, Stoneville, Mount Helena Bushfire in January. This event had a devastating impact on our community, but showed the true spirit and strength of everyone involved.

The coming year will see design works completed for many large capital works projects identified as

priorities by the community.

The capital works program includes Mundaring Indoor Recreation Facility, the Western Suburbs Community Hub and Brown Park Community Centre.

Mundaring Community Sculpture Park will be redeveloped and significant upgrades to Bilgoman Aquatic Centre will be completed.

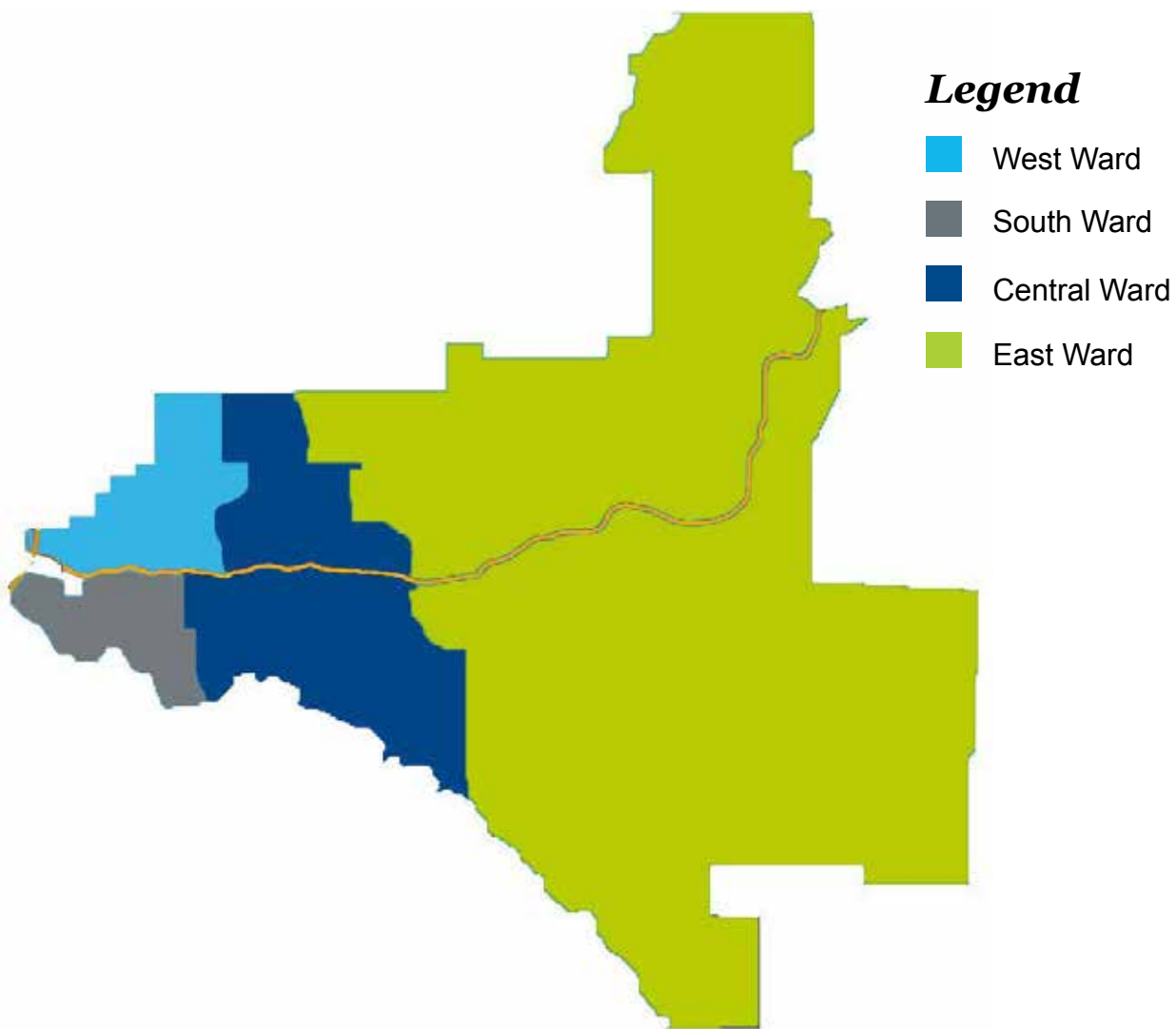
I acknowledge the work of my fellow Elected Members over the past year and I welcome the challenges the year ahead will bring.

Thanks 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***



# *Our Shire*



*Covering a total land area of 644sqkm, Shire of Mundaring is comprised of a mixture of residential and rural areas.*

*Nearly half of the Shire is made up of national park, state forest or water catchments, making the area attractive to both residents and visitors.*

*Top tourist attractions include John Forrest National Park, Lake Leschenaultia, Mundaring Weir, wineries and restaurants and Mundaring Community Sculpture Park.*

*The Railway Reserves Heritage Trail, Golden Pipeline Heritage Trail, Kep Track and Munda Biddi Trail attract visitors from far and wide, who are keen to put the walk and cycle tracks to the test.*

# Elected Members

Local Government elections were held in October 2013 with three elected members re-elected and three new elected members appointed to Council.

## Number of Council Meetings attended

Councillor	Ordinary (20)	Special (2)
Cr Dullard	18	2
Cr Cuccaro	18	1
Cr Clark	18	2
Cr Jones	19	2
Cr Lavell*	12	2
Cr Cook*	13	2
Cr Pilgrim	19	2
Cr Gu	18	2
Cr Perks*	14	2
Cr Bertola	13	2
Cr Daw	16	2
Cr S Fox	19	2

\* Elected Members could have attended a maximum 14 Council meetings.

## West Ward



Tony Cuccaro



Helen Dullard



Pauline Clark

## South Ward



Darrell Jones



David Lavell



Trish Cook

## Central Ward



Alan Pilgrim



Leona Gu



Bob Perks

## East Ward



Patrick Bertola



John Daw



Stephen Fox



## *From the CEO*

This has been an exceptionally busy and challenging year. In addition to business as usual we continued to work through the reform process and helped our community rebuild after a significant bush fire.

A key milestone this year was the adoption of Local Planning Scheme 4. LPS4 provides guidance on future developments, with a focus on sustainable development, bush fire protection and biodiversity protection.

Bush fire prevention continued to be an important issue for our shire, particularly given the devastating impact of the Parkerville, Stoneville, Mount Helena Bushfire in which destroyed 55 homes in January 2014.

As part of the reform process, the Shire has been working with City of Swan to plan how the new organisation will roll out from 1 July 2015. This has involved numerous meetings with equivalent departments to determine best practice systems and processes.

While this task has used up considerable resources, employees have continued to meet community priorities.

As part of the Integrated Planning and Reporting Framework (IPRF), the Shire produced a Strategic Community Plan, Corporate Business Plan, Long Term Financial Plan, Asset Management Plans and Workforce Plan in 2013.

These plans collectively describe how the Shire will provide the infrastructure and services identified as priorities by the community. These plans were updated in 2014. Detailed planning for many significant capital works programs is now underway as a result.

I thank Shire employees for their hard work and dedication during a particularly challenging year, as well as the ongoing commitment from Elected Members to serve the community.

***Jonathan Throssell***  
***Chief Executive Officer***



# *Executive Leadership Team*



*Executive Leadership Team (L-R, back) Acting Director Community Services Kirk Kitchin, Director Infrastructure Services Shane Purdy, Director Strategic Services Megan Griffiths and Director Corporate Services Paul O'Connor. (L-R, front) Director Statutory Services Mark Luzi and Chief Executive Officer Jonathan Throssell.*

*Note: Due to reform, Kirk Kitchin took on Acting Director Community Services as a temporary arrangement, while Megan Griffiths focussed on the Strategic Services directorate.*

Achievement of best practice in corporate governance is a major responsibility of Council. 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 profile*

Shire of Mundaring had an average staffing level of 207.8 total Full Time Equivalents. Comparative Employee Turnover has remained consistently low for the last few years. It was 9.62% for 2013/14, dropping from 12.93% for the 2012/13 period.



## ***Employee Remuneration***

There were 19 employees entitled to an annual cash salary of \$100,000 or more in the following categories:

\$100,000 - 109,999	4	\$140,000 - 149,999	0
\$110,000 - 119,999	5	\$150,000 - 159,999	2
\$120,000 - 129,999	5	\$160,000 - 169,999	2
\$130,000 - 139,999	0	\$240,000 - 249,999	1

## ***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 13 Freedom of Information requests were received during this reporting period.

## ***Information Management***

Information Management continue to provide record keeping services and improve processes, particularly in regard to electronic document management. This ensures *State Records Act 2000* requirements

are met, as well as the needs of the Shire for high quality record keeping.

Management of corporate documents and information is specified in the Shire's recordkeeping plan, and mandatory records and document management training for employees is part of the induction process.

## ***Risk Management***

The Shire identifies and manages its risk through a Risk Management Plan that has been created in line with the Strategic Community Plan. An Organisational Risk Management project was undertaken with the assistance of LGIS, where a review of our business risks was completed. The Shire has developed a Business Continuity Plan to ensure it can respond to, and recover from, any business disruption.

Under the Risk Management Plan, controls have been identified for significant risks and any action required.

## ***Minor breaches***

There were no minor breaches recorded in this period.



## *Valued Natural Environment*

The Friends groups are a significant asset for the environment and Shire reserves. This year 241 volunteer contributions were valued at \$112,215.50, in addition to sourcing \$9378 of external funding and planting 8220 seedlings.

Through the Tree Canopy and Understorey Program there were around 1600 applications for 52,000 available seedlings. More than 40 volunteers assisted with the distribution.

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

We are committed to awareness and mitigation of climate change through the Shire's Local Climate Change Adaptation Program.

The Eastern Catchment Management Plan (2012-2022) was completed in partnership with the City of Swan, Eastern Metropolitan Regional Council, Perth Region Natural Resource Management, Shire of Kalamunda and Swan River Trust.

An Environmental Recovery Officer was employed to implement the Environmental Recovery Action Plan as a result of the Parkerville, Stoneville, Mount Helena Bushfire.

The 10-year Friends Group Booklet was completed and volunteers acknowledged at a networking event between the shires of Kalamunda and Mundaring.

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

### *Plans for 2014/15*

The Green Spot Program will continue in its third year. This is a community awareness signage project to minimise fauna road deaths.

A Residents' Vegetative Fuel Load Guide and Tool Kit will be finalised and distributed to residents. Designed by innovative employees, these tools will assist residents in estimating fuel loads in the lead-up to the bushfire season.

The Environmental Recovery Action Plan will continue to be rolled out to assist residents impacted by the Parkerville, Stoneville, Mount Helena Bushfire. Several workshops and hands-on environmental activities, such as a nesting box community activity, are planned.



# *Balanced Development*

Council adopted its Local Planning Scheme No 4 and Local Planning Strategy. These 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.

Footpaths were built on Glynden Way, Stuart Street, Cockatoo Drive and Gallipoli Drive. Road upgrades were completed on 2.5kms of Mundaring Weir Road, north of Allen Road. Hodgson Lane and Coulston Street were sealed.

Solar heating was installed at Bilgoman Aquatic Centre to reduce energy costs. The panels have helped to stabilise water temperatures, which is a major benefit for users.

## *Plans for 2014/15*

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

Upgrades at Blackboy Hill Commemorative Site will be finished in time for the 2015 ANZAC Day commemorations.

Mundaring Community Sculpture Park design works will be completed and construction works will commence.

A masterplan will be created for enhancements of Morgan John Morgan Reserve.

Bilgoman Aquatic Centre pool pumps and heating systems upgrades will be completed. This will improve operational efficiency and ensure the pools are maintained for future generations.



# Thriving Community

## Volunteers

This year's Thank a Volunteer Day saw 72 volunteers nominated from 43 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 libraries circulated around 290,000 items to 115,000 visitors. In conjunction with the State Government and Rio Tinto, the Better Beginnings Program provided book packs for families with a new baby. With the program extended to children in kindergarten and pre-primary, more than 500 children received packs this year. The libraries continued with their Book Club kits and now provide 20 local clubs with items to read and discuss. Online material provided has extended to eMagazines and eAudiobooks, in addition to eBooks.

## Children's Services

This year the Children's Services' Midvale Hub successfully partnered with the Department of Education to manage and operate two new Swan Children and Family Centres. The facilities were designed by local Aboriginal community members, with the centres opening in

May 2014. The buildings will provide much needed early learning, parenting and education opportunities for families in these areas.

The services offered by Shire's Children's Services continue to gain recognition through the Education and Care Regulatory Unit's Assessment and rating process. Three of the services: Midvale Early Childhood and Parenting Centre; Eastern Region Family Day Care; and Midvale Outside School Hours Care have received 'exceeding' ratings against the National Quality Standard.

## Youth

The Swan View Youth Centre continued to thrive and regular user groups include sporting, art, community and non-profit groups which provide a range of activities for residents. A weekly drop-in session at the Centre is well supported and provides after-school activities each Tuesday. Seen and Heard continued to deliver events across the Shire and ran a successful Battle of the Bands event in January.

## Facilities

Courts at the Glen Forrest Tennis Club were upgraded. A new skate facility was completed at Broz Park, Helena Valley.

## Events

The Shire conducted the annual Australia Day event in January 2014. There were 154 new Australian Citizens welcomed to the shire throughout the year.

## Grants

Seven volunteer-based groups received funding to assist in the facilitation of a range of successful events while 33 groups were supported to provide training to volunteers, purchase equipment and undertake minor club room upgrades. Nine groups received Volunteer Recognition Grants, used to acknowledge and thank members for their contribution to the group and community.

## Seniors

Significant events for seniors this year included the Seniors Week High Tea; Seniors Recreation Day; the Active Ageing Network Book Cafes with guest speakers and sale of pre-loved books; intergenerational events including the Seniors Christmas Lunch and Children's Book Cafe with grandparents as invited guests. Mundaring Community Men's Shed also continued to thrive and Lotterywest contributed to the construction of club rooms at the Men's Shed site.

## Fire Recovery

Since the Parkerville, Stoneville, Mount Helena Bushfire in January, the Shire ran regular community information meetings in order to keep residents informed about recovery and rebuilding. Regular coffee mornings were established at The Hub of the Hills.

A six month anniversary event was run at Parkerville in June 2014 to provide an opportunity for those impacted to come together with their families and friends. Emergency response and management expert Professor Rob Gordon delivered presentations to Shire employees and the community, with support from Australian Red Cross.

Total hall and pavilion attendances	187,779
Total hall and pavilion bookings	6922
Total oval and hardcourts attendances	Summer 62,260
	Winter 56,592

Total Bilgoman Aquatic Centre visits	87,176
Total Mt Helena Aquatic Centre visits	21,613



*Attendees enjoyed the six month anniversary event of the Parkerville, Stoneville, Mount Helena Bushfire.*

## Plans for 2014/15

Detailed design works are proceeding at Boya Oval and Brown Park Community Centre for a replacement library and community space.

Mundaring Community Sculpture Park design works will be completed and construction works will commence.

A social room will be constructed adjacent the changerooms at Elsie Austin oval in Mount Helena.

Upgrades at Bilgoman Aquatic Centre will be completed.

In January 2015, a 12 month anniversary event will acknowledge the time that has passed since the Parkerville, Stoneville, Mount Helena Bushfire. Residents will be invited to attend and share stories.



## *Respected Civic Leadership*

Council elections in October 2013 saw three Elected Members re-elected and three new Elected Members join the Council.

An induction program was provided to support good governance surrounding the introduction of iPad technology for all Elected Members.

Council undertook a review of Local Laws and Delegations.

Information Technology projects included increased network protection, setting up two new Children's Services sites, and developing a new application for Building, Health and Planning applications.

Other developments included a new website for Mundaring Visitor Centre, a Fire Management Application, and creation of portals for City of Swan and Shire of Mundaring to assist in the

reform process.

The Shire continued to promote a strong culture of workplace occupational safety and health (OSH).

An OSH framework was maintained and all employees and contractors were made aware of their OSH responsibilities through an online induction.

OSH responsibilities were kept current through the performance development review process and regular OSH inspections of Shire facilities.

The Shire was awarded a silver award by LGIS for demonstrating ongoing improvement of OSH in its workplace.

### *Plans for 2014/15*

Information Technology will work with City of Swan to integrate systems as part of the reform process.



*Shire of Mundaring Chief Executive officer Jonathan Throssell and LGIS Chief Operations Manager Peter Hoare with the silver OSH award.*



## *Access and Inclusion*

The winner of the annual Celebration of Ability Award was Glen Forrest Primary School which ran an accessible and inclusive community fete and taught students sign language (Auslan). Mundaring Community Men's Shed made the trophy and a person who uses a wheelchair judged the award. An interpreter was provided for the evening.

To celebrate International Day of People with Disability the Shire screened *The Ride*. More than 130 people attended and there was a question and answer time with one of the stars. A person with a disability was employed by the Shire as part of the event team and many people with disability attended the screening, including people who are deaf. Interpreters were provided.

The Shire successfully applied for an RAC Grass Roots grant which provided charging points and ground works for a sheltered parking area for motorised mobility scooter at The Hub of the Hills. The Shire provided the funds for the construction of the shelter and a celebration/launch.

Bilgoman Aquatic Centre upgrades have included a ramp for people who use aquatic wheelchairs, are frail or who have a mobility disability.

The Shire led a successful partnership with the Disability Services Commission, receiving a \$50,000 Count Me In grant to provide 60 whole-of-community accessible art workshops. The workshops, provided by the Mundaring Arts Centre, engaged many individuals and partners including DADAA WA, local schools, RISE Network, Mundaring Sharing, Linkwest, Local Area Co-ordinators, individual carers and a number of community groups.

Artists were trained in providing accessible art workshops and Inclusion Champions were identified and engaged. A series of events and Sundowners for groups was provided and strengthened relationships to overcome physical and social boundaries to inclusion. The project included 895 people identified with having a disability. The grant was implemented over a two year period with the aim of being embedded into ongoing community activities and programs and being sustained beyond the funding period.

# Appendix - Performance Indicators and Measures

The Strategic Community Plan identifies four strategic priorities and the Corporate Business Plan has the four-year priorities, which provide further focus for Council's actions. These are listed in the table on the right.

The indicators track progress in strategic priority and four-year priority areas and are identified on the indicator table using the notation.

	Shire of Mundaring Strategic Priorities:
SP1	Valued Natural Environment
SP2	Community and Sporting Facilities, Playgrounds, Halls and Buildings for Community Groups
SP3	Improved Community Outcomes in the areas of Public Transport, Services for Seniors, Youth and People with Disability
SP4	Bushfire Prevention and Emergency Management

	Four Year Priorities from CBP
P2	Capital
P3	Services (Landcare/Friends, Mowing Parks, Reserves, Verges, Bushfire Mitigation, Drainage and Remodelling)
P4	Planning and Strategy (from strategy table Page 14)

## Local Government level of Control/ Influence

Some of the indicators cover areas over which Council may have little control or influence, but which remain appropriate measures of progress towards the achievement of the community's vision. The level of Council influence is reflected alongside the indicators and is colour coded for ease of reference in the indicator tables. The coding is reflected in the diagram right:

High	Areas that are in direct control of Local Government
Medium	Areas that Local Government does not control but can influence
Low	Areas that Local Government neither Controls nor is likely to Influence, but are of concern to the community and impact on community well being

## Strategic Theme 1: Valued Natural Environment:

- To preserve and enhance the natural environment
- To encourage and support environmental volunteering
- Sustainable Living

Control level	Strategic Priorities	Indicators and Measures	Target	Actual
M	SP1	# of trees/seedlings planted in natural areas / greenways by Shire and Friends Groups	5000	8220
L	P3	# hours spent on-ground by Friends Groups	5000	8220
H	P3	# of hours of Landcare Officer assistance to Friends Group	3600	3725
M	P3	% Friends Groups satisfaction with Shire assistance	75	92.5
L	P3	# of new Friends Groups	3	4
H	P3	# of seedlings provided to public through Tree Canopy and Understorey Program	N/A	52,000
M	P3	# of applications for the Tree Canopy and Understorey Program	1200	1600
M	SP1 & 4	Bush fire protection and weed control - # of hectares of land treated	N/A	8.8
M	SP1 & 4	Bush fire protection and weed control - # of prescribed burns conducted	40	65
H	P2	% parks, reserves and public open spaces capital projects completed	90	75
H	P2	Develop Mundaring Community Sculpture Park	Construction due to commence in first half of 2015.	
H	SP1	# of hours to mow verges	5770	6297
M	SP1	Residents satisfaction with services and facilities: % of respondents satisfied with mowing of : verges, reserves and public open spaces	63	63

## Strategic Theme 2: Balanced Development:

- Balanced development – don't lose our special character
- Village lifestyle with a strong town centre
- Easy to get around – within and to/from Shire

High Medium Low- Control	Strategic Priorities	Indicators and Measures	Target	Actual
H	P4	Building Envelope Register for LPS4	40% complete	
H	P4	Access strategy for Bushfire prone areas	15% complete	
H	P4	Helena Valley urban expansion strategy	50% complete	
H	P4	Review Local Commercial Strategy	Deferred to 2015/16	
H	P4	Light Industrial Investigation	Deferred to 2016/17	
H	P4	Limited Rural Strategy for Bailup and Wooroloo prepared	Deferred to 2017/18	
H	P4	Mundaring Town Centre Precinct Plan	Deferred to 2015/16	
H	P4	Darlington Precinct Plan	Deferred to 2017/18	
H	P1	Develop a Playground Strategy	80% complete	

H	P2	% Roads, Bridges and Bus Shelter Capital Projects Completed	90	88
M	P2	% of Roads in "Satisfactory" Condition	66.2% of the sealed road network is in satisfactory condition 0.8% of the sealed road network in very poor condition.	
H	P2	% Footpaths / Cycleways Capital Projects Completed	90	93
M	P2	% of Footpaths / Cycleways in "Satisfactory" Condition	Incomplete – subject to condition survey being completed and available funding. Proposal 2015	
H	P2	# Drainage Capital Projects Completed	90	80
M	P2	# of Properties Complaining of Flooding	45	0
H	P2	# of Catchments Analysed for Drainage Capacity Per Annum	1	0

### Strategic Theme 3: Thriving Community

- Strong sense of community – engaged, connected, inclusive, learning
- For young and old – meets the needs across the generations
- Appropriate local services and facilities
- Great outdoor places – to be, and play
- Healthy and active
- Celebrate our unique features
- Known for our arts, culture and heritage

High Medium Low- Control	Strategic Priorities	Indicators and Measures	Target	Actual
		<b>Resident Satisfaction with services and facilities</b> % of respondents satisfied with:		
H	SP2	Playgrounds and Parks	74	74
H	SP2	Sport and recreation facilities	70	73
H	SP2	Bilgoman Aquatic Centre and, Mount Helena Aquatic Centre	83	90
H	SP2	Library services	84	86
M	SP2	Community buildings, halls & toilets	61	67
M	SP4	Bushfire preparedness % of assessments leading to issuing of bushfire compliance notices	N/A	2.7%
H	P4	Mundaring Indoor Recreation Facility report and recommendation to Council	Recommendation made	
H	P2	% Building Minor Capital Projects Completed	50% completed	
H	P2	Lake Leschenaultia Caretaker Accommodation	Deferred	
H	P2	Construct Boya Oval Facilities	Project team to finish by December 2016	

High Medium Low- Control	Strategic Priorities	Indicators and Measures	Target	Actual
H	P2	Glen Forest Oval - Replace Toilet Block	Commence 2015/16	
H	P2	Sawyers Valley Oval - Replace Toilet Block	Commence 2015/16	
H	P2	Upgrade of Bilgoman Aquatic Centre Heating System, Pool Pumps and Piping to improve efficiency	Completion date 7 November 2014 Opening date 17 November 2014	
H	P3	% Community Satisfaction with waste transfer stations services	78	78
H	P3	% Community Satisfaction with Verge-side bulk rubbish collection	67	61
		<b>Residents Satisfaction with services and facilities</b> % of respondents satisfied with :		
M	SP3	Services for children under 12 years old	55	53
M	SP3	Services and facilities for youth aged 12-25 years	36	45
M	SP3	Facilities, services and care available for seniors	66	75
M	SP3	Access to services and facilities for people with disability	57	58

## Strategic Theme 4: Respected Civic Leadership

- strong civic leadership and trusted governance

High Medium Low- Control	Strategic Priorities	Indicators and Measures	Desired Trend/Target	
H	SP3	Advocacy on key issues of community interest # of planned activities completed	3	4
M	SP3	# of Issues Effectively Advocated on	1	2
H	P4	Community members engaged in planning, implementation and or monitoring: % of respondents who agree that the Shire has developed and communicated a clear vision for the area.	23	29
H	P4	Community members engaged in planning, implementation and or monitoring: % of respondents satisfied with Shire engaging the community about local issues	42	56