

Strategic Focus

Vision

Working together; better communities.

Mission

To increase the capacity of our multicultural communities to develop good government, economic growth, social wellbeing and environmental sustainability.

Goals

- Provide sound and timely advice for Government decision-making.
- Support local governments to achieve good governance and be responsive to community needs.
- Foster economic and social development of the regions.
- Make our workplace attractive for current and future employees with emphasis on their professional development.

Our Service Standards

Customer service is a very high priority and work is continually being undertaken to improve standards.

The Department aims to ensure:

- prompt and efficient response to customer enquiries and requests for information;
- staff are honest, ethical and professional and maintain confidentiality;
- the delivery of appropriate services in a timely and helpful manner;
- strong partnerships and consultation with our customers on all key projects;
- activities are refined based on recent surveys and industry feedback; and
- sensitive material is managed with care and consideration.

The Department of Local Government and Regional Development supports the State Government's vision of creating a growing and diversified economy with strong and vibrant regions and safe, healthy and supportive communities.

In assisting the Government to achieve its vision, the Department has an important role in developing and implementing policies and strategies to improve the provision of services to regional communities and to ensure all communities and ensure all communities throughout the State receive good governance.

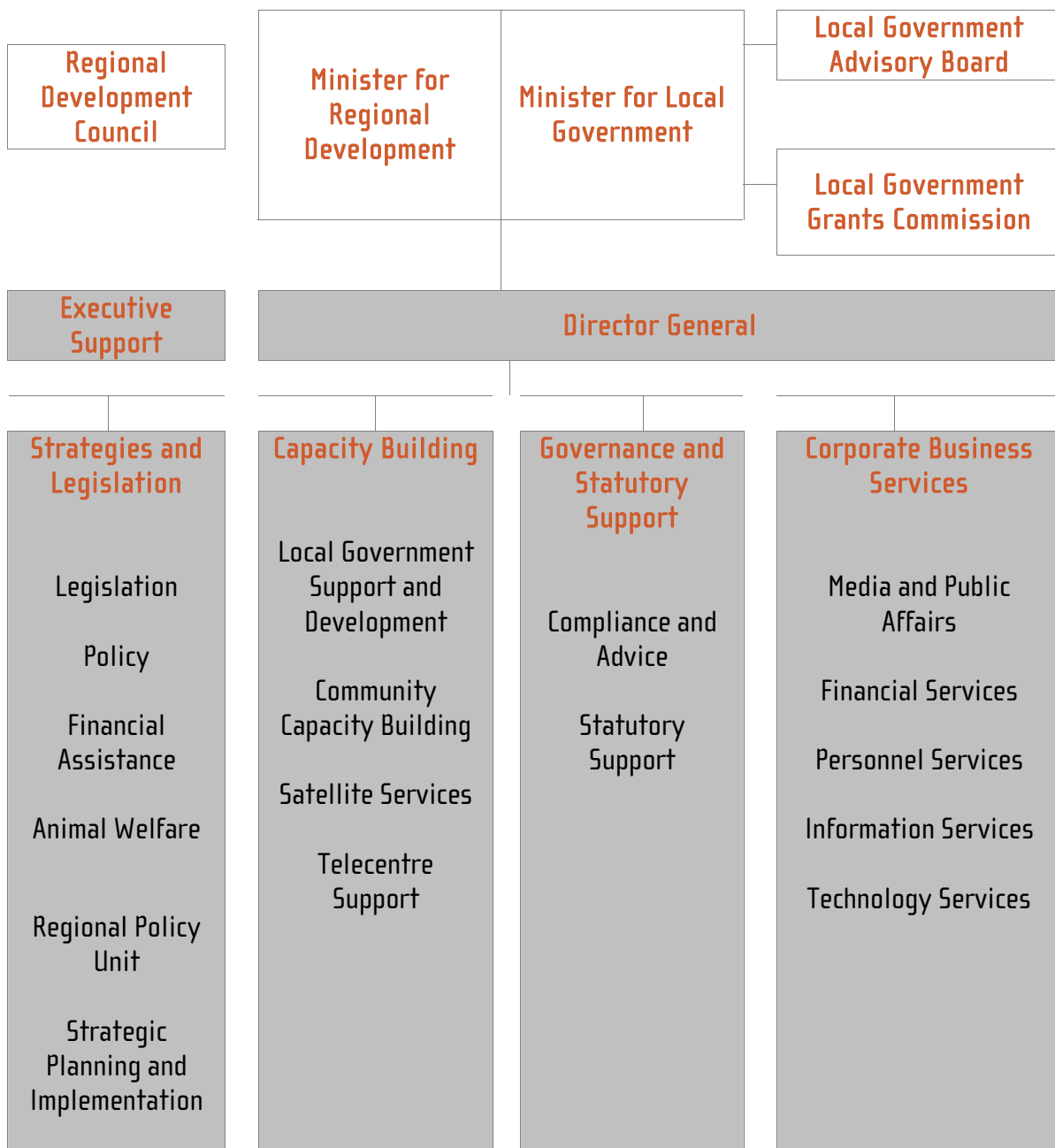
The relationship between the Department's three Service areas and the Government's strategic goals is outlined below.

| Government Goal | Desired Outcome | Services |
|--|--|---|
| <p>Creating conditions that foster a strong economy, delivering more jobs, opportunities and greater wealth for all Western Australians.</p> | <p>An increased capacity of our multicultural communities to develop good government, economic growth, social well-being and environmental sustainability.</p> | <p>1. Implementation of Government policy Ensuring that the Minister and the Government are provided with quality information and support.</p> |
| | | <p>2. Improved access to services and capacity for development in regional communities Enhancing the social and economic development of communities through the provision of assistance, funding and leadership.</p> |
| | | <p>3. Better local government Through advices, support and compliance monitoring, assist local governments to be more efficient and effective and to achieve good governance and be responsive to community needs.</p> |

Department Structure and Staff

The Department comprises four divisions:

- Strategies and Legislation;
- Capacity Building;
- Governance and Statutory Support; and
- Corporate Business Services



Department Structure and Staff

CORPORATE EXECUTIVE

Cheryl Gwilliam, Director General (B.A. (Politics); B.Ec; M. Industrial Relations)

Ms Gwilliam has extensive experience in public sector management, including executive positions with contracting and industry agencies.

Ross Weaver Director Strategies and Legislation (*B. Ec.*)

Mr Weaver has a strong background in fostering industry development and in the development of governance processes within agencies.

Tim Fowler Director Capacity Building (*B. App Sc; Grad. Dip. Admin.*)

Mr Fowler has extensive experience within the public sector in the areas of policy development and local government legislation.

Quentin Harrington, Director Governance and Statutory Support (*M. Sc. Agric.*)

Mr Harrington has a strong public sector policy background. He has also been extensively involved in industry and policy development in regional and non-regional areas.

Andre Faulkner, Director Corporate Business Services (*B. App Sc.(Psych.); M. Psych.*)

Mr Faulkner has extensive experience in the corporate services area and has worked in a number of different organisations and agencies in varying financial, human resource and administrative roles.

STRATEGIES AND LEGISLATION DIVISION

The Strategies and Legislation Division reviews, develops and implements policy and legislation. It also ensures that the research, strategic planning and data needs for the work of the agency are met. The Division manages key programs under the Government's Regional Investment Fund and administers various other funding schemes for local governments and community groups. The division comprises six branches:

Regional Policy Unit provides high level policy development, monitoring, review and advice to Government on matters pertaining to regional policy.

Legislation branch coordinates the preparation of legislation administered by the Department. It also monitors the statutory procedures and content of local laws being adopted by local governments. The Department is responsible for the *Local Government Act 1995* and other legislation principally relating to local governments, regional development commissions, dogs, caravan parks and camping grounds, off-road vehicles, animal welfare and cemeteries. The branch also provides advice on legislative matters to local governments and other government agencies.

Policy branch coordinates the Department's strategic policy development to meet the Government's policy and Department's legislative commitments. It conducts research on regional and legislative issues, reviews relevant legislation and prepares policy recommendations and advice for the Minister. The branch is also responsible for providing support for the State Regional Development Council and is an active partner with other government agencies in the development of whole-of-government policy and strategies that impact upon local governments and regional development.

Strategic Planning and Information branch is responsible for strategic planning, budget preparation (services, outcomes and targets) and agency performance reporting. It is also responsible for local government statistical information and the provision of statistical and economic data to assist regional development commissions and other organisations that promote regional development.

Financial Assistance branch is responsible for the management of the Department's grants programs. It is responsible for the development and ongoing implementation of the Regional Infrastructure Funding Program, the Regional Headworks Program, the Indigenous Regional Development Program and the WA Regional Initiatives Scheme as part of the Government's major regional funding initiative - the Regional Investment Fund. Other programs administered by the branch include the Regional Collocation Scheme, Community Facilities Grants Program and the Outer Metropolitan Community Fund.

Animal Welfare branch administers and enforces the *Animal Welfare Act 2002*, develops and implements animal welfare strategies in line with Government and departmental policies and liaises with other Government and non-Government agencies and the community on animal welfare issues. The Branch has recently appointed six General Inspectors to ensure compliance with the Act primarily in the livestock export chain. In addition, the branch provides limited training to General Inspectors appointed under the Act from other agencies. The branch manager is appointed as a Scientific and General Inspector and has a statutory responsibility to monitor the use of animals by, and the supply of animals to, scientific establishments in WA. Licensing of these establishments is also performed by the branch.

CAPACITY BUILDING DIVISION

The Capacity Building Division supports and develops initiatives that provide Western Australian communities and organisations with the necessary infrastructure, including skills, resources, networks and information to allow them to pursue their own development. There are four branches within this division:

Local Government Support and Development branch provides advice and support to local government elected members and officers on the operation of the *Local Government Act 1995* (and regulations), which assists local governments to function efficiently and effectively. The branch conducts programs that provide assistance and advice to elected members and staff of local governments. The branch also develops guidelines and procedures to support local government operations.

Community Capacity Building branch provides advice, assistance and information to enhance the economic and social development of communities. It develops and implements cross-regional policies and strategies to develop skills and strengthen communities and administers a number of grants programs for communities and local governments: Active Ageing; Leadership; and Connecting Local Governments. Advice and support for local government elections is also provided.

Satellite Services branch through Westlink provides communication services to more than 200 regional and remote communities using satellite technology. Facilities include broadcasting studio access for government agencies and private sector clients, videoconferencing and technical support for satellite receiving equipment.

Telecentre Support branch provides financial assistance and development support to the Western Australian Telecentre Network of 103 telecentres. Telecentres are established as not-for-profit community managed facilities that provide country residents with local access to Internet-enabled computers, two-way 128kb videoconferencing, photocopiers, facsimile machines, a wide range of information and referral services for government agencies and a satellite teaching service. Development support includes training, assistance in developing annual activities, attracting grants and business opportunities, and helping to establish local capacity building projects.

GOVERNANCE AND STATUTORY DIVISION

The Governance and Statutory Support Division oversees the understanding of and compliance by, local governments of legislation administered by the Department. It administers the following Acts and associated regulations, and undertakes inquiries and investigations into issues associated with the legislation. It also provides executive and research support to the Grants Commission and the Advisory Board and other statutory committees established under these Acts:

Local Government Act 1995;

Dog Act 1976;

Cemeteries Act 1986;

Caravan Parks and Camping Grounds Act 1995;

Control of Vehicles (Off-road Areas) Act 1978;

Local Government (Financial Assistance) Act 1995.

There are two branches within this division:

Compliance and Advice branch manages compliance with the *Local Government Act 1995*. It reviews local government statutory compliance returns and auditor's reports and undertakes compliance audits on local governments. The branch is also responsible for providing advice and dealing with complaints about local governments, and conducting investigations into local government. Other key roles include providing advice to the Minister on the operation of the *Cemeteries Act 1986*, the *Dog Act 1976* and providing support for statutory approvals under all Acts administered by the Department.

Statutory Support branch provides executive and research support to the WA Local Government Grants Commission and the Local Government Advisory Board and provides advice to local governments, the public and other government agencies on the role and function of these statutory bodies. It provides advice to the Minister for Local Government on the operation of the *Caravans and Camping Grounds Act 1995* and the *Control of Vehicles (Off-road areas) Act 1978* and executive and research support to the statutory committees established under these Acts.

CORPORATE BUSINESS SERVICES

Corporate Business Services provides a range of support services to the Department including:

- Personnel Services;
- Public Affairs and Media Management;
- Financial Services;
- Information Services; and
- Technology Services.

Corporate Services Reform

The State Government continued its major initiative to instigate a reform of whole-of-government corporate services.

Career and Personal Development

The Department is committed to the development of its employees and providing a satisfying and rewarding working environment. Its policies and strategies are aimed at developing and retaining staff.

Training for staff is recognised as one of the major factors in staff development. In 2006-07, the Department facilitated over 2000 hours of training for its employees, which included training tailored to specific needs of employees.

Occupational, Health, Safety, Worker's Compensation and Rehabilitation

Occupational Health and Safety policy review and development is a key priority for Personnel Services to ensure a high safety standard continues to exist for employees. Inherent in the Department's policy is early intervention strategies to ensure that employees receive the assistance they need to make a speedy recovery from work related injuries or personal illness.

There were no new workers compensation claims lodged in 2006-07 or employees undergoing rehabilitation.

The Department remains committed to its successful Wellness Program and promotes a work environment which contributes to the health and wellbeing of staff. The program aims to raise the profile of health issues as they apply to personal and work contexts to assist employees in gaining self-awareness and achieving a healthy and balanced lifestyle.

As part of the Department's positive approach to staff health and wellbeing, complimentary influenza vaccinations were offered to all employees. To raise fitness and reduce the risk of illness, staff have also been encouraged to participate in Corporate Cup sporting events.

Staff Profile

As at June 30, 2007 the Department had 127 employees, 64 female and 63 male. The following table illustrates the gender representation on a salary and tenure basis.

Annual Report 2006 – 2007

Of the total staff employed by the Department, 72.44% were employed on a full-time basis, 6.3 % on a part-time basis, 14.17% on term contracts and 5.51 % as graduate officers.

| Salary Range (\$) | | | |
|----------------------|------------|-----------|-----------|
| | Total | Women | Men |
| 0 – 42,016 | 7 | 4 | 3 |
| 42,017 – 48,408 | 22 | 18 | 4 |
| 48,409 – 54,509 | 17 | 9 | 8 |
| 54,510 – 60,637 | 18 | 8 | 10 |
| 60,638 – 70,563 | 29 | 12 | 17 |
| 70,564 – 82,226 | 18 | 8 | 10 |
| 82,227 – 93,130 | 9 | 3 | 6 |
| 93,131 – 106,701 | 4 | 1 | 3 |
| 106,702 – 121,187 | 2 | 0 | 2 |
| Greater than 121,187 | 1 | 1 | 0 |
| Total | 127 | 64 | 63 |
| Employment Type | | | |
| | Total | Women | Men |
| Permanent Full-time | 92 | 40 | 52 |
| Permanent Part-time | 8 | 7 | 1 |
| Fixed Term Full-time | 20 | 11 | 9 |
| Fixed Term Part-time | 0 | 0 | 0 |
| Trainees | 7 | 6 | 1 |
| Total | 127 | 64 | 63 |

HUMAN RESOURCE FUTURE DIRECTIONS

EEO Programs

The Department recognises the importance of a diverse workforce and continues to encourage the recruitment of people with culturally diverse backgrounds, people with disabilities and youth. Innovative advertising methods were employed to attract a diverse range of applicants including Indigenous, females and youth.

An agency-wide EEO/diversity survey of all employees was undertaken in 2005-06 with a maximum response rate. As at June 30, 2007 8.26% of staff were from culturally diverse backgrounds and 2.4% were Indigenous Australians.

The Department continues to provide new and current employees with awareness raising programs for EEO principles and concepts. Included in its EEO and Diversity Plan is a number of actions which support an environment that is free of harassment and inappropriate behaviour and where people are treated with courtesy and respect.