



2012 /  
2013

# Annual Report



Shire of Jerramungup

2012 / 2013



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# President's Report

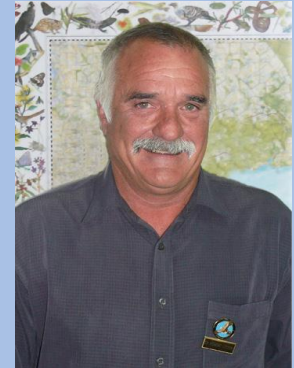
The 2012-2013 Annual Report provides an overview of the Shire's performance against the Shire of Jerramungup's strategic goals and vision identified through the Strategic Community Plan. I am happy to say that the Shire has delivered a strong performance this year both from an infrastructure renewal perspective and also from a governance perspective.

The Shire has implemented a number of Integrated Strategic Planning Documents required by the State Government to a high standard. These documents are based on extensive community input and consultation.

The Bremer Bay fire which occurred in December 2012 was a difficult and traumatic time for our community. Events like this highlight the need for us all to be vigilant and ensure that we are prepared for the environment in which we live in. The response to the fire from our bushfire brigades, the Department of Fire and Emergency Services, Department of Parks and Wildlife, Police and all other members of the Local Emergency Management Team was outstanding. The combined efforts of all involved in the management of this fire ensured the safety of our community and emphasised that there is always room for improvement when it comes to preparedness for fire. In response, the Shire has instigated the development of a Fire Management Plan for the whole of the Point Henry Peninsula which will be completed in 2014.

2012-2013 was a record year of road construction and infrastructure investment. Despite the works crew having to also undertake significant flood damage repairs, \$2M of investment was undertaken on road upgrades. The Shire is committed to improving our local road network and is supported by a team of individuals dedicated to providing an excellent service to the community.

I would like to thank my fellow Shire Councillors and the staff employed to deliver our services to the community. I believe that this year has been one of our most productive and look forward to the continued development and improvement of our community.



**Robert Lester**  
**Shire President**



# Chief Executive Officers Report

The 2012/13 financial year was a very productive year for the Shire of Jerramungup. Of significance was an increased focus on the Shire's strategic direction as required by various amendments to the Local Government Act and subsidiary legislation.

The following noteworthy projects were delivered during the period under review;

## **Integrated Strategic Planning Framework**

The introduction of regulations under section 5.56(2) of the Local Government Act 1995 resulted in the Shire's strategic planning framework only partly complying. In response, the Shire initiated a new strategic community planning process based on the Department for Local Government's Integrated Strategic Planning Framework.

The minimum requirement to meet the intent of section 5.56(2) is the development of:

- Strategic Community Plan;
- Corporate Business Plan;
- Asset Management Plan;
- Workforce Plan; and
- Long Range Financial Plan.

The Shire met the Department for Local Government's compliance requirements by successfully implementing the integrated framework by 30 June 2013.

## **Continuation of resource sharing initiatives**

The resource sharing arrangement in place with the Shire of Ravensthorpe continue to yield favourable outcomes for the Shire of Jerramungup.

The agreements have been in place for 24 months with both organisations recognising the benefits of this partnership.

## **Jerramungup revitalisation project**

In addition to recent road and drainage upgrades in the Jerramungup town site, the Shire received funding from Lotterywest to install a synthetic playing surface in Roe Park. The new playing surface replaces a poorly utilised grass surface and encourages unstructured physical activity outside school hours.





The Shire of Jerramungup was one of the first regional local governments in Western Australia to implement a synthetic playing surface and once again has demonstrated an innovative approach to natural resource management and water conservation.

### **Structure plan for the Bremer Bay Town Centre**

During the period under review, the Shire completed detailed design for the Bremer Bay Town Centre Project. With the assistance of Landcorp, the project will commence construction in 2013/14 and will introduce commercial land to the Bremer Bay market.

### **Regional Waste Management**

The Shire has made significant progress towards establishing a regional landfill site in Ravensthorpe.

The site has been tested from a hydrological and geotechnical perspective with detailed design completed during the year under review.

### **Forthcoming Period**

Key projects for the forthcoming period include the construction of the Bremer Bay Town Centre and regional landfill site in Ravensthorpe.

The Shire continues to be recognised by external funding partners for its efficiency in receiving, spending and acquitting funding.

I wish to thank the staff for their outstanding efforts over the review period and also the elected group for their support. With this ongoing support, I look forward to the forthcoming period with confidence and enthusiasm.

**Bill Parker**

**Chief Executive Officer**



# Pillar 1: Environmental Aspirations

**Aspiration 1: A carbon neutral community where renewable energy, water harvesting and fossil fuel alternatives are explored tested and applied.**

The Shire of Jerramungup has adopted the State's first Local Planning Policy mandating a rainwater tank plumbed back into the building for all new residential development. The policy has been applied a number of times since its adoption and has been met with ready acceptance.

The policy is due for review in December 2013 and at this stage is expected to be retained as is.



**Aspiration 2: A growing community that embraces well designed and sustainable development.**

A comprehensive review of the Shire's Local Planning Strategy was completed in December 2012 bringing it up to date with the latest state planning policies and community expectations. The Local Planning strategy is a 20 year vision for how the Shire will guide the use of land.

The review was motivated by a number of changes including:

- A need to identify and provide industrial land to service business needs and demand in Bremer Bay.
- A review of the Public Drinking Water Source Areas (PDWSA).
- The need to plan for potential increases in population associated with a planned mine (between Albany and Bremer Bay).
- The need to review existing land availability to cater for a range of lifestyle and accommodation needs.
- Existing and proposed scheme amendments which are outside of the current identified strategy growth areas.
- A need to ensure the Local Planning Strategy is updated, remains current, and continues to operate effectively to guide strategic planning decisions by the Shire of Jerramungup and the Western Australian Planning Commission.

The options for identifying a dedicated industrial estate for Bremer Bay will be explored in the next financial year.



Council supported a proposed rezoning and subdivision that creates a 'rural enterprise' zone 5 minutes from Bremer Bay that allows for light industry and residences to collocate in a live/work arrangement. This should satisfy the short term demand for industrial type land to support the Bremer Bay townsite.

**Aspiration 3: An environmentally conscious community where reduced waste to landfill is supported by best practice facilities.**

Over a number of years the Shire has been progressing towards implementing a regional waste management plan. In addition to establishing a regional waste management facility in Ravensthorpe, the plan also recommends upgrading various transfer stations that will service the regional facility.

A review of waste management operations in Jerramungup has identified some savings, with the likely redirection of funds facilitating an increase in opening hours of the refuse site in Bremer Bay. This is likely to eventuate in 2013/14.

Additionally, the recent commissioning of a recreational vehicle sewerage dump in Jerramungup means that both major towns within the Shire provide sewerage dump facilities for visitors.

**Aspiration 4: An environmentally astute community where human needs are met while conserving our natural and built environment.**

Progress on Aspiration 4 is likely to occur in 2013/14 with funding identified to develop a Natural Resource Management Plan.

The Shire has also commenced discussions with the Fitzgerald Biosphere Group to increase community awareness and install dieback signage throughout the Shire under a recently announced grants program.



## Pillar 2: Social Aspirations

**Aspiration 5: An active community supported by fit for purpose sport and recreation facilities.**

The Shire continues to maintain an up to date Sport and Recreation Infrastructure Plan which is formulated using the business plans which are completed by each of the Sports Clubs.

Over the next 12 months the Shire will be instigating recreation planning to accommodate recreation pursuits which are not directly aligned to structured sports. This plan will focus more on passive recreation such as trails, local parks and cultural recreation pursuits.



**Aspiration 6: An engaged and informed community, defined by strong civic leadership, sound governance and transparent decision making.**

During 2012-2013 the Shire completed its first workforce plan which essentially is the process of aligning the Shire's workforce and workforce capacity against the Strategic objectives of the organisation. The workforce plan was part of a suite of integrated planning documents which were required by the State Government's new Integrated Planning Framework.

The Shire of Jerramungup Workforce Plan sets out the path for the development of a strong and talented local workforce which can deliver the Shire's capital works programs and meet the demands of a rapidly changing local government industry. The Shire of Jerramungup Workforce plan is available for viewing on the Shire of Jerramungup website or from the Council offices.

**Aspiration 7: A healthy community where residents feel safe, secure and self-assured.**

The Shire has worked tirelessly to attract and retain appropriate resources from a health perspective. Although the Shire does not directly employ nursing resources, increased dialogue with the Health Department through the establishment of the Shire of Jerramungup Health Services Plan will only assist in retaining key personnel in the Shire.

The Shire's objective to establish a new health facility in Bremer Bay continues to gather momentum with the Shire meeting with the Health Minister during a Regional Cabinet Meeting to highlight our concerns with the existing facility. It is hoped that the Health Services Plan and Building Condition Audits recommend a new facility that can be considered by the State Government.





Stage one of the Bremer Bay Town Centre progressed significantly with detailed design being completed and the project going to tender. With adequate funding now received, it is anticipated that stage one will be constructed in 2013/14.

**Aspiration 8: A community that embraces lifelong learning where education is accessible to people of all ages.**

In 2012-2013 the Shire completed the Roe Park Synthetic Surface project and with that the Jerramungup Revitalisation project which has been delivered over the past 4 years. The Synthetic Surface and drainage system cost approximately \$200,000 to construct and was made possible through funding from Lotterywest of \$142,648. The project has already resulted in increased utilisation of Roe Park by both the community and District High School. The installation of the futsal size soccer pitch has been highly popular with the local youth and overall the Roe Park re-development has featured on travel websites and has now made Jerramungup the place to stop for visitors to the region.



## Pillar 3: Economic Aspirations

**Aspiration 9: An economically diverse community where primary industry is supported by a strong secondary and service industry**

Progress on Aspiration 9 is likely to occur in 2013/14 with funding identified to develop an Economic Development Strategy.

The year under review saw Main Roads provide funding for an investigation into passing lanes on South Coast Highway after the Shire met with the Minister for Transport in October. Coincidentally, the route between Jerramungup and Albany was provided with increased mobile phone reception under the State Governments Regional Mobile Communications Project. New towers were established in Boxwood Hill and Gairdner.

**Aspiration 10: A community where transport infrastructure is constructed and maintained using best practice principles.**

As part of the Integrated Planning process, the Shire has completed an Asset Management Strategy which will continue to be refined over the coming years. The process has highlighted Local Government's continued issues with the maintenance and upkeep of aging assets with finite financial resources. The Asset Management Strategy has indicated that the Shire has very slight growth projections over the next ten years and no significant expansion of the current asset base is predicted. The building and infrastructure assets are of varying ages, are generally in fair to good condition and perform effectively. Only minor replacements and refurbishments have been projected in the next ten years.

In 2012-2013 the Shire delivered a record amount of capital expenditure as follows:

Roads Infrastructure: \$2M  
Land, Buildings and Parks: \$311K  
Plant and Equipment: \$1.2M

The most significant investment was the practical completion of the Swamp Road upgrade. Approximately 12km of road from Borden Bremer Bay Road to Doubtful Islands Road is now sealed. The works department in the same year also managed to complete another 5km sealed section of Devil's Creek Road. The road maintenance teams also performed an outstanding job maintaining

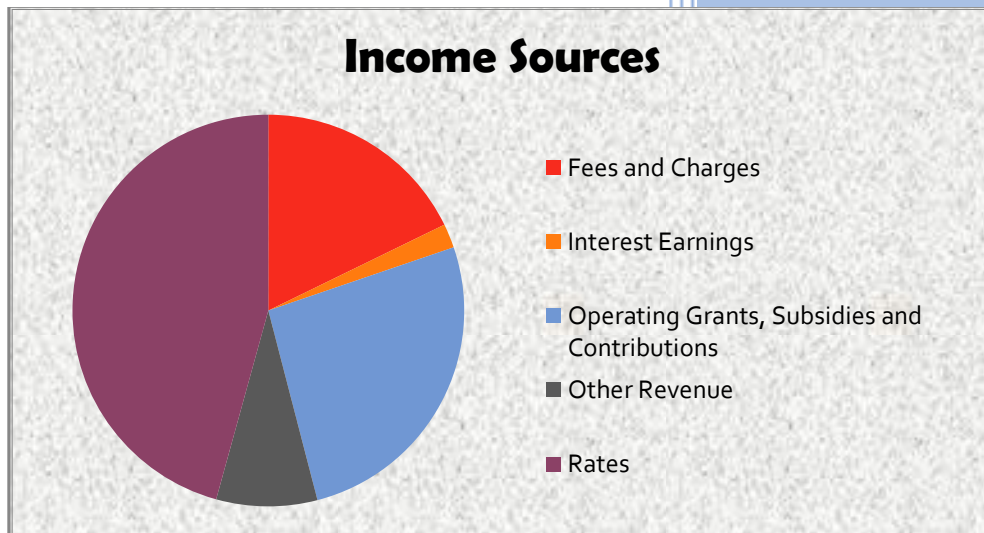




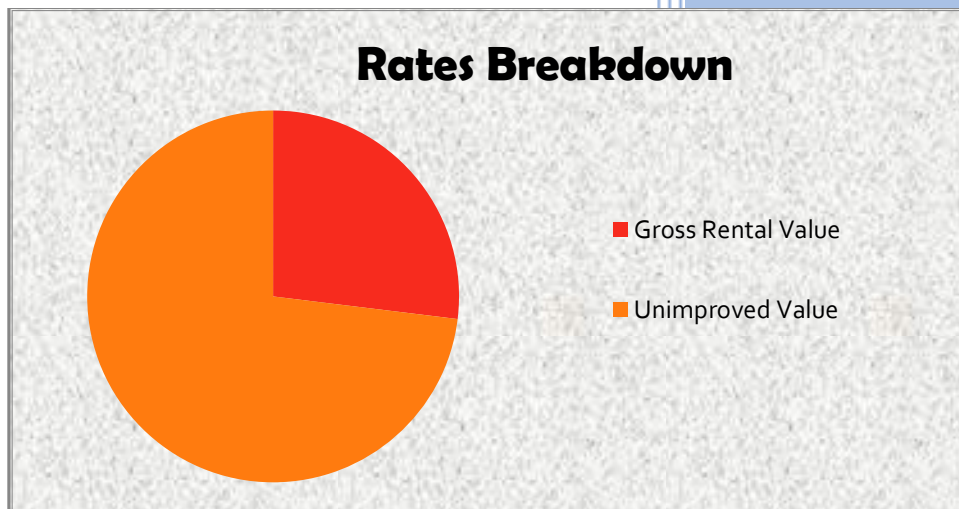
road, drainage and townsites. Their cumulative expenditure with the construction crew saw a total of almost \$3M invested in the management of the rural and townsite road network.

**Aspiration 11: A community where revenue is maximized and rating methodology is fair, equitable and transparent.**

The Shire of Jerramungup achieves approximately half of its annual operating revenue stream from rates. The following diagram indicates the breakdown of municipal revenue used to fund annual operations.



The Shire Council annually deliberates on the setting of Council rates to maintain an appropriate balance between Rural (UV) and Residential (GRV) based rates. In alignment with the Long Term Financial Plan the gross increase to rates was 5%, the following table provides an overview of the dissection of rates sources. In summary rural rates account for approximately 73% of rates income and residential rates provide approximately 27% of rates income.





**Aspiration 12: A community that provides a range of good quality and affordable private and government housing options aimed at attracting and retaining residents.**

The year under review saw significant progress being made to provide additional staff housing in Bremer Bay. This house will be constructed in 2013/14 and will complement the three new residential dwellings constructed for the Doctor and Police. The new houses provide quality accommodation for key personnel and ensure that good housing is provided in Jerramungup and Bremer Bay.

The Shire continues to work with the State Government in the area of affordable housing.



## Pillar 4: Cultural Aspirations

**Aspiration 13: A culturally aware community that recognises its heritage and the contribution that war settlement and indigenous people have made.**

The Shire of Jerramungup continues to value and honour its War Service and Pioneer history. The annual ANZAC Day and Remembrance Day celebrations are well attended and meticulously guided by local RSL representative Mr Ian Mangan. The Shire has also recently engaged with the Department of Indigenous affairs to arrange for the return of Aboriginal Ancestral remains to the Bremer Bay area.



**Aspiration 14: An involved community where volunteering is fostered, encouraged and supported.**

The Shire of Jerramungup has continued to support the Club Development Officer Scheme in 2012-2013 and has supported a wide range of initiatives through the scheme including the Kidsport Program and CSRFF program. The Club Development Officer scheme has been a valuable resource to our local sporting clubs offering some governance support and avenues to access funding and training opportunities. The Shire has continued to support the position in 2013-2014 and the program is currently under review by the Department of Sport and Recreation.

**Aspiration 15: A community that provides programs and facilities to people with varying needs.**

This aspiration is directly related to the Shire's efforts to improve our facilities and services towards being more inclusive and accessible. In response to this aspiration, the Shire commenced a review of the Disability Access and Inclusion Plan in 2013 which was formally endorsed by Council in November 2013. This plan is available from the Shire office, libraries and websites and outlines a number of initiatives and goals for improving our community's accessibility and inclusiveness. In addition the Shire continues to monitor current building standards and our public buildings to progress this community aspiration.



# Organisation Measurements

## Community Survey Feedback

In November 2012, Council adopted a new Strategic Community Plan. This Plan proposes a plan of action that will facilitate improved service delivery, the efficient allocation of resources and a greater integration in terms of community aspirations and the delivery of both operational and strategic projects.

A key component in measuring the success of the Strategic Community Plan is the undertaking of a community survey that will be used as a tool to gather information, measure community attitudes and ascertain the Shire's overall performance from a service delivery and resource allocation perspective.

In June 2013 the Community Survey was distributed to residents and ratepayers of the Shire and from a total of 394 sent out 113 surveys were returned. This is a percentage of 28.7% which is larger than the 23.8% returned in 2010 (where 513 were sent out and 122 returned).

### Current Standard of Service:

Shire staff telephone manner and courteous/friendly reception were the top two ranked areas that the respondents were highly satisfied with. These two areas, along with accuracy of advice and information provided, have all received a higher average response score than on the 2010 survey, which shows the Shire is committed to, and strives to achieve, a high level of customer service to the community.

There was an increase in satisfaction with town parks & gardens which we attribute to the upgrades to the Jerramungup Revitalisation Project, along with regular maintenance and improvement of parks and gardens by the Town Services team across the Shire.

Rural roads and storm water drainage appear as the two main areas the respondents are not satisfied with and this was also reflected in the additional comments with 24 comments relating to roads and 6 comments to drainage.

### Community Consultation and Access to Information:

Interpretation of the data tells us that most people rely on the local publications (Bremer Bulletin and Jerry Journal) to keep them up to date with what is happening in Council which is much the same as the 2010 survey.



### Future Direction of Council:

The majority of respondents consider roads, which received 24 additional comments, and bushfire protection & emergency services, which received 7 additional comments, to be the areas that should require the most attention from Council moving forward. These are the same key areas that were top of the 2010 survey. Footpaths were reflected on here with a ranking of 5 but received 22 comments relating to better footpath requests for Bremer Bay.

### Future Resource Commitment:

The top three statements that respondents agreed with were the same three from 2010, attracting and retaining trained & qualified staff, repairs and replacement of Shire owned buildings and facilities as necessary, and encouraging commercial activities. The Shire will continue to focus on these areas in the years to come.

## Asset Management Targets

**Table 1 Service Levels for Roads Key Performance Measure**

Table 1	Level of Service	Performance Measure Process	Performance Target	Current Performance
COMMUNITY / OPERATIONAL LEVELS OF SERVICE				
Quality	Well maintained and suitable road network  Ride-ability and visibility  Adequate road width for traffic demands	User satisfaction measurement survey	Customer requests < 25 per year	44 customer requests received – target not achieved. Unsealed roads requiring grading was the main issue raised
Function	Road network meets user requirements  Provide a fully accessible network	Assessment of Suitability for Purpose	No of reports per annum of inaccessibility due to lack of maintenance < 10	8 requests received – target has been achieved.
Safety	Provide a safe network	Number of injury / accidents	Nil / Per Year	10 vehicle crashes occurred on Shire roads. None of these were deemed to be caused by the condition of the roads – target has been achieved.
TECHNICAL LEVELS OF SERVICE				
Legislative / Statutory	Meet criteria detailed in in License, Acts or Regulations	Compliance with Legislative / Statutory requirements	100% Compliant	The Shire's annual compliance return to the Department of Local Government identified no areas on non-compliance.



Table 1	Level of Service	Performance Measure Process	Performance Target	Current Performance
Operations	Road network meets user requirements	Assessment of suitability for purpose	No of reports per annum of inaccessibility due to lack of maintenance < 10	8 requests received – target has been achieved.
Maintenance	Manage the road network at the agreed standards for the lowest lifecycle cost	User satisfaction measurement survey Cost effectiveness of maintenance	70% of customers believe the road network provided is good value for money	Survey results showed road maintenance as a top priority for the future and 60% of responders' believe the current road maintenance budget is adequate
Upgrade	Road network meets user requirements	Assessment of suitability for purpose	No of reports per annum assets not meeting requirements < 10	6 requests received – target has been achieved.
Renewal	Roads are suitable for purpose	Useful life of asset	Assets have useful life of 30 years	Unable to review at this stage. Road asset database is being updated next financial year.
Cost effectiveness	Undertake proactive maintenance  Efficient use of Shires Resources  Affordability – acknowledging that we can only deliver what we can afford	Qualitative measure, based on a cost-benefit analysis	Measure of budget expenditure	60% of survey responders' believe the current road maintenance budget is adequate

**Table 2 Service Levels for Footpath Key Performance Measure**

Table 2	Level of Service	Performance Measure Process	Performance Target	Current Performance
COMMUNITY / OPERATIONAL LEVELS OF SERVICE				
Quality	Well maintained and suitable footpath network	User satisfaction measurement survey	customer requests < 10 per year	4 requests received - Target has been achieved
Function	Network is functionally fit for purpose	Assessment of suitability for purpose	customer requests < 5 per year	4 requests received - Target has been achieved
Safety	Provide a safe network	User satisfaction measurement survey  Number of injury / accidents	70% Satisfaction  Nil / Year	No incidents directly associated with footpath issues were reported.
TECHNICAL LEVELS OF SERVICE				
Legislative / Statutory	Meet criteria detailed in in License, Acts or Regulations	Compliance with Legislative / Statutory	100% Compliant	The Shire's annual compliance return to the Department of Local Government identified no





Table 2	Level of Service	Performance Measure Process	Performance Target	Current Performance
		requirements		areas on non-compliance.
Operations	<p>Footpath assets will be maintained in a reasonably usable condition. Defects found or reported that are outside Shire's service standard will be repaired.</p> <p>Shire inspects all footpath assets intermittently and prioritises and repairs defects in accordance with its inspection schedule to ensure they are safe.</p>	User satisfaction measurement survey	<p>Repairs completed within 14 day timeframe</p> <p>70% Satisfaction</p>	1 maintenance request not responded to within 14 days.
Maintenance	Provide a fully accessible network	User satisfaction measurement survey	70% Satisfaction	Satisfaction appears to be high. Only two sections of path were reported for maintenance
Upgrade	Footpath network meets user requirements	Assessment of suitability for purpose	No of reports per annum of assets not meeting requirements < 10	4 requests received - Target has been achieved
Renewal	Footpaths are suitable for purpose	<p>Assess useful life of asset</p> <p>Measure, condition of assets</p>	<p>Assets have useful life of 50 years</p> <p>70% Satisfaction</p>	Unable to review at this stage. Footpath asset database is being updated next financial year.
Cost effectiveness	<p>Undertake proactive maintenance</p> <p>Efficient use of Shires Resources</p> <p>Affordability – acknowledging that we can only deliver what we can afford</p>	Qualitative measure, based on a cost-benefit analysis	Measure of budget expenditure	On average 72% of survey respondents think there should be more and better quality footpaths

**Table 3 Service Levels for Buildings Key Performance Measure**

Table 3	Level of Service	Performance Measure Process	Performance Target	Current Performance
COMMUNITY / OPERATIONAL LEVELS OF SERVICE				
Quality	<p>Well maintained and suitable buildings</p> <p>To ensure the ongoing provision of well-kept community facilities</p>	User satisfaction measurement survey	Customer requests < 10 per year	38 requests received – target not achieved
Function	<p>Functionally fit for purpose</p> <p>Sufficient facilities to meet</p>	Assessment of Suitability for Purpose	70% Satisfaction	Survey results showed 75% satisfaction for the current



Table 3	Level of Service	Performance Measure Process	Performance Target	Current Performance
	user demand/needs			building standards – target has been met
Safety	Relates to the health and safety risks created by provision of the service and the degree to which these are mitigated.	User satisfaction measurement survey  Number of injury / accidents	70% of Customers Satisfied  Nil injury or accidents / per annum	No incidents directly associated with building maintenance issues were reported.
<b>TECHNICAL LEVELS OF SERVICE</b>				
Legislative / Statutory	Meet criteria detailed in in License, Acts or Regulations  Disability access	Compliance with Legislative / Statutory requirements	100% Compliant	The Shire's annual compliance return to the Department of Local Government identified no areas on non-compliance.
Operations	Defects found or reported that are outside Shire's service standard will be repaired.  Adequate transport provision (walking distance, cycle racks, and/or parking facilities)	Measurement of timeframe for undertaking repairs  User satisfaction measurement survey	Repairs completed within 14 day timeframe  70% Satisfaction	No customer service requests relating to this area were logged.
Maintenance	Maintain the facilities at a good condition or better	User satisfaction measurement survey	70% Satisfaction	Not measured during this financial year.
		Annual Condition Appraisal	Average Condition is better than good	Not measured during this financial year.
Upgrade	Buildings are refurbished or replaced when scheduled to meet the levels of service and functionality requirements of the Shire.	Assessment of suitability for purpose	No of reports per annum of assets not meeting requirements < 10	13 requests received – target not achieved
Renewal	Efficient use of Shires Resources	Assess useful life of asset  Measure, condition of assets	Assets have useful life of 60 years  70% Satisfaction	Not measured during this financial year. Building valuation audit and condition assessment will be undertaken in 2013/2014.
Cost effectiveness	Undertake proactive maintenance  Efficient use of Shires Resources  Affordability – acknowledging that we can only deliver what we can afford	Qualitative measure, based on a cost-benefit analysis	Measure of budget expenditure	Not measured during this financial year. Systems still to be developed to analyse usage vs cost efficiency.



**Table 4 Service Levels for Parks and Gardens Key Performance Measure**

Table 4	Level of Service	Performance Measure Process	Performance Target	Current Performance
COMMUNITY / OPERATIONAL LEVELS OF SERVICE				
Quality	Well maintained parks Amenity is protected Quality town centres for businesses and users	User satisfaction measurement survey	Customer requests < 10 per year	25 requests received – target not achieved
Function	Functionally fit for purpose	Assessment of Suitability for Purpose	70% Satisfaction	Survey results showed the standard of parks & gardens to be 70% - target has been achieved
Safety	Safe design and management of facilities and parks People feel safe in parks Passive security, site lines, reduced graffiti Safe working environments	User satisfaction measurement survey Number of injury / accidents	70% Satisfaction  Nil	A child was injured at Roe park due to a loose bolt falling out. – target not achieved
TECHNICAL LEVELS OF SERVICE				
Legislative / Statutory	Meet criteria detailed in in License, Acts or Regulations	Compliance with Legislative / Statutory requirements	100% Compliant	The Shire's annual compliance return to the Department of Local Government identified no areas on non-compliance.
Operations	Well maintained and suitable Historic sites are protected Natural areas are protected Easy to find and use Adequate transport provision (walking distance, cycle racks, and/or parking facilities)	User satisfaction measurement survey	Repairs completed within 14 day timeframe	Three different requests were not actioned within 14 days and were re-submitted by residents
Maintenance	Sufficient facilities to meet user demand/needs	User satisfaction measurement survey	70% Satisfaction	Not measured during this financial year.
Upgrade	Efficient use of Shires Resources	Assessment of suitability for purpose	No of reports per annum of assets not meeting requirements < 10	6 requests received – target has been achieved
Renewal	Assets are suitable for purpose	Assess useful life of asset	Assets have useful life of 10 years	Not measured during this financial year. Parks infrastructure valuation audit and condition assessment will be undertaken in 2013/2014.



Table 4	Level of Service	Performance Measure Process	Performance Target	Current Performance
		Measure, condition of assets	70% Satisfaction	
Cost effectiveness	Undertake proactive maintenance  Efficient use of Shires Resources  Affordability – acknowledging that we can only deliver what we can afford	Qualitative measure, based on a cost-benefit analysis	Measure of budget expenditure	Not measured during this financial year. Systems still to be developed to analyse usage vs. cost efficiency.



# Statutory Statements

## Record Keeping Policy

The Shire of Jerramungup and all of its employees are committed to efficient 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.

As part of staff induction, the role and responsibilities of every employee, in relation to compliance with the record-keeping plan, are addressed. Ongoing training sessions are conducted by where appropriate and additional training is provided to ensure the operation of our Information Management System is effective and compliant.

## Annual Salaries

The Local Government Act requires the Annual Report to detail the number of employees who are entitled to an annual salary of \$100,000 or more and to break those employees down into bands of \$10,000. The Shire of Jerramungup has one employee whose salary falls between \$100,000 and \$109,999, two employees whose salaries fall between \$120,000 and \$129,999 and one employee whose salary falls between \$140,000 and \$149,999.

## Register of Financial Interests for Elected Members & Senior Staff

In accordance with the requirements of the Local Government Act (1995), this register is held in the Administration office and is available for viewing by the public.

## National Competition Policy

### COMPETITIVE NEUTRALITY POLICY AND PRINCIPLES;

The Shire of Jerramungup has not identified any business that would be classified by the Australian Bureau of Statistics as either a "Public Financial Enterprise" or "Public Trading Enterprise".

### COMPETITIVE NEUTRALITY POLICY AND PRINCIPLES; PRINCIPLE CN<sub>5</sub>

The Shire of Jerramungup has not identified any part of its business as "Significant Business Activity" in 2012/2013.

### STRUCTURAL REFORM OF PUBLIC MONOPOLIES; PRINCIPLES SR<sub>2</sub>, SR<sub>3</sub> AND SR<sub>4</sub>

The Shire of Jerramungup acknowledges the principles of structural reform under the National Competition Policy.



## **Disability Access and Inclusion Plan**

The Shire of Jerramungup Disability Access and Inclusion Plan 2006 – 2010 (DAIP) has guided the Shire's efforts to make the Shire of Jerramungup community a more friendly and inclusive place for people with disabilities and has resulted in a number of improvements being made throughout the shire.

The upgrade of our shared path network, planning for disabled access in our new Bremer Bay Town Centre and regular updates of our website are all means by which the Shire has improved services for disabled persons this year. As our community infrastructure develops we will continue to improve disabled access. The Shire of Jerramungup has also recently endorsed a new DAIP which will come into effect from 2014.

## **Public Interest Disclosure**

In accordance with the requirements of the Public Interest Disclosure Act 2003, the Shire of Jerramungup has established procedures to facilitate the making of disclosures under the Act. These procedures set out the processes in place in respect to protected disclosures generally, to protect people from reprisal for making protected disclosures, and to provide guidance on investigations. In the 2012-2013 financial year, no disclosures relating to improper conduct were made to the Shire and therefore no disclosures were referred to the ombudsman.

## **Freedom of Information Act 1992**

The Shire of Jerramungup is subject to the provisions of the Freedom of Information Act 1992, which gives individuals and organisations a general right of access to information held by the Shire. The Act also provides the right of appeal in relation to decisions made by the Shire to refuse access to information applied for under the Act. The Shire received no requests for information in 2012-2013.

## **Sewerage Scheme and Customer Service Charter**

This charter sets out the broad philosophy of the Shire in supplying sewerage services to the Jerramungup Townsite in accordance with the License issued to the Shire by the Economic Regulation Authority under the Water Services Licensing Act 1995. Copies of the charter are available at the Shire of Jerramungup administration office.

The charter informs the customers of the Shire of their rights in accordance with the provisions of the license, including service interruptions, levels of service and complaints procedures. The Shire will provide its sewerage services in a manner that is fair, courteous and, timely with a focus on consultation with our customers, respecting their rights, and meeting their reasonable expectations.



### Report on Complaints made against Councilors

In accordance with section 5.53 of the Local Government Act and the associated Local Government (Rules of Conduct) Regulations 2007 the complaints made against councilors for 2011-2012 were:

- Number of entries in the register – Nil
- How the complaints were handled – N/A



# Audit Report and Financial Statements

The following pages contain the Shire of Jerramungup annual audit report and financial report. The Statements have been prepared in accordance with the Local Government Act 1995 and Local Government Financial Management

Regulations 1996 for the 2012-2013 financial year. These statements provide an insight into the financial position of the Shire of Jerramungup and are audited by Lincolns Accountants and Business Advisors. Clarification and further information on the annual financial statements can be obtained by contacting the Deputy Chief Executive Officer at [dceo@jerramungup.wa.gov.au](mailto:dceo@jerramungup.wa.gov.au).