



# **2013 Annual Report**



*Celebrating Our Diversity*

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## ***Shire President's Report***



On reflection, the 2012/13 year was one of delivery on a number of long standing matters pursued by Council reflecting Council's efforts to promote the district and our organisation's capacity to respond to opportunities and deliver projects. Notable achievements/contributions included:

- Various Supertown projects;
- Woolworths development;
- Seniors accommodation in Manjimup and Walpole;
- Accommodation for Manjimup high school students;
- Doggerup Road environmental approval;
- Donnelly River Huts inspections/leases;
- Synthetic bowling green at Manjimup Country Club;
- AquaCentre energy efficiency improvements;
- Alignment of the Bunbury to Albany gas pipeline through Manjimup; and
- Major boating facility upgrades at Windy Harbour.

Over the year Council also completed several strategic matters including:

- The Integrated Planning requirements of the State Government (including "Community Strategic Plan", "Corporate Business Plan", "Asset Management Plan", "Workforce Plan");
- Local Laws for "Standing Orders" and "Fencing";
- Heritage policy and Heritage list; and
- Strategies for "Arts & Culture" and "Environmental Management and Sustainability".

The Shire's operating performance for the year was again sound, coming in largely on budget despite increasing uncertainty of government funding commitments.

Since nomination as a SuperTown, the Manjimup district has attracted significant funding towards Supertown projects (\$12.7m), expansion of the agricultural education project (\$1m), Southern Inland Health Initiative (\$15m), AquaCentre energy efficiency (\$750k), Pemberton Main Street (\$270k) with further prospective grants likely. This level of government support is welcomed however it does not happen just by chance; rather it results from a vision, sound business proposals and lobbying.

The year was not however without challenges, especially the Kin-Kin and Greenbushes wildfires which resulted in the loss of one life. Again I need to acknowledge the efforts of key response agencies, our own emergency service staff and the 70 Bush Fire Brigade volunteers from our district who fought these fires.

Our community has once again shown its durability with a modest 16% upswing in planning approvals despite a 9.5% reduction in building approvals. Like most of Australian, confidence remains low with caution being exercised everywhere. We are unlikely to see substantial improvement in our economic fortunes until confidence returns.

Other notable activities for 2012/13 beyond normal included:

June 2013	<ul style="list-style-type: none"> <li>• Standing Orders Local Law adopted.</li> <li>• Analogue TV service in Northcliffe, Quinninup and Walpole turned off.</li> <li>• Supertown History House and Timber &amp; Heritage Park playground completed.</li> <li>• Donnelly River huts inspected ahead of issue leases.</li> <li>• Business case lodged for Wellness and Lifestyle Centre.</li> </ul>
May 2013	<ul style="list-style-type: none"> <li>• FACET Conference held in Manjimup.</li> <li>• My Town Rules cooking competition held.</li> </ul>
April 2013	<ul style="list-style-type: none"> <li>• Seniors Expo held in Manjimup.</li> <li>• ANZAC memorial services held in each town.</li> <li>• Draft Arts &amp; Culture Plan released for public comment.</li> <li>• Draft Strategic Community Plan released for public comment.</li> <li>• Draft Environmental Management &amp; Sustainability Strategy released.</li> </ul>

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March 2013	<ul style="list-style-type: none"> <li>• Northcliffe Karri Cup, Pemberton Classic and Walpole regatta held.</li> <li>• Supertown works commenced at Manjimup Timber &amp; Heritage Park.</li> <li>• Expression of interest lodged with Federal Government for World of Energy.</li> <li>• AgriFood's job summit held in Manjimup.</li> <li>• KinKin and Greenbushes wildfires resulting in one death.</li> </ul>
Feb 2013	<ul style="list-style-type: none"> <li>• .</li> </ul>
Jan 2013	<ul style="list-style-type: none"> <li>• Completion of art panels in Pemberton mainstreet wall.</li> <li>• Australia Day award ceremony held in Manjimup.</li> <li>• AquaCentre ground source heat pump project approved and commences.</li> <li>• Inaugural Anne McKay Address presented by Julie Suttleworth.</li> </ul>
Dec 2012	<ul style="list-style-type: none"> <li>• Supertown Growth Plan finalised and endorsed by Council and State Government.</li> </ul>
Nov 2012	<ul style="list-style-type: none"> <li>• Announcement Bunbury-Albany gas pipeline to go through Manjimup</li> <li>• Director General's visit Manjimup.</li> <li>• Kids Sport initiative committed to by Council.</li> <li>• Fencing Local Law enacted.</li> </ul>
Oct 2012	<ul style="list-style-type: none"> <li>• Submission on the State's draft Forest Management Plan.</li> <li>• Review of Fire Break and Fuel Hazard Reduction notice re building protection zones.</li> <li>• Windy Harbour boat ramp carpark works commenced.</li> </ul>
Sept 2012	<ul style="list-style-type: none"> <li>• Investigating solutions to Manjimup's water restrictions.</li> <li>• Review of extended trading hours following community consultation.</li> <li>• Walpole skate park commences following funding confirmation.</li> <li>• Submission on State's review of the R4R Country Local Government Fund.</li> </ul>
Aug 2012	<ul style="list-style-type: none"> <li>• Local government week in Perth.</li> <li>• FESA joint funding agreed for Community Emergency Services Manager.</li> </ul>
July 2012	<ul style="list-style-type: none"> <li>• Review of Sister City relationship.</li> <li>• Ratepayer survey for Strategic Community Plan (over 400 responses).</li> </ul>

Council elections were recently held resulting in three changes on Council. Appreciation is expressed to past Councillors Ray Curo (16 years), Robert Taylor (12 years) and Jamie Jones (4 years) for their loyal service to our community.

I thank the Council for supporting my continuation as Shire President for the next 2 years and I welcome the assistance of Dean Bavich, replacing Ray Curo in the role of Deputy Shire President.

I wish to thank my fellow Councillors, staff, funding bodies, volunteers and ratepayers for their continuing support.



**Wade DeCampo  
SHIRE PRESIDENT**

## ***Chief Executive Officer's Report***

### **Key achievements**

- Commencement of Supertown projects with some completed.
- Increased fuel hazard reduction on Council reserves.
- Adoption of new Local Laws for Council Standing Orders and Fencing.
- Adoption of various Integrated Planning documents.
- Adoption of key strategic documents for Heritage, Arts & Culture and Environment & Sustainability.
- Completion of senior's accommodation units at Walpole and Manjimup using R4R CLGF.
- On budget financial performance.

### **Awards**

#### **Customer Service**

The Shire's "Golden Shovel" customer service awards were introduced in 2009 to reinforce the Shire's commitment to improve customer service. Feedback from recent community surveys suggests we are starting to make some inroads to improving customer service. Customer Service Award winners for 2012 were:

#### **HACC Network Warren Blackwood**



*HACC representatives Lisa White and Liz Lockyear (pictured left) accept the 2012 Disability Commission Local Government Count Me In Award for increasing social, recreational and community opportunities for local people with disabilities.*

#### **Australia Day 2013**

The annual Australia Day event and awards are rotated through the four towns in the Shire with the 2013 awards held in Manjimup. Award winners were:



*Individual under 25 winner – Michelle Aiken of Manjimup*



*Individual over 25 winner – Colin Britza of Pemberton (award received on Colin's behalf by Oliva Treasure and Cameron Dearle)*



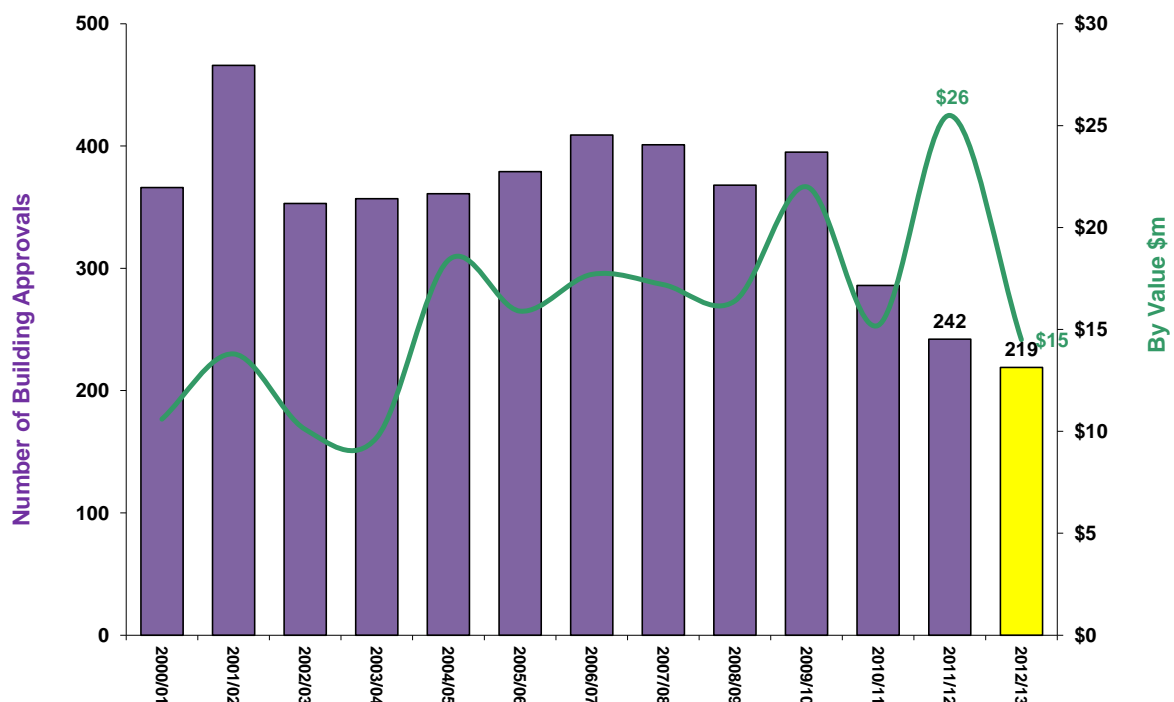
*Community Group winner – Tender Touch Therapy of Manjimup*

## Building & reserve improvements

### Building statistics

In 2012/13, the number of building applications continued to decline by 9.5% to 219. The value of building approvals also reduced by 42% to \$15m.

The average number of days taken to assess a building application (both certified and uncertified) was 8.6 days.



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Major building works undertaken during the year were:

<b>Building &amp; reserve improvements</b>	<b>Budget</b>	<b>Actual</b>
Manjimup – design medical professional housing	50,000	28,109
Manjimup - Emergency power back up Manjimup Shire offices, Council Chambers and Town Hall	19,000	20,166
Manjimup – new cat pound	95,000	24,973
Manjimup – replace asbestos roof Town Hall	20,136	37,553
Manjimup – Top Notch café kitchen upgrade	12,275	18,106
Walpole - chemical toilet dump point	12,328	15,000
Walpole – fish cleaning station	19,981	19,680
Walpole – skate park	162,000	117,569
Windy Harbour boat ramp car park upgrade	263,068	210,003



*New cat pound*



*Conversion of the round house to accommodate the Timber Museum (a SuperTown project)*



*Top Notch Café kitchen upgrade*



*Windy Harbour boat ramp carpark*

### **Community Grants**

The community grant process is a competitive process with Council allocating funding that best achieves the objectives of bringing activity into the district and providing benefits to the youth.

The amount of direct cash handed out by the Shire of Manjimup as Community grants increased by 14% in 2012/13 to \$117,479 as follows:

<b>Community grants</b>	<b>Budget</b>	<b>Actual</b>
Community groups	89,429	85,479
Youth	32,000	32,000

### **Culture and Arts**

Council sought a greater focus on culture and the arts including a "Heritage Icon Trail" project to capture and display our cultural history.

During 2012/13, a draft Arts and Culture Strategy was prepared and released for public comment, a significant achievement that has taken several years to deliver.

### **Emergency Management**

The Shire of Manjimup is responsible for 26 bush fire brigades within the Shire. During the year, our bush fire Brigade's responded to 19 separate fire incidents.

Fuel loads were reduced through either burning or mechanical means:

- 48.2ha of Shire reserve and
- 18km's of Shire road reserve

Our fire services were challenged in March 2013 year with the Kin Kin and Greenbushes fires. Unfortunately one person died in the Kin Kin fire and there was substantial property damage in the Greenbushes fire. The co-operation managing the fire drew gratitude from the residents of Northcliffe.

The Shire has a statutory role under the Emergency Management Act 2005. The Act essentially requires local governments to prepare:

- Emergency Management Risk Management Plans (adopted 2007);
- Evacuation Plans (adopted 2010); and
- Recovery Plans (adopted 2011).

The Shire of Manjimup's Local Emergency Management Committee ("LEMC") was active during the year meeting on 5 occasions and undertaking 1 training exercise to test emergency management arrangements.

The 2012/13 Fuel Hazard Reduction and Fire Break Notice was thoroughly reviewed following the contentious new requirements for the removal of vegetation in building protection zones in the prior year.

During the year, the Shire also maintained fire warning signs for each of the four towns in the Shire and introduced new warning signs in Quinninup. The signs indicate the warning level are reviewed daily during the restricted and prohibited seasons.

<b>New BFB / SES buildings</b>	<b>Budget</b>	<b>Actual</b>
Glenoran BFB	5,964	5,843
Mordalup BFB	10,594	7,123
Quinninup BFB	105,960	99,424
Walpole SES	321,060	11,574
Windy Harbour BFB	42,614	9,270

## Environmental

### Environment and Sustainability Strategy

Following extensive consultation, Council adopted the Environment and Sustainability Strategy, a copy of which can be found on our website.

### Landcare

The Shire of Manjimup again maintained its commitment to land care in 2012/13 with the Shire funding the Landcare officers' vehicle and other landcare cost of \$12,761.

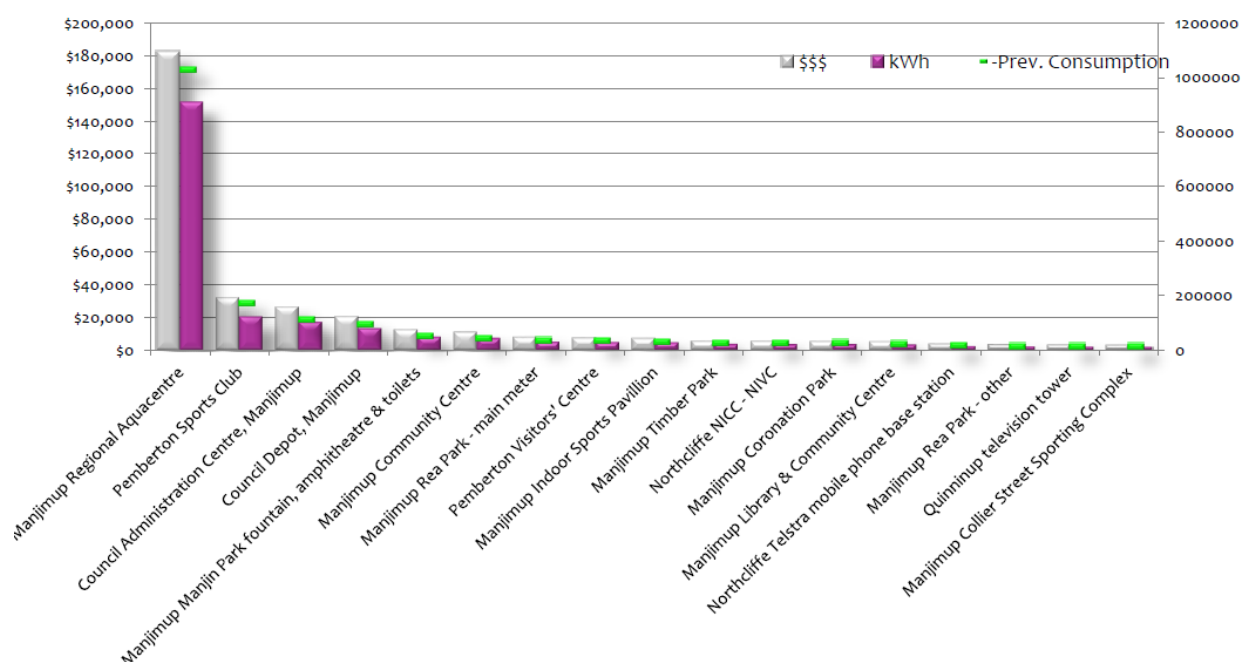


### Carbon footprint

In 2012 the Shire engaged Planet Footprint to help measure our carbon footprint and to identify a baseline against which initiatives can be measured.

Electricity consumption for 2012/13 was 1,634,767 kWh (down 10%) at cost of \$373,162 (up 15%) and an average unit cost of 22.8 cents/kWh. Electricity consumption was dominated by the AquaCentre prompting the energy efficiency project.

Electricity Consumption & Cost Breakdown, Q1-4:2012-2013

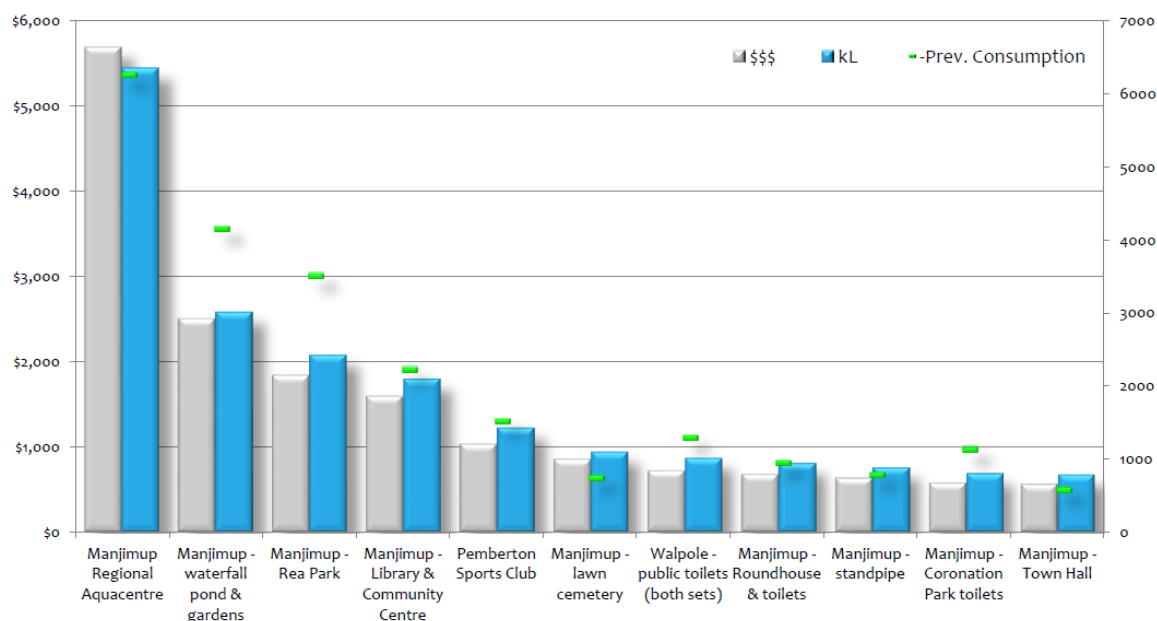


### Water management

The Shire of Manjimup was one of the inaugural and only continuing Shire to support the Ribbons of Blue "Water Watch" program through a payment of \$7,000. The Shire's contribution has been used to support local groups such as the Wilgarrup and Upper Lefroy catchment groups to monitor water quality in their sub catchments and to analyse data to help implement actions to protect or increase water health.

Planet Footprint also helped measure the Shire's water consumption for 2012/13 with consumption at 31,777 KL (down 11%) at a cost of \$24,525 (down 15%) to an average unit rate of 77.2 cents/KL.

Water Consumption & Cost Breakdown, Q1-4:2012-2013



#### Declared Weeds

Expenditure on fighting declared weeds remained consistent at \$24,433. Targeted weed management projects were conducted. In addition to these dedicated projects, the Shire's vegetation clearing program includes spraying in follow up years those areas recently cleared. This serves the dual purpose of maintaining sight lines and managing weed growth.

During the year, further rehabilitation works were undertaken at Mottram Street reserve in Manjimup for which grant funds were secured.

#### Feral animals

Funding of \$5,000 was paid towards feral pig control in 2012/13 to community based feral pig control program around the Lake Muir district. The Lake Muir group (which is also supported by the Shires of Cranbrook and Plantagenet) continues to report success in achieving a reduction in feral pig numbers.

#### Events

In addition to the direct cash provided to Events through the Community Grants program (as outlined above), the Shire provided \$12,172 logistical and marketing support for a number of events as follows:

- Event promotion (Community Services) \$ 1,008
- Event assistance – signage etc (Works) \$ 0
- Event set up / clean up (Parks & Gardens) \$ 7,776
- Event road traffic management plans (Tech Services) \$ 3,338

Council supported events (those in **bold** were events run by the Shire) in 2012/13 were:

2012	EVENT	2013	EVENT
August	WesCarpade (camp Quality)	January	Manjimup Farmers Market
	Classic Music Concert		<b>Australia Day</b>
	Daffodil Day – Cancer		Avag'day in Walpole
September	<b>Australian Chamber Orchestra</b>		<b>Anne McKay Inspirational Women</b>
	Up close and Classical	February	The Strong Man Show
October	Make Music @ Manjimup		World Series Speedway
	Bandag Bullet WA Tour		Jazz in the Jarrah
	Alcohol Get Real Launch		Manjimup Farmers Market
	Circus Royale		Manjimup Speedway
	Quinninup Market Day	March	Walpole Boat Regatta
	JB Ipsen Golf Tournament		Manjimup Farmers Market

	Manjimup Speedway Scrutineering		Pemberton Cycle Classic
November	Fonties Fillies		Clean Up Australia Day
	Pemberton Hill Climb		Karri Cup Mountain Bike Race
	Taylors Carnival Fun Fair		Warren District Agricultural Show
	Crank'n @ Roundu-It MB race		Manjimup Speedway 10,000 series
	Manjimup Speedway 36 Power		Manjimup Farmers Market
December	Walpole Fun Run		Pemberton Fun Day
	Cherry Harmony Festival		<b>Manjimup Library Book Fair</b>
	Late Night Trading		Mates 500 Relay
	Manjimup Speedway – Street Stock		Walpole Easter Markets
	Carols by Candlelight	April	Manjimup Farmers Markets
	Manjimup Speedway – Specific event		Karri Valley Triathlon
	Windy Harbour Boat Regatta fun day		Manjimup Speedway – Mech/Ladies
	Pemberton Hotel fireworks		Manjimup Endurance Ride
	Pemberton Sports Club new year eve fire works		<b>Manjimup Seniors Expo</b>
			ANZAC Day Service
			Walpole Enduro
		May	Pemberton Relentless Blue XC Race
			Manjimup Farmers Market
			Pemberton Mill Hall Centenary Ball
			Donnelly Car Rally
			Killarnee Targa South West
		June	Manjimup Farmers Market
			Manjimup 15,000 Motocross
			Truffle Kerfuffle

During the year there were also various minor events such as art Exhibitions, Library visiting authors and Youth activities



2013 Pemberton Classic



Inaugural Anne McKay Address by Julie Shuttleworth



2013 Karri Cup start and winning female team - Well Being Warren Blackwood





*Targa South West again visited the towns of Manjimup and Pemberton in May 2013*

### **Financial Performance**

The Shire of Manjimup's financial performance for 2012/13 again remained sound, coming in largely on budget (after allowing for unexpended carried forward works).

Income of \$20,787,292 was \$78,311 below the revised budget.

Operating expenditure was \$29,788,116, \$384,085 below the budget.

Carried forward surplus for 2012/13 was \$3,665,414. After adjusting for grants received in advance and carried forward works not completed in the 2012/13 year, the carried forward surplus was \$1,531.

Capital expenditure significantly under budget with projects not completed needed to be carried forward to 2013/14. Specifically;

- ✓ Land and buildings were \$1.2m under budget due mainly to delays with SuperTown projects;
- ✓ Infrastructure was \$5.2m under budget due to delays in R4R and SuperTowns approvals;
- ✓ Plant and machinery was \$1.7m under budget due to delays in plant changeovers.
- ✓ Motor vehicles were \$56k under budget;
- ✓ Furniture & equipment was \$35k under budget;

New loans drawn down were \$448k under budget due to delays in project completion for the AquaCentre heat pumps and the Walpole SES building projects.

Assets disposed were \$451k under budget due mainly to delivery delays for plant change over.

Transfers to reserves were largely on budget.

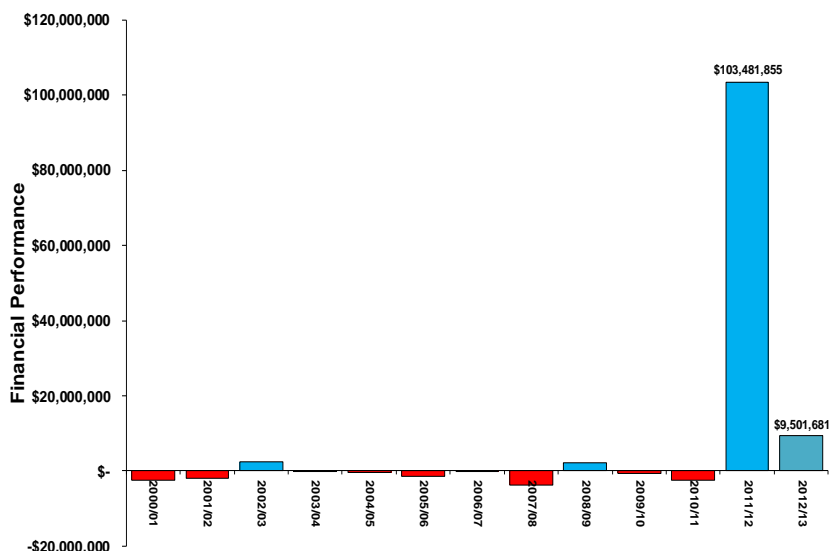
Transfers from reserves were \$5.1m under budget primarily due to delays in SuperTown projects funded by grants received in advance.

### **Financial Performance**

The operating profit for the year was \$9.5m compared to a budgeted loss of \$9.3m.

It is important to note that the operating profit is inclusive of significant abnormal items being:

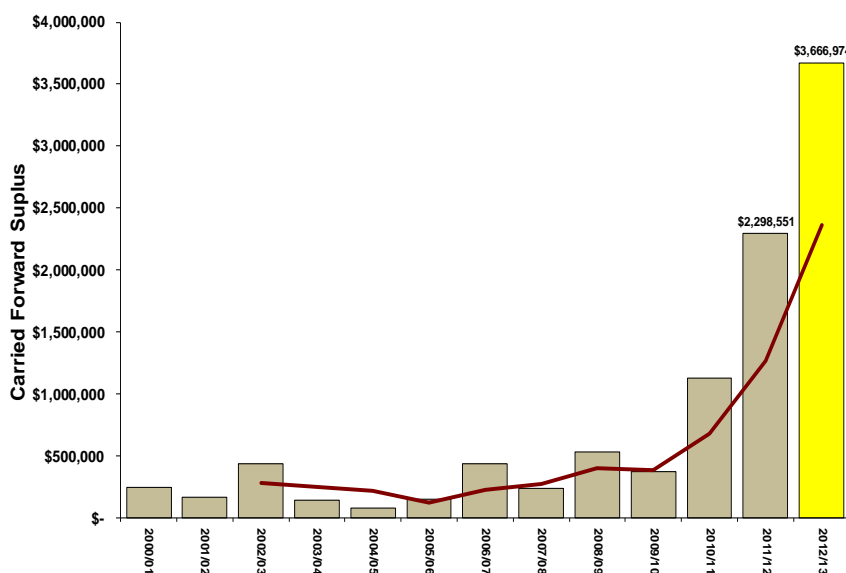
- \$18.5m non cash asset revaluations.
- significant grants received in advance.



### **Carried Forward Surplus**

The carried forward surplus is calculated as current assets (other than restricted assets) less current liabilities (other than those reserve funded).

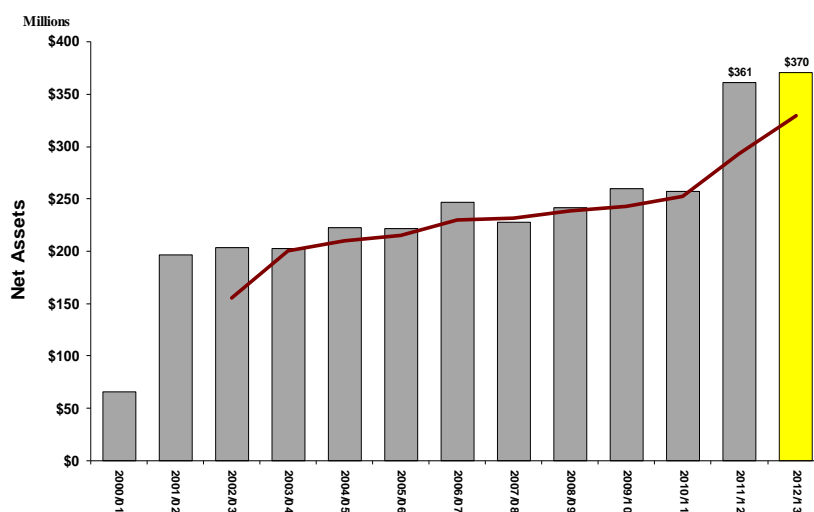
The carried forward surplus was \$3,666,974 however after deducting grants received in advance and adjusting for the level of carried forward works funded from 2012/13 rates, the net carried forward position was a modest surplus of \$1,531.



### **Net Assets**

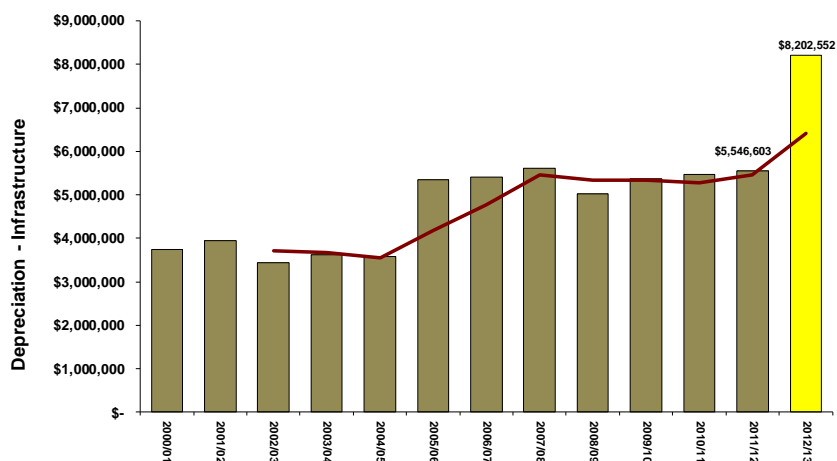
Net assets at 30 June 2013 were \$370m an increase of \$9.5m (mainly due to revaluation of infrastructure).

Depreciation on all asset classes totalled \$11.2m up \$2.8m.



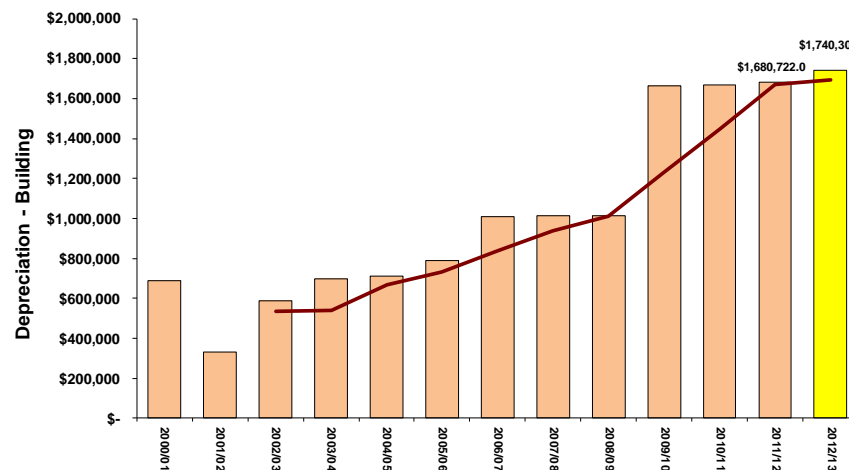
### Depreciation - Infrastructure

Depreciation on infrastructure for the year was \$8.2m being a significant increase of \$1.2m over the previous year.



### Depreciation - Buildings

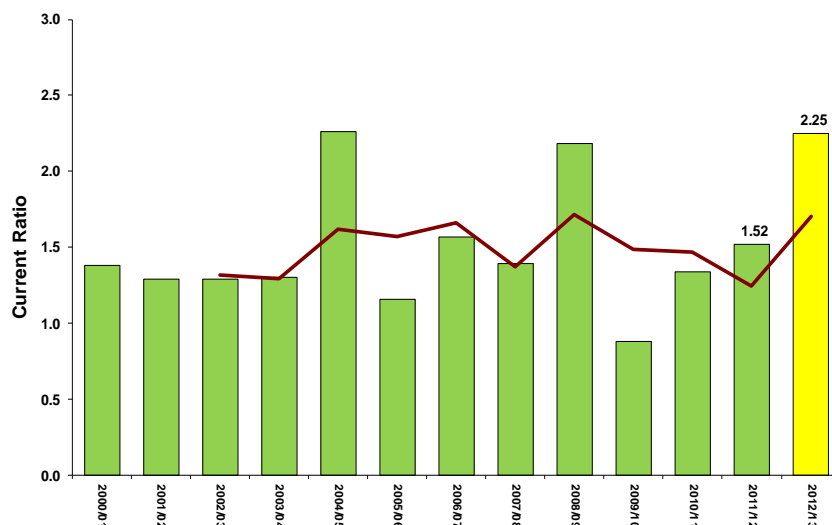
Depreciation on buildings for the year was relatively steady at \$1.7m.



### Current Ratio

The current ratio is the ratio of current assets over current liabilities.

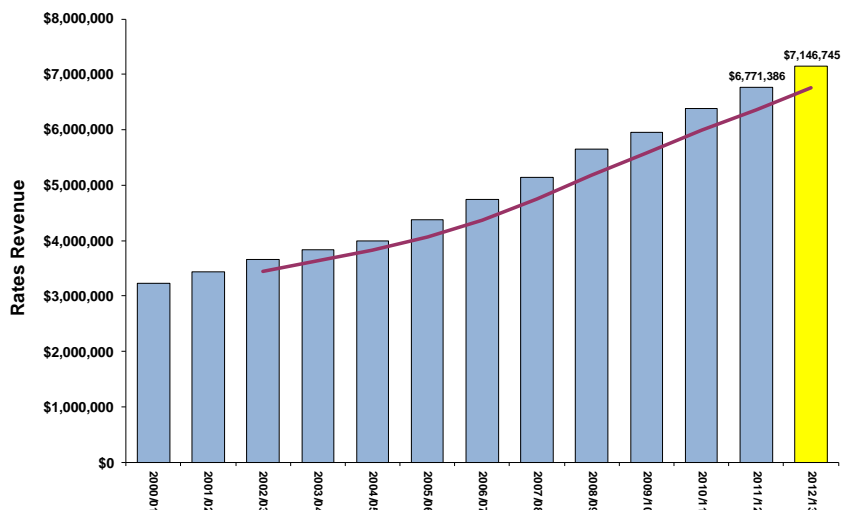
The ratio continued to improve in 2012/13 to 2.25 times.



### **Rates Revenue**

Rates revenue increased in 2012/13 by 5.5% to \$7.1m.

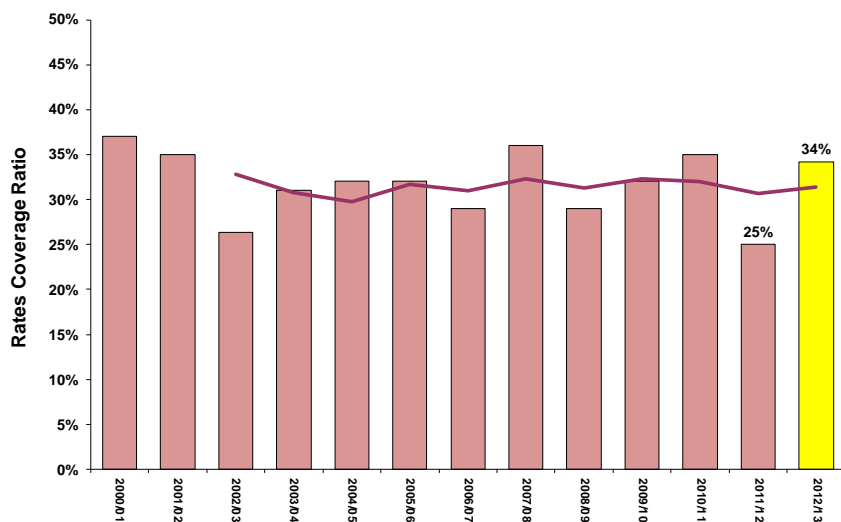
The rate increase includes real rates growth resulting from subdivisions together with general increase in rates on existing properties.



### **Rates Coverage Ratio**

Rates coverage ratio indicates the percentage of total revenue represented by rates.

Rates coverage ratio increased in 2012/13 to 34% as the percentage of grant funding reduced.

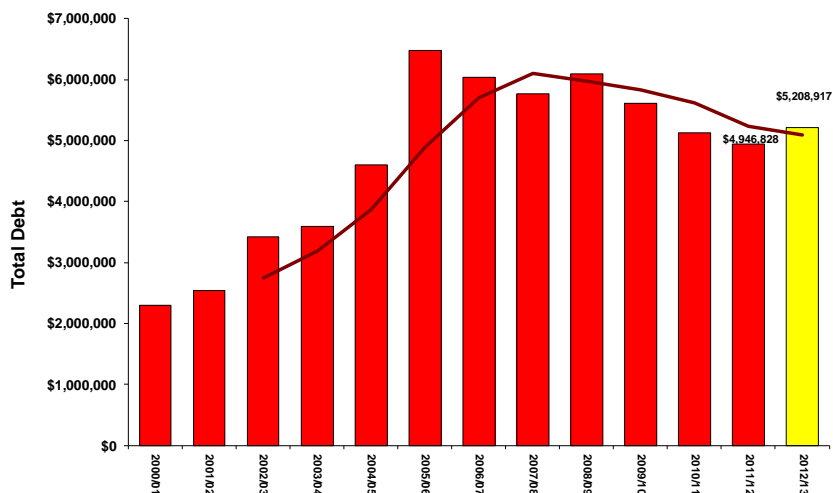


### **Total Debt**

Total debt increased by 5.3% to \$5.2m (11/12 \$5.1m). Had it not been for self supporting loans to third parties, Shire debt would have decreased.

Debt is only borrowed for capital projects.

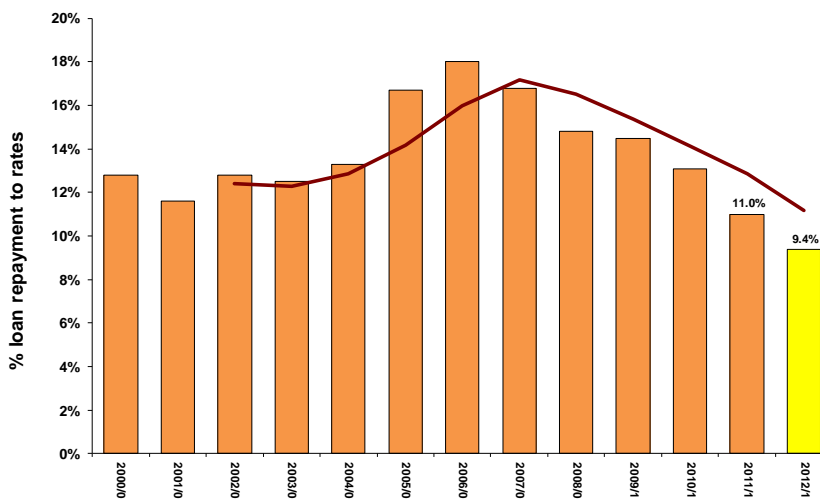
Debt levels will likely taper off over future years as old debt continues to be retired.



### **Debt repayment to rates revenue**

The percentage of debt repayment to rates revenue decreased to 11.0% remaining well within Councils' self imposed limit of 18%.

The ability to service debt is the strongest in the last 13 years. This ratio will improve even further over ensuing years as old debt is retired.

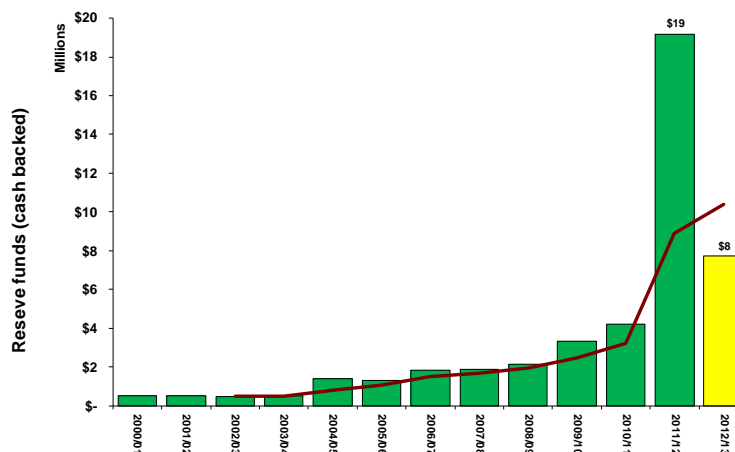


### **Cash reserves**

Cash reserves are maintained for special and identified purposes.

Reserves decreased by \$11m in 2012/13 to \$7.7m mainly due to the reduction in the level of grants received in advance.

Normal untied reserve funds decreased by \$300k to \$2.7m.



## **Land Values**

### **Urban land**

GRV properties are re-valued every four years. The next GRV revaluation is due in 2015.

### **Farmland**

UV properties are re-valued each year. Unimproved values decreased in 2013 by an average of 5.8%.

## **Libraries**

During the 2012/13 year Manjimup Library hosted author Adrian d'Hage, Matt Ottley and Mark Greenwood with the assistance of the Australian Government funded Get Reading program.

Storytime and Rhymetime sessions continue to be well attended thanks to our volunteer helpers. Book Cubby was also held under the Better Beginnings Program.

Book Fairs were held in March to dispose of old library stock.

E-Books for loan was launched in September allowing members free downloadable books and audio.

The "Faces of Asylum" exhibition was on display at the Manjimup library during August 2012.

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The number of library books lent in 2012/13 was 74,642 an increase of 5.3%.

**Library Statistics:**

- ✓ Borrower visits were up 16% to 42,461.
- ✓ New members were down 4% to 436.
- ✓ Reference enquiries were down 11% to 12,444.



***Lobbying and submissions***

In addition to normal lobbying activities, the Shire made formal submissions during the year in respect of the following matters of importance to the local community:

- Minister for Police & Road Safety regarding drugs, safety, and police retention policies.
- Building requirements for fire services where inadequate infrastructure exists.
- 2013 – 2023 Forest Management Plan.
- Review of Royalties for Regions Country Local Government Fund.
- South West Planning & Infrastructure Framework.
- South West Investment Blueprint.
- State Planning Strategy.

A large number of State Government Director Generals and Executive Officers visited Manjimup in October 2012 which was a great opportunity to raise local issues and showcase our towns and industries.



***Marketing, Tourism & Business Development***

**Marketing**



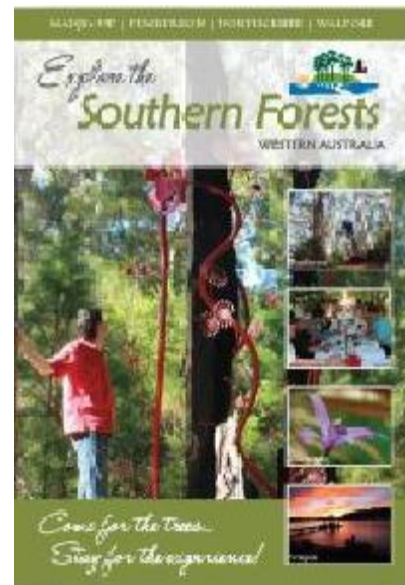
The Shire marketing plan adopted by Council in 2011 continues to be carried out although it is due for a revision following the success.

The Shire continued its marketing effort during 2012/13 with a total expenditure of \$143,984 (up 1.6%) on the Shire promotional plan.

The following businesses and marketing initiatives under the plan were undertaken during the year:

- Direct financial support to the four visitor centres;
- Warren Blackwood Strategic Alliance membership;

- Gold membership of Australia's South West and participation in ASW's Holiday Planner, a publication with a print run of over 350,000 copies and distribution through formal channels internationally, interstate and intrastate;
- Provision of 20,000 free tear away visitor information maps for the district. The maps are provided free to each of the four Visitor Centres and continue to be in high demand;
- With strong Shire involvement, a significant achievement was reached during the year when our four Visitor Centres agreed to combined their efforts to produce one common visitor guide for the whole Southern Forests region. 100,000 copies were produced at a cost of \$63,899 and have been well received by the public and tourism operators.
- Support for numerous events by way of financial, logistical and traffic management.
- Alignment with significant icons such as the Bibbulmun Track, Munda Biddi Trail and the Walpole Wilderness Area.



### **Tourism**

Banner frames were installed in prominent locations at the entrance of each of the four towns to allow community event banners to be displayed. This improves visitor information and simplified the approval process.

The FACET conference was held in Manjimup 17-20 April 2013. The theme of the conference was "Culinary Journeys – All the Tourism Ingredients" which aligned with the work being undertaken by the Southern Forests Food Council under the SuperTown project.



Tourism developments during the year included joint project work with the DEC to upgrade the Coalmine Beach Heritage Trail section of the Bibbulmun Track and the continuation of the Perth to Albany "Munda Biddi" Trail. The Nannup to Manjimup section of the Munda Biddi was completed and opened during the year.

*Munda Biddi campsite east of Northcliffe*

### **Business development**

#### Economic Development Strategy

Following on from the economic development work undertaken during the SuperTown planning process, the Shire engaged Cardno to undertake an economic development plan for the whole Shire which is currently being drafted.

#### Major fire at timber mill

The recommencing of the Deanmill timber mill which was badly damaged by fire started with the issue of a building permit in November 2012.

#### Review of retail trading hours

In response to a request by Coles, Council surveyed community attitudes on retail trading hours for Manjimup. Council subsequently reviewed the retail trading restrictions in November 2012 and supported the community desire not to move to unrestricted trading.





#### South West Development Commission

The SWDC is a key stakeholder for economic development in our region. During the year the new Chairman of the Commission, Mr Stuart Hicks, visited the region to inspect industries ahead of the drafting of the South West Investment Blueprint.

*SWDC Chairman Stuart Hicks visiting Manjimup*

#### World of Energy

Shire staff prepared an EOI for \$5m Federal Government funding for the World of Energy building at the Manjimup Timber & Heritage Park. Whilst invited to lodge a full submission, the application was unsuccessful.

#### Sister City

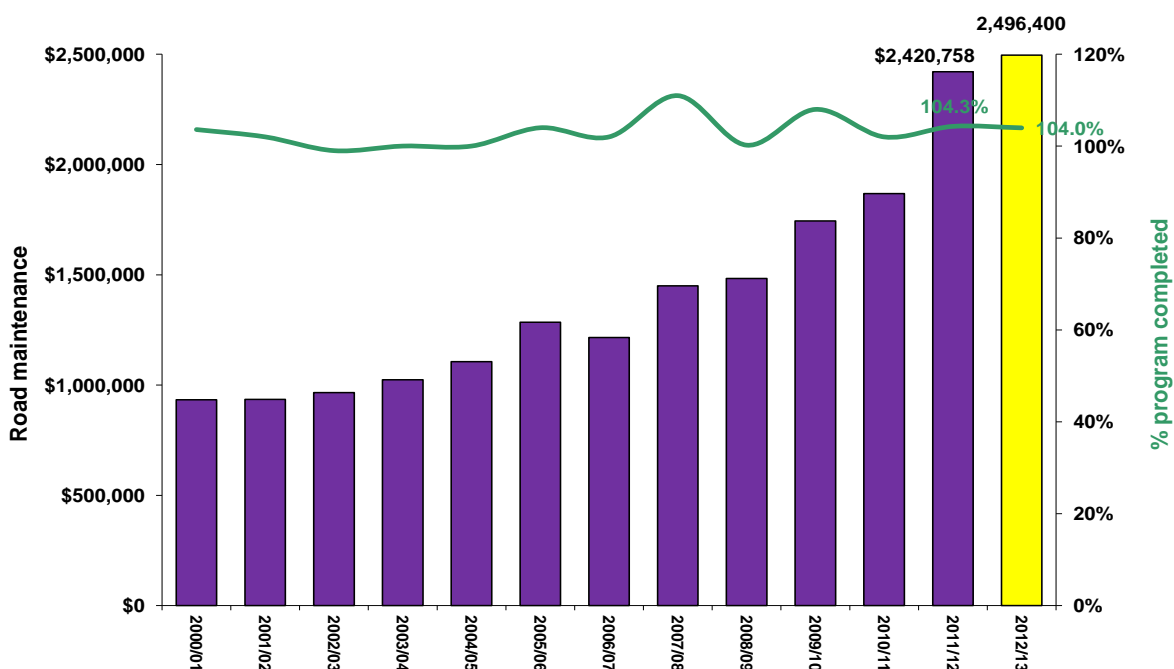
The Sister City relationship with Jiashan County stagnated during the year. Council reconsidered its continued interest confirming a desire to progress the relationship further. The Shire recently joined the China/Australia Association to help facilitate this. In September 2013, the Shire President and CEO attended the State Dinner celebrating the 25<sup>th</sup> Anniversary of the Sister State relationship with Zhejiang Province, PRC.

### **Roads, Bridges & Drainage**

#### Road maintenance

Total road maintenance expenditure in 2012/13 was \$2,496,400 up 3%.

A continued programmed approach is being applied to road maintenance with focus on regular grading, removal of roadside vegetation, reinstatement of road side drainage, guideposts and use of heavier rollers after grading.



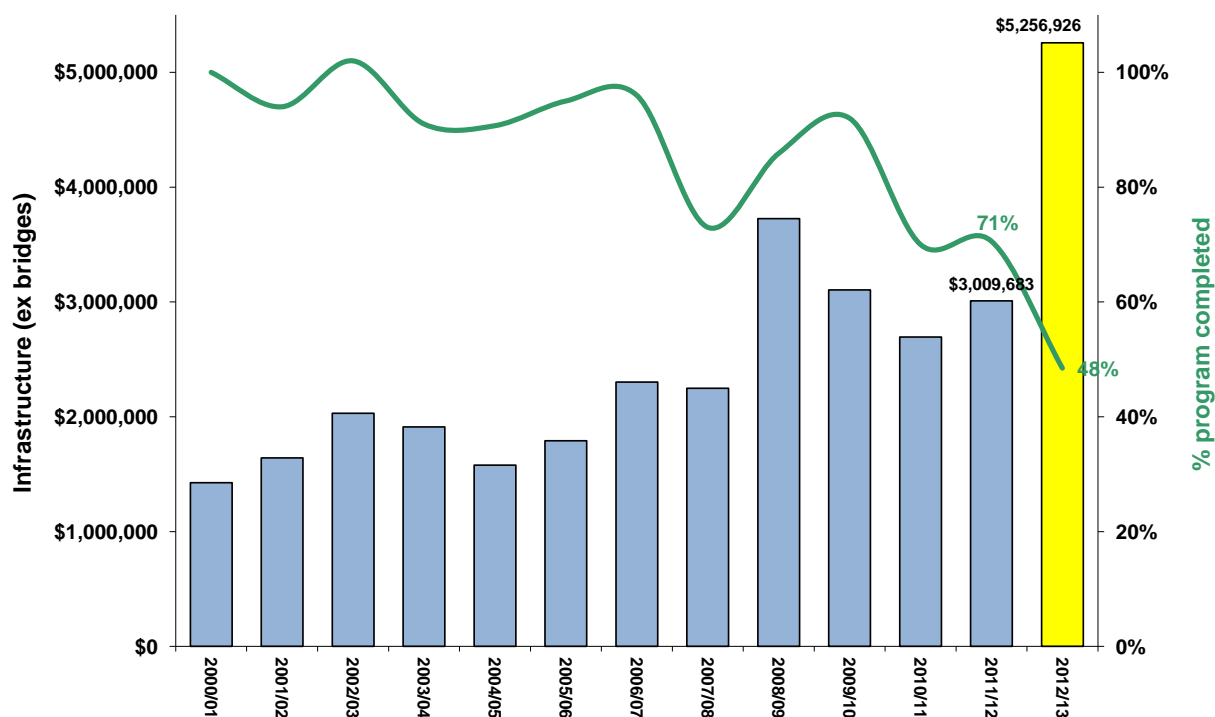
Despite an increased level of storm damage, the weather in 2012/13 was favourable resulting in the above budgeted maintenance activity levels:

	<b>Budget 12/13</b>	<b>Actual 12/13</b>
Car park maintenance	9,500	5,655
Gravel site assessment	235,000	242,506
Road maintenance - rural sealed	625,794	610,382
Road maintenance - rural unsealed	989,310	1,106,744
Road maintenance - urban	173,000	84,020
Road sign - directional	11,000	15,976
Road sign - general traffic control	85,000	103,200
Storm damage	110,000	140,028
Street cleaning	84,200	113,596
Tree maintenance	32,700	34,644
Road maintenance - vegetation removal	165,000	122,507
Road maintenance - kerb replacement	20,000	23,633
<b>Total road maintenance</b>	<b>\$2,401,004</b>	<b>\$2,496,400</b>

#### **Road and Infrastructure construction (ex bridges)**

Total expenditure on infrastructure (excluding bridges) in 2012/13 was \$4,489,523, up 49% with the large increase attributable to Supertown works.

Only 48% of the 2012/13 infrastructure capital program budget was expended due primarily to the delay contractors to carry out the bitumen seal of Royalties for Regions projects and approval delays for Supertown rail corridor projects requiring those works to be carried forward.



Infrastructure (excluding bridges) comprised the following groups:

<b>Infrastructure Category</b>	<b>Budget</b>	<b>Actual</b>
Bridges	914,480	1,332,310
Drainage	132,111	36,478
Footpaths	223,000	156,598
Miscellaneous	416,060	53,025
Road construction	3,450,219	2,857,385

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Bitumen reseals	426,681	122,265
Gravel road resheeting	344,369	274,117
SuperTowns	5,855,000	1,757,058
<b>Total infrastructure</b>	<b>11,761,920</b>	<b>6,589,236</b>
Less Bridges	(914,480)	(1,332,310)
<b>Total infrastructure (ex bridges)</b>	<b>10,847,440</b>	<b>5,256,926</b>

Whilst the ability to address deteriorating infrastructure is limited due to the relatively small rate base and limited construction season, the issue cannot be ignored and Council has placed a high strategic priority on improving infrastructure. A summary of key projects for each infrastructure category follows;

**Drainage** – XX m of drainage was installed including the following significant projects:

<b>Drainage</b>	<b>Budget</b>	<b>Actual</b>
Annunaka Park compensation basin	117,111	22,062
Various repairs	15,000	14,416

**Footpaths** – 950 m's of footpaths were installed including the following significant projects:

<b>Footpath</b>	<b>Budget</b>	<b>Actual</b>
Pemberton - Ellis Street	20,000	22,892
Pemberton - Widdeson Street	47,000	13,740
Northcliffe – Boronia Street	52,000	37,540
Walpole – Vista Street	9,500	37,086
Walpole – Walpole Street	50,500	43,750

**Miscellaneous works** – the following significant projects were undertaken:

<b>Miscellaneous project</b>	<b>Budget</b>	<b>Actual</b>
Manjimup – Aged accommodation	16,763	9,473
Manjimup – North information bay	18,487	18,933
Manjimup – Fibre optic link admin to depot	176,500	9,421
Pemberton – Mainstreet art project	87,000	13,154



**Road construction** works undertaken in 2012/13 included the following significant projects:

<b>Road</b>	<b>Budget</b>	<b>Actual</b>
Manjimup, Devon St	56,079	32,201
Manjimup, Neds Rd	75,000	74,532
Manjimup, O'Connor St	140,000	104,804
Manjimup, Perup Rd	419,413	388,847
Manjimup, Wetherell St	300,000	273,528
Manjimup, Yanmah Rd	45,000	55,777
Northcliffe, Boronia St	85,990	110,370

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Northcliffe, laneways	7,366	24,316
Northcliffe, Meerup St	37,000	27,357
Northcliffe, Middleton Rd	414,000	391,212
Pemberton, Channybearup Rd	43,000	30,161
Pemberton, Ellis St	80,315	72,376
Pemberton, main street project	416,599	543,717
Quinninup, strategic fire break	35,000	52,120
Walpole, Bridge Rd	300,000	192,092
Walpole, Bridge Rd	96,738	96,737
Walpole, North Walpole Rd	76,000	88,668
Windy Harbour, Windy Harbour Rd	300,000	240,064



*Profiler on the Windy Harbour Road*



*Traffic management on O'Connor Street near East Manjimup Primary School*



**The Hon Terry Redman and Shire President Wade DeCampo at the sod turning for the Supertown playground**

**Bitumen Reseals** – 6.6 km's of bitumen resealing was undertaken in 2012/13 included the following significant projects:

Road	Budget	Actual
------	--------	--------

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Manjimup, Graphite Road	48,000	49,420
Northcliffe, Muirillup Road	33,000	41,124
Pemberton, Glauders/Cascade Road	70,000	18,002

**Gravel road resheeting** 6.6 km's of gravel resheeting was undertaken in 2012/13 included the following significant projects:

<b>Road</b>	<b>Budget</b>	<b>Actual</b>
Northcliffe, Boorara Rd	15,000	35,974
Northcliffe, Datchet Rd	18,000	19,759
Northcliffe, Double Bridges Rd	45,949	26,258
Northcliffe, Gardiner River Rd	45,000	46,469
Northcliffe, Hillbrook rd	35,000	33,273
Pemberton, Old Vasse Rd	40,000	45,010
Walpole, North Walpole Rd	45,000	46,930

**Private works**

In addition to the above, Council undertook private works (cross over's and bridges for neighbouring Shires) in 2012/13 totalling \$149,056 delivering a profit to the Council of \$11,322 (down 61% on the prior year).

**Bridge maintenance**

All bridge maintenance and certain bridge construction work is carried out by the Shire of Manjimup's bridge crew. The value of maintenance work carried out in 2012/13 was **\$100,820** an increase of 52%. The bridge crew also provide contract services to adjoining Shires.

**Bridge construction**

Bridge construction work scheduled to be done by Main Roads WA in 2012/13 was **\$ 1,332,310** on the following bridges;

<b>Bridge</b>	<b>Budget</b>	<b>Actual</b>
Northcliffe, Boorara Road	80,000	80,000
Northcliffe, Boorara Road	834,480	813,590
Northcliffe, Chesapeake Road	0	438,720
<b>Total</b>	<b>\$ 914,480</b>	<b>\$ 1,332,310</b>

The repair of the Chesapeake Road bridge arose as a result of the Babbington fire in 2012 and was funded by DEC.

**Recreation**

**AquaCentre**

The Manjimup Regional AquaCentre represents a significant capital and operating investment by Council.

During the year, Council secured significant Federal Government funding under the "Local Government Energy Efficiency Program" for energy efficiency measures at the AquaCentre. Together with funding from Sport and Recreation and Council, the project was tendered and commenced in 2013.



New programs introduced during the year included Lift for Life and Bootcamps.

**Active after school program**

The Shire commenced after school programs during the year.

### **Kidsport**

During the year, the Shire partnered with the Department of Sport and Recreation to deliver the Kidsport program for youth wishing to participate in sport in our district. In conjunction with the Kidsport initiative, a Youth Sport Inclusion Officer was appointed.

The Kidsport program resulted in 310 vouchers being issued to assist 274 children participate in 34 clubs over the year. Half of these children had no previously registered with a club before.

The ranking of take up being:

- Soccer
- Football
- Karate
- Netball
- Basketball
- Badminton
- Martial Arts
- Athletics

### **Sport & Recreation Plan**

As part of the Manjimup Supertown Growth Plan exercise, the Manjimup town component of Council's Sport & Recreation Plan was reviewed and updated.

During the year, consultants were engaged to commence a review of the Shire's Sport and Recreation Plan as it applies to the other towns in the Shire.

### **Other recreation**

Walpole's skate park was constructed during the year.

The grounds booking system introduced last year continues to work effectively.

## **Town Planning**

Key activities undertaken beyond the normal statutory function were:

- Review of local planning policies and
- Progression of Townscape plans for each town in the Shire

The proposed commencement of Townsite strategies for each town in the Shire was however put on hold for 12 months whilst the system was developed.

### **Supertown Growth Planning**

Perhaps the most significant event during the year was the decision to undertake the SuperTown Growth Planning process largely using in-house capabilities. This required senior planning officers to be dedicated towards this outcome with tasks ranging from research, data collection, public information sessions, Community Reference Group co-ordination, sub-consultant engagement and assistance in the key growth plan and implementation schedule documentation.

Shire staff performed brilliantly in the role and received commendation from those the State for the approach and dedication. Whilst many were involved, special mention should go to the Supertown Team of Roy Winslow, Rachel Croft and Pascal Bailey (pictured above). The responsibility for preparing the business cases for funding was allocated to the Senior Management Team.

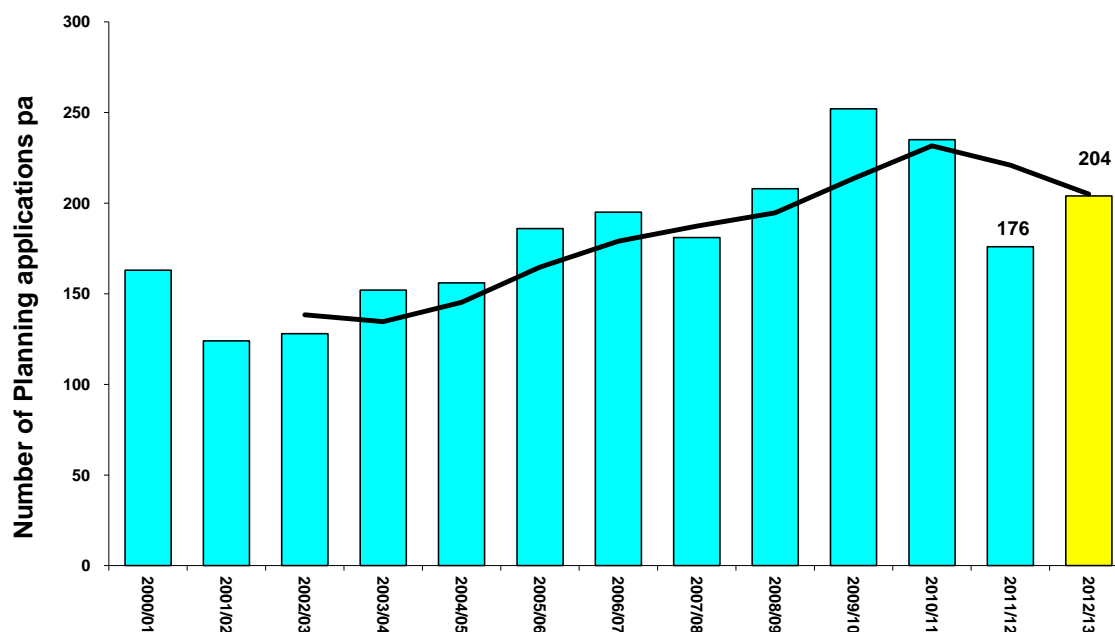
Whilst not a statutory document, the Supertown Growth plan has been endorsed by Council, the South West Development Commission, the WA Planning Commission providing a guide for future decision making.

### **Planning Applications**

In 2012/13 there was a 16% increase in the number of planning applications to 204. The value of planning applications also rose to \$11.9m, representing an increase of 42% over the prior year.

The average number of days to process a planning application was 16.6 days (down from 19.5).

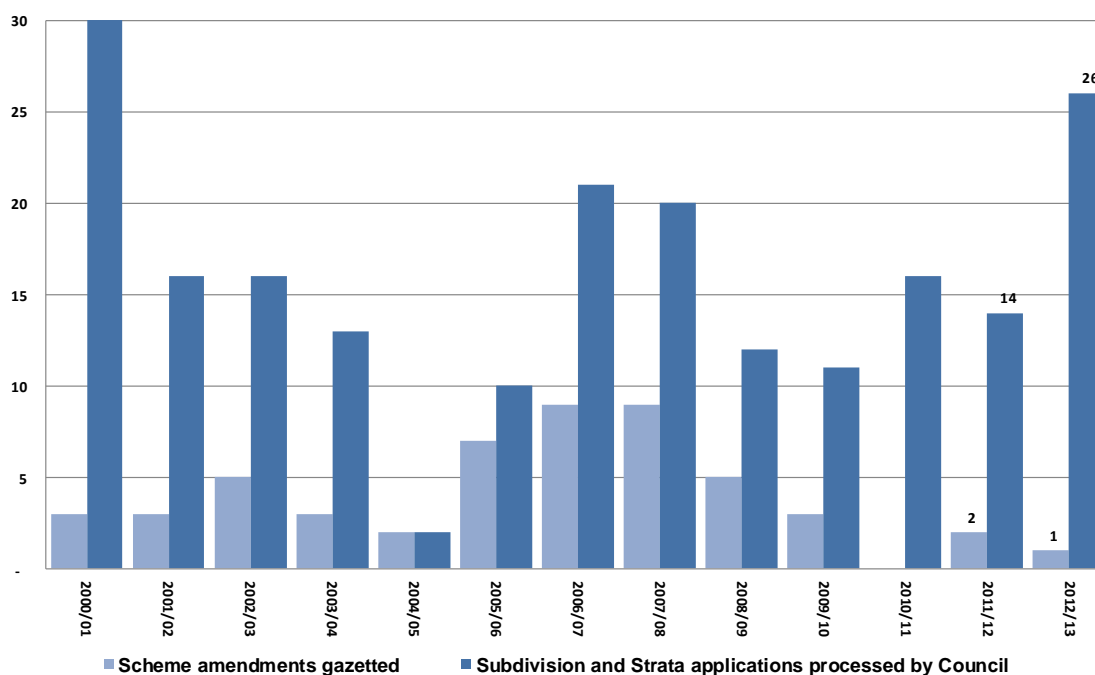
85% of planning applications were approved under delegated authority.



### **Subdivisions & Scheme Amendments**

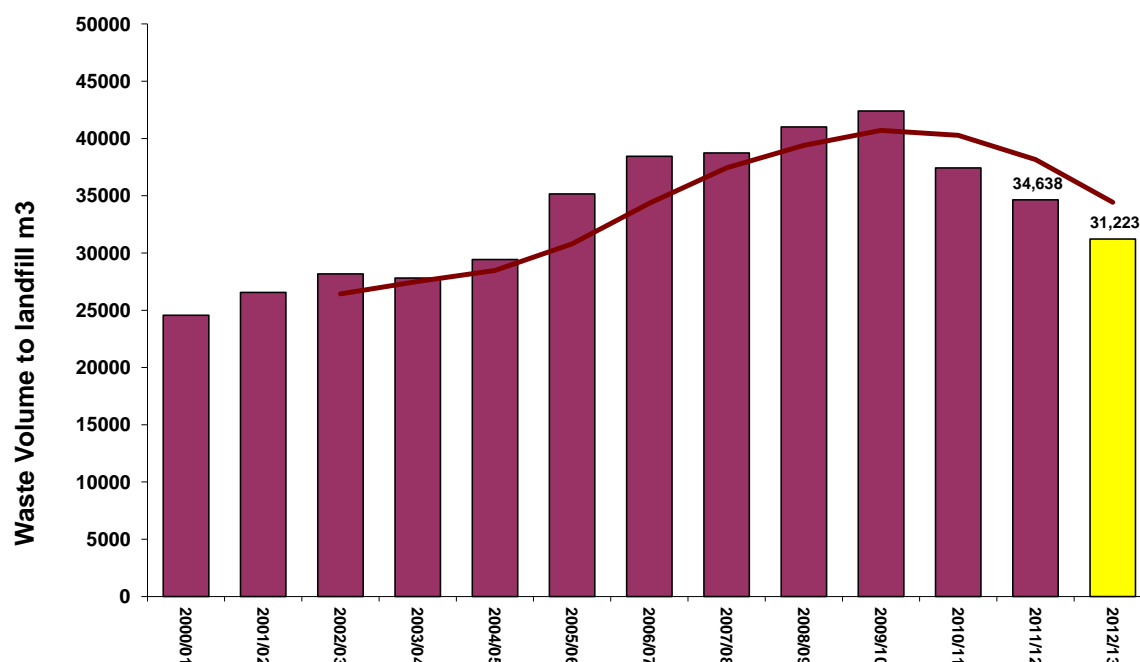
Applications for subdivisions and strata's increased by 86% in 2012/13 to 26.

Scheme amendments approved by the WAPC fell by 50% to 1 reflecting the broader market conditions and the limited need to amend the scheme following the wholesale review of the Local Planning Scheme.



## Waste Management

Waste recycling initiatives have had a dramatic effect on improving Community Satisfaction. Council's recycling initiatives had a notable effect on the volume of waste deposited into landfill with a further 10% reduction being experienced in 2012/13 to 31,223m<sup>3</sup> as illustrated below:

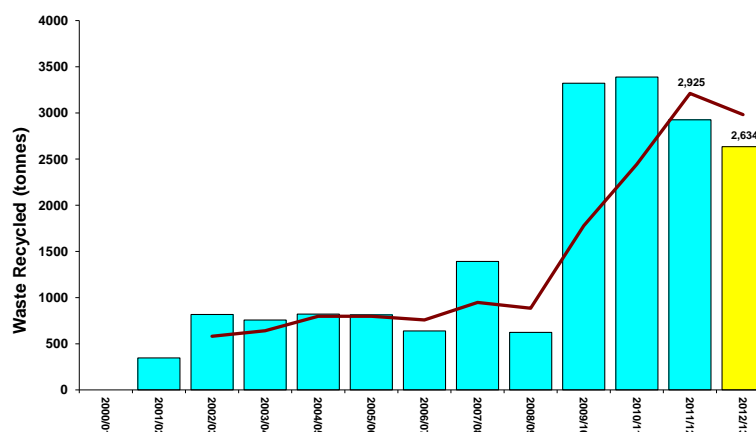


In conjunction with DEC & MRWA, Council continued to provide peak waste bulk disposal facilities at key transit points successfully reducing the amount of waste deposited in our bush or road verge.

Council also provides a road side bulk collection service in May each year.

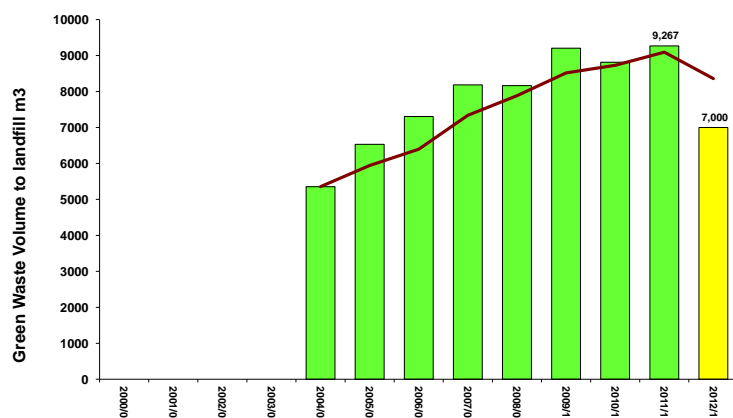
### Recycling

Recycled waste decreased by 10% to 2,634 tonnes.

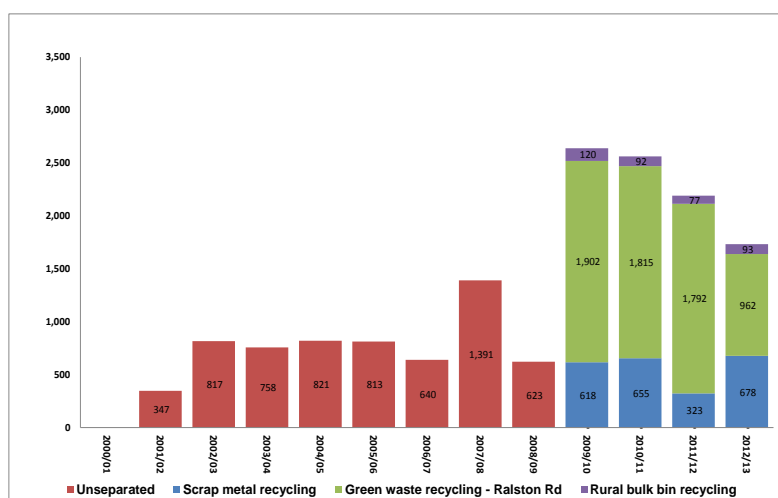


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Green waste decreased by 24% to an estimated 7,000 m<sup>3</sup>.



Type of waste recycled



The Shire's Waste Management Officer continues to provide a part time waste management consultancy to the Shire of Bridgetown- Greenbushes and Shire of Nannup.



During the year, a new cover was constructed for the waste compactor at the Walpole Transfer Station to protect the compactor and house the fish offal disposal facility.

*Shire of Katanning visit to Manjimup landfill site*

## Social Services

### HACC (Home and Community Care)

2012/13 further consolidated the consolidated HACC services in Manjimup.

During the year, HACC was able to introduce Extended Aged Care at Home packages for people assessed as needing high-level residential care but able to live at home with greater assistance.



HACC also took over Meals on Wheels which was previously managed by the WACHS.

**Meals on Wheels volunteers Nora and Frank Doust**

In conjunction with Well Being Warren Blackwood, HACC held a Stay on your Feet event at the Aquacentre.

HACC co-ordinated a number of community awareness activities including the Seniors Day in Manjimup.



**Senior Expo held in April 2013 in the Manjimup Town Hall**

### **Well Being Warren Blackwood Project**

In 2012, the Shire secured nearly \$750k of funding over 2 years from the Federal Government for the Shire to deliver the Healthy Communities Program on behalf of the Shires of Manjimup, Bridgetown-Greenbushes and Nannup with a number of activities organised in each town including:

- Food Sensations Course
- Auscycle
- HEAL
- 7 Town Challenge
- Nordic Walking
- My Town Rules Cooking Competition



**Northcliffe, winners of the Healthiest Town Award**

## **Youth Services**

### **Youth Services & Activities**

The Shire of Manjimup believes that young people are one of our community's greatest assets. The Community Services team is committed to ensuring the voice of young people living within the Shire is heard.

In 2012/13, the Shire provided \$32,742 in community grants for youth related activities undertaken by third parties.

The Shire provides a range of programs and activities for both individuals and groups to address the needs of young people in our district including school holiday programs.



*Beatball run by the Shire and Nyoongar Sports Association*

In anticipation of the upcoming review of Council's Youth Policy, a youth survey was undertaken.

### **Shire of Manjimup Youth Scholarship Awards – Winners 2012**

The Shire provides \$4,300 in youth scholarships in 2012/13. In addition to the scholarships awards, the Shire sponsored the Community Spirit Awards for each primary school in the district. Nominations were made by school principals, with the following receiving the awards for 2012:

<b>Recipient Name</b>	<b>School of Recipient</b>	<b>Award</b>
<b>Jacob Woolhouse-Rutten</b>	<i>Kearnan College</i>	<i>ATAR Dux Award</i>
<b>Maddison Smith</b>	<i>Denmark Senior High School</i>	<i>Community &amp; Leadership</i>
<b>Tanika Forsyth</b>	<i>Manjimup S.S.E.P</i>	<i>Community &amp; Leadership</i>
<b>Abbey Omodei</b>	<i>Manjimup Primary School</i>	<i>Community Spirit</i>
<b>Bronte Milne</b>	<i>Pemberton District High School</i>	<i>Community Spirit</i>
<b>Claire Roocke</b>	<i>Walpole Primary School</i>	<i>Community Spirit</i>
<b>Georgia Omodei</b>	<i>St Joseph's Primary School</i>	<i>Community Spirit</i>
<b>Jethro Namnik</b>	<i>East Manjimup Primary School</i>	<i>Community Spirit</i>
<b>Kallum East</b>	<i>Kearnan College</i>	<i>Community Spirit</i>
<i>No nomination</i>	<i>Northcliffe District High School</i>	<i>Community Spirit</i>
<b>Will Boulton</b>	<i>Manjimup Education S.C</i>	<i>Community Spirit</i>
<b>Jayme Stubberfield</b>	<i>Manjimup Senior High School</i>	<i>Leadership</i>
<b>Katelyn Goncalves</b>	<i>Northcliffe District High School</i>	<i>Leadership</i>
<b>Lara Hudson</b>	<i>Pemberton District High School</i>	<i>Leadership</i>
<b>Lucas Phillips</b>	<i>Kearnan College</i>	<i>Leadership</i>
<i>No nomination</i>	<i>Manjimup Education S.C</i>	<i>Leadership</i>
<b>CooperLee</b>	<i>Manjimup Senior High School</i>	<i>Runner Up ATAR Dux</i>
<b>Ethan Rudd</b>	<i>Manjimup Senior High School</i>	<i>Runner Up VET Dux</i>
<i>No nomination</i>	<i>Manjimup Education S.C</i>	<i>VET Award</i>
<b>Jordan Reeve</b>	<i>Kearnan College</i>	<i>VET Dux Award</i>

### **Youth Workers**

The Shire has a strong youth development focus and financially assists five youth workers throughout our Shire district, all of whom continue to support each of our communities young people between the ages of 11 - 25 years.

An Urban Art workshop was held with youth in Walpole in September 2012 in conjunction with the Walpole Youth Zone.



We also highly value and support, wherever we can, the work of both the Youth Outreach Program and Youth Pathways Project and their case workers. These youth mentors are highly mobile and can arrange to talk with youth and support young people on anything from family problems, difficulties at school, relationships, feeling down, alcohol and other drug issues, accommodation, education, training and employment, income support or even legal issues.

The Shire assisted with the Youth Expo held at the Manjimup Senior High School in August 2012 and has developed a partnership with RIO TINTO to provide two new trainee positions.

In June 2013, a partnership between St John of Gods and the Shire of Manjimup was formed to employ a part time Alcohol Management Project Officer to focus on concerning levels of alcohol abuse in the community. The Alcohol Management Project was launched in October 2012.

In January, the Shire's Breakaway Holiday Bus provided excursions to Adventure World, Nannup Fun Day and Bunbury movies.



### **Community Bus**

The Community Bus continues to be a popular and is managed by the Manjimup Community Resource Centre. The community bus was upgraded during the year after \$88,785 of funding was provided by Lotterywest.

## **Other Information**

### **Freedom of Information**

The Freedom of Information Act 1992 is applicable to the Shire of Manjimup. The FOI officer for the Shire of Manjimup is Jasmine Bamess, the FOI Principal Officer is Andrew Campbell and the FOI Review Officer is Jeremy Hubble.

During 2012/13, the Shire of Manjimup received a total of three (3) requests for information under the Freedom of Information Act. The average time to process each request was 37 days.

In accordance with Section 96(1) the Shire of Manjimup has produced an "Information Statement" and is available at the Shire offices in Manjimup or by contacting the FOI officer.

<b>Freedom of Information</b>										
	<b>12/13</b>	<b>11/12</b>	<b>10/11</b>	<b>09/10</b>	<b>08/09</b>	<b>07/08</b>	<b>06/07</b>	<b>05/06</b>	<b>04/05</b>	<b>03/04</b>
New applications	<b>3</b>	2	5	5	3	8	3	1	3	9
Average time to process (days)	<b>37</b>	46	35	32	44	38	39	9	14	24

### **Record Keeping Compliance**

The Shire of Manjimup is committed to good and compliant record keeping practices, and complies with required legislation including the State Records Act 2000. Under this Act, a Record Keeping Plan was submitted and approved by the State Records Commission on the 7 April 2010 for a period of five years. The plan is due for review again in 2014. Seven year old financial records were disposed by RMS in Bunbury after audit by AMD.

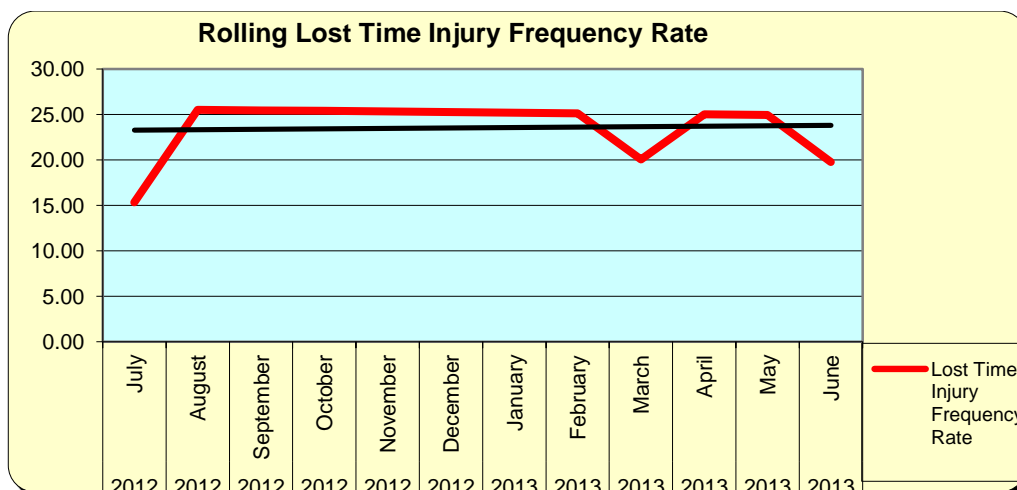
Record statistics indicate a trend of reduced correspondence reflecting increased email traffic.

	12/13	11/12	10/11	09/10	08/09	07/08	06/07	05/06	04/05
Correspondence IN	<b>10,875</b>	12,512	12,734	12,702	13,842	14,894	14,661	15,069	15,055
Correspondence OUT	<b>12,218</b>	20,012	19,379	14,310	15,142	15,055	17,836	12,996	15,888
Cheques issued	<b>1,340</b>	1,507	1,590	1,657	1,920	2,075	2,265	2,845	2,926
Invoices processed	<b>5,057</b>	5,139	4,755	4,763	5,016	4,533	4,951	4,770	4,625

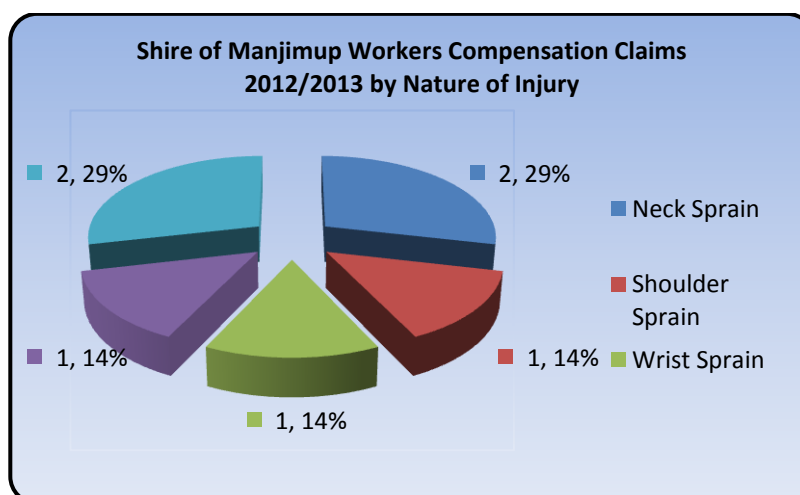
### **Safety**

As mentioned above, the Shire retained its Gold Safety Accreditation during the year, being one of only a few local governments to achieve and maintain this high standard.

During 2012/13 there were 7 claims for workers compensation made by employees. Five of these claims incurred lost time of more than one full shift and these were all sprains and strains. Of the seven claims lodged, five claims resulted from sprains and strains and two were open wounds to fingers.



The nature of injuries sustained was consistent with the average for local government with sprains and strains representing the majority of injuries.



### **Staff**

Staff long service achievements during the year were:

25 years service	Margaret Jacobs
10 years service	Glen Reeve
	Michelle Ellis
	John Old



The Shire considers it has a role to play providing cadetship, traineeship and apprentice opportunities for local school leavers. During the year the Shire entered into a partnership arrangement with RIO TINTO to provide a further two trainee positions in the civil and mechanical fields.

Shire staff also participated in several fund raising activities during the year for Leukaemia and Mens Health.

Staff turnover remains low at 15% (industry average 18.78%) reflecting a stable and content workforce.

	2013	2012	2011	2010	2009
# of Staff (FTE's)	113	112	109	103	102
# grant funded staff FTE's (included in above total)	13	12	12	9	
# core FTE's (excluding grant funded positions)	100	100	97	94	
# staff employed (including fulltime, part time and casual ie not FTE positions but total number separate individuals)	163	158	137	137	149
# appointments (permanent staff)	17	19	26		
# terminations & resignations (permanent staff)	18	12	26	26	14
% staff turnover	15%	11%	19%	19%	10%

### **Council Statistics**

Council statistics (compiled by the West Australian Municipal Association and printed in the Municipal Directory for 2013).

Distance from Perth	301
Area (sq km)	7,028
Length of Sealed Roads	514 km
Length of Unsealed Roads	818 km
Population	9,183
Number of electors	6,897
Number of dwellings	4,931
Total Rates Levied	\$6.7m
Total Revenue	\$36m
Number of employees (FTE)	110

### **Council Meetings and Record of Attendance**

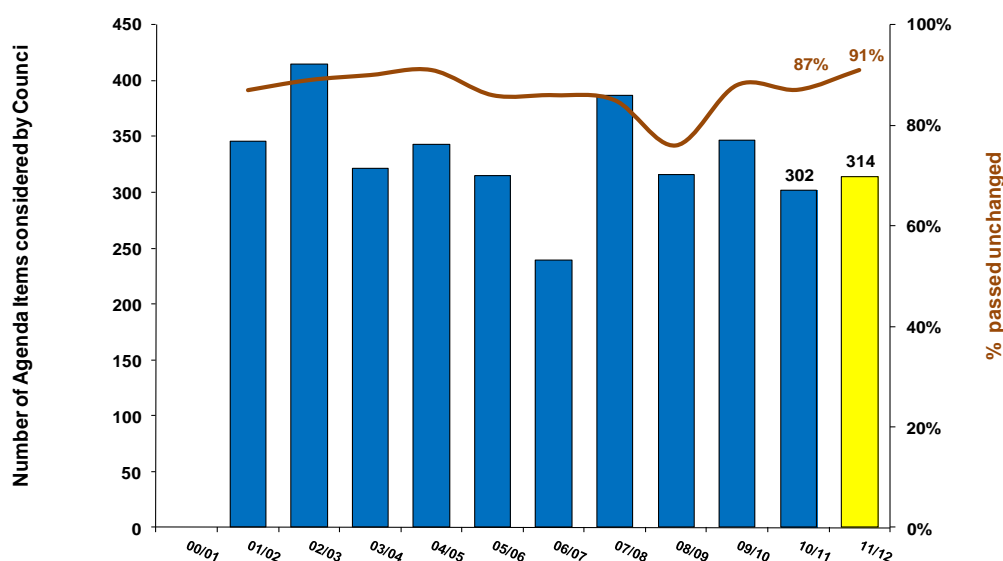
During 2012/13, 16 Council meetings were held, with one meeting held in each of the outer towns of Pemberton, Northcliffe and Walpole. Outer town meetings were normally followed with a formal Council dinner with guests invited from that town.

The average Council meeting duration was 87 minutes with the shortest meeting 10minutes and the longest meeting 137 minutes. Listed below is the record of attendance by each Councillor:

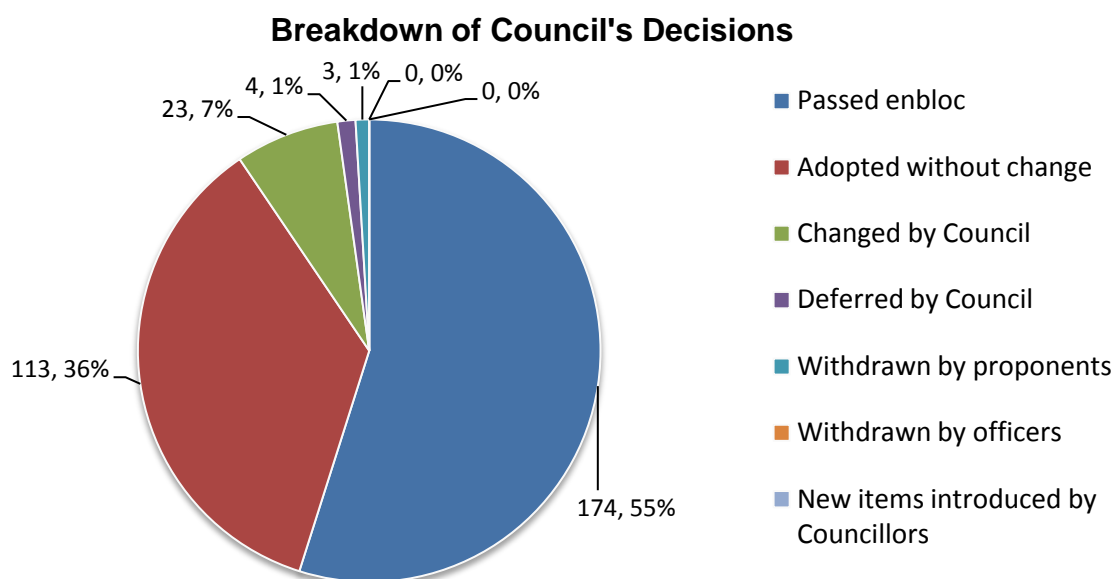
<b>Councillor</b>	<b>Ward</b>	<b>2012/13 Meeting Attendance</b>		
		<b>Possible #</b>	<b>Attended #</b>	<b>Leave Apology</b>
Cr Wade DeCampo (Shire President)	West	16	13	3
Cr Ray Curo (Deputy President)	East	16	14	2
Cr Chodorowski	West	16	13	3
Cr Bavich	North	16	13	3
Cr Daubney	Central	16	14	2
Cr Fahey	Coastal	16	13	3
Cr Jenkins	Central	16	14	2
Cr Jones	Central	16	13	3
Cr Karamfiles	Central	16	13	3
Cr Tapley	South	16	13	3
Cr Taylor	Central	16	13	3

### **Council Decisions and Officer Prepared Agenda Items**

Council considered a total of 303 Agenda items in the 2012/13 financial year at an average of 20 items each Council meeting. A summary of how those agenda items were dealt with by Council is outlined below:



An analysis of the 314 items considered by Council during the year shows:



### **Public Interest Disclosure**

The Public Interest Disclosure Act 2003, applies to the Shire of Manjimup. The public disclosure officer for the Shire of Manjimup is Gail Ipsen Cutts who is required to report annually to the Commissioner

In October 2005, Council adopted "**Council Policy 1.2.7 - Support for Staff who make Public Interest Disclosures**" reflecting the public sector standard guidelines. PID awareness was included in the standard Councillor and staff induction process.

### **Funding Acknowledgments**

Appreciation is extended to the following funding agencies for their generous financial support towards Council's 2012/13 program:

- Australian Government Department of Infrastructure, Transport, Regional Development and Local Government – Roads to Recovery, FAG, RADS,
- Australian Government Department of Communities – Youth Outreach Program
- Australian Government Department of Health and Ageing – HACC, Healthy Communities
- Australian Government - Natural Resource Management
- Australian Government – Local Government Energy Efficiency Program.
- Australian Government Department of Families – Healthy Relationships Program
- Healthways
- LotteryWest
- Local Government Insurance Services – Experience Fund
- Country Arts WA
- South West Development Commission
- State Office of Crime Prevention
- State Department of Local Government – Strategic Planning Capacity Building
- State Department of Regional Development – Royalties for Regions, Supertowns
- State Department of Sport and Recreation – DSRFF, Youth Sport
- State Department Environmental Protection
- State Department of Transport – Recreational Boating Scheme, Recreation Trails
- State Main Roads WA – RRG, Regional Bike Network, LG & Community Safety, TIRES
- State Fire & Emergency Services - AWARE funding

**Conclusion**

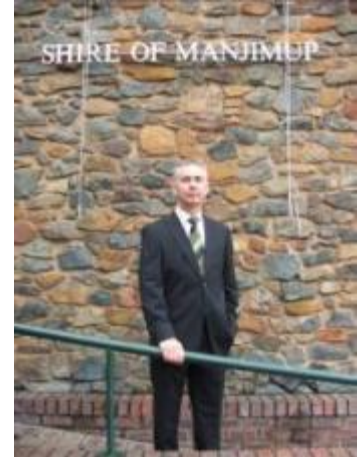
As mentioned earlier by the Shire President, 2012/13 was clearly a year of delivery on a number of major initiatives including the SuperTown projects and completion of forward plans and strategies.

Significant work was also done to best position our Shire for likely changes in future Royalties for Regions funding.

I wish to acknowledge the leadership and commitment shown by Council and the continuing harmonious working relationship between the political and administrative functions.

We have an experienced and stable team focused on delivering the business of local government for our district. I would especially like to acknowledge the skill, commitment and stability of the Shire's three directors (Andrew Campbell, Doug Elkins and Gail Ipsen Cutts) which together with myself form the Senior Management Team. This team has achieved much over recent years.

I would also like to acknowledge the commitment of our dedicated staff, the wonderful contribution made by our volunteers and the outstanding support of our funding agencies.



A handwritten signature in black ink, appearing to read 'Jeremy Hubble'.

**Jeremy Hubble  
CHIEF EXECUTIVE OFFICER**

### ***Report on Complaints made against Councillors***

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 Councillors for 2012/13 were:

Number of entries in the register:	0
How the complaints were handled:	N/A

### ***Prescribed Information for Payments to Employees***

Section 5.53 (g) of the Local Government Act requires disclosure of information as prescribed in relation to payments made to employees. For the 2012/13 year, there were no payments made to employees for which prescribed information is required to be disclosed.

### ***Plan for the Future, Strategic Community Plan and Corporate Business Plan***

In accordance with Section 5.56 of the Local Government Act 1995, and Regulation 19CA and 19C of the Local Government (Administration) Regulations 1996 in June 2013, Council formally adopted the following plans:

- Strategic Community Plan covering a period of 10 years. This plan is to be reviewed every four years.
- Corporate Business Plan covering a period of 4 years. This plan is to be reviewed annually.

There were no changes made to the above plans which were adopted during the year.

The Shire of Manjimup has a comprehensive 10 year forward planning framework in place which can be viewed on our website.

### **Report under the Disability Services Act 1993 – Performance Outcomes**

The Shire of Manjimup's Disability Services "Community Access Plan 2007-2013" was reviewed and adopted by Council on 12 July 2007. The plan is required to be reviewed by August 2013.

During the year, the Disability Access and Inclusion Committee met on two occasions.

The following significant DAIP initiatives were undertaken during the year:

- Designation of additional disable parking bays;
- "Count me in" funding for a youth sports inclusion officer .

The performance of the Shire of Manjimup in achieving the five key outcome areas outlined in the 2007 Plan are summarised below:

<b>Outcome 1: People with disabilities have the same opportunities as other people to access the services of, and any events organised by, the Shire of Manjimup.</b>	
<b>STRATEGY</b>	<b>ASSESSED PERFORMANCE</b>
1. Establish a DA committee to guide the implementation of the DAIP activities.	Committee established 30 October 2008.
2. Ensure that people with disabilities are provided with an opportunity to comment on access to services.	Community satisfaction survey undertaken early 2013.
3. Monitor the Shire's Access & Inclusion policy to ensure it supports equitable access to services by people with disabilities throughout the various functions of Council.	Policy currently being reviewed.
4. Make the library technology as accessible as possible.	On line access available.
5. Develop the links between DAIP and other Council plans and strategies.	Occurring in an informal way. Seeking to better link as part of forward 10 year plans.
6. Council will ensure that any events are organised so that they are accessible to people with disabilities.	Considered as a component in the events pack approval process.
7. Ensure that Council staff and agents and contractors are aware of the relevant requirements of the Disability Services Act.	What, why, where brochures produced for ramps, handrails, steps, kerb ramps, tactile ground surface indicators, bus stops, web sites.
	Contractor inductions and new employee inductions include sections on DAIPs.
	HACC service includes assistance to disabled persons through the Network Warren Blackwood program and boys to men program.
	ACTIV foundation engaged to undertake maintenance services. Consultation ongoing with ACTIV on the possible transfer of supported workers following the imminent closure of the ACTIV's Manjimup facility.

<b>Outcome 2: People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Shire of Manjimup.</b>	
<b>STRATEGY</b>	<b>ASSESSED PERFORMANCE</b>
1. Ensure all buildings and facilities are physically accessible to people with disabilities.	All Council buildings were inspected within the last 3 years with access improved to Manjimup Farmers Markets, Manjimup Town Hall, Shire Administration Office, AquaCentre and Indoor Sports Pavilion.
2. Ensure all premises and other	Broad scope will take time to address.

<p>infrastructure related to transport facilities is accessible.</p> <p>3. Ensure adequate ACROD parking to meet the demand of people with disabilities in terms of quantity and location.</p> <p>4. Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provisions of accessible venues.</p> <p>5. Ensure that parks and reserves are accessible.</p> <p>6. Improve access to the beach for people using wheelchairs.</p> <p>7. Increase the accessibility to playgrounds.</p> <p>8. Ensure that public toilets meet the associated accessibility standards.</p>	<p>The following works were undertaken 2012/13:</p> <ul style="list-style-type: none"> <li>• .</li> </ul> <p>Gazettal disabled bays to allow enforcement.</p> <p>Awareness campaign previously undertaken.</p> <p>Pathway improvement Coalmine Beach heritage trail.</p> <p>Sealed car park installed at Windy Harbour boat ramp.</p> <p>New Timber &amp; Heritage Park playground designed and constructed to accommodate disability access.</p> <p>Public toilets audited within last 2 years.</p> <p>Improvement works programmed.</p>
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**Outcome 3:** People with disabilities receive information from the Shire of Manjimup in a format that will enable them to access the information as readily as other people.

STRATEGY	ASSESSED PERFORMANCE
<p>1. Improve community awareness that Council information can be made available in alternative formats upon requests.</p> <p>2. Improve staff awareness of accessible information needs and how to obtain information in other formats.</p> <p>3. Investigate and facilitate the use of interpreters to improve the availability of Council meetings to people with a hearing impairment.</p> <p>4. Ensure the Shire's website meets contemporary good practice.</p> <p>5. Provide documentation regarding services, facilities and customer feedback in an appropriate format using clear and concise language.</p>	<p>Brochure on alternative methods of communication available.</p> <p>Brochure and resource manual developed for Shire staff including library staff.</p> <p>No specific action taken as no identified need arising. Acoustic ceiling and Public address system installed in Council chambers.</p> <p>Shire web site reconstructed in 2012/13 using current protocols.</p> <p>Standard format used is Arial 12 point. Spring 2013 brochure regarding Council services distributed by mail to all ratepayers.</p>

**Outcome 4:** People with disabilities receive the same level and quality of service from the staff of the Shire of Manjimup as other people receive from the staff of the shire.

STRATEGY	ASSESSED PERFORMANCE
<p>1. Improve staff awareness of disability and access issues and improve skills to provide a good service to people with disabilities.</p> <p>2. Improve the awareness of new staff and new Councillors about disability and access issues.</p> <p>3. Further generate and sustain staff awareness of disability and access issues.</p> <p>4. Ensure that information is given about universal access and inclusion to all contractors, consultants and external organisations that provide services to the public on behalf of the shire, or with support of the shire.</p>	<p>Disability Access and Inclusion Committee identifies issues and progresses awareness.</p> <p>Disability awareness covered in staff inductions. Cultural training undertaken.</p> <p>Disability awareness covered in staff inductions.</p> <p>Disability Access and Inclusion Committee includes staff representatives.</p> <p>What, why and where brochures produced and available.</p>

**Outcome 5:** People with disabilities have the same opportunities as other people to make complaints to the Shire of Manjimup.

STRATEGY	ASSESSED PERFORMANCE
<ol style="list-style-type: none"> <li>1. Ensure that current grievance mechanisms are accessible for people with disabilities.</li> <li>2. Improve staff knowledge so they can facilitate the receipt of complaints from people with disabilities.</li> <li>3. Ensure that grievance mechanisms processes and outcome satisfaction survey forms are available in formats to meet the needs of people with disabilities.</li> </ol>	<p>Complaints system reviewed 2010. Easy to read brochure available.</p> <p>Covered in induction process. Ongoing relationship with Paraplegic Benefit Fund and specific cover provided to employees.</p> <p>Forms available from Administration office and online. No specific action taken to review..</p>

**Outcome 6:** People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Manjimup.

STRATEGY	ASSESSED PERFORMANCE
<ol style="list-style-type: none"> <li>1. Improve community awareness about consultation processes in place.</li> <li>2. Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.</li> <li>3. Improve access for people with disabilities to the established consultative process of Council.</li> <li>4. Seek a broad range of views on disability and access issues from the local community.</li> <li>5. Develop a consultation policy for the Shire that ensures the needs of people with different communication needs are met.</li> </ol>	<p>Commitment to dedicated "Shire Scene" page in community newspapers in each town.</p> <p>Reflected by this annual review process and overseen by the Disability Access and Inclusion Committee. Plan due for review by August 2013.</p> <p>Council meetings held once a year in each outer town to improve remote access to Council. Electronic recording of Council meetings now occurring and available on request.</p> <p>Disability Access and Inclusion Committee includes community and agency representatives.</p> <p>Community satisfaction surveys identified preferred means of communication which is being applied. Communication Strategy drafted.</p>