



ATTACHMENTS

ORDINARY MEETING OF COUNCIL

14 March 2024

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Shire of Manjimup

MONTHLY FINANCIAL ACTIVITY STATEMENT

(Period Ending 31 January 2024)

SHIRE OF
MANJIMUP

Statement of Financial Activity – January 2024

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Statement of Financial Activity – January 2024

General Comment

The financial performance for the Shire of Manjimup to the 31 January 2024 is a projected deficit of \$4,251.

The projected deficit is based on a conservative approach highlighting possible issues as they occur, which in most cases can be rectified or offset with under expenditure in other areas as the Shire progresses through the financial year.

The December 2023 Monthly Financial Activity Statement discussed a projected surplus of \$365,285, this projection has been amended to reflect the proposed budget adjustment discussed as part of the December 2023 Budget Adjustment agenda which is also presented to the meeting of 14 March 2023.

Whilst there still is a projected deficit after the proposed December 2023 budget adjustments, it is anticipated due to its minor nature that this can be offset in savings in other areas.

The items negatively affecting the end of year position are:

- Electricity Costs – Manjimup Regional AquaCentre \$40,000 – In August 2023 an inverter within the solar array was hit with a power spike and failed. The new inverter supply and replacement took some time and was finally installed early January 2024;
- Insurance Premiums \$47,851 – Shire of Manjimup insurance premiums are higher than budgeted. The Shire received a workers compensation adjustment increase of \$13,391 based on last year's wages, with the remainder of the projected over spend being general premium increases; and
- Power Up Electricity Museum Income \$40,000 - Whilst we are now entering the period of higher use, a comparison of income to a pro rata of the year-to-date budget shows entry fees \$24,981 behind the year-to-date budget.

Items that are positively affecting the end of year position are:

- Interest revenue \$60,000 - To the 31 January 2024 actuals were \$429,901 with a whole year budget of \$324,969. It is expected that the rate of interest generated will slow as we progress through the year with money being expended, however a conservative projection should see \$60,000 of additional income received; and
- Development Application Fees \$15,000 – Planning applications fees to the 31 January 2024 are \$3,400 ahead of the whole year budget, so a \$15,000 projection is a conservative estimate should activity slow in the coming months.

Other than those items listed above, no major discrepancies have come to light in the first seven months after adopting the 2023/24 budget. Given the level of projected deficit, with sound financial management going forward by all departments, Council should be in a neutral or minor surplus position by the 30 June 2024.

Statement of Financial Activity – January 2024

SHIRE OF MANJIMUP
STATEMENT OF FINANCIAL ACTIVITY
FOR THE YEAR ENDED 30 JUNE 2024

OPERATING ACTIVITIES

Revenue from operating activities

	Actuals to 31 Jan 2024 \$	YTD Budget to 31 Jan 2024 \$	2023/24 Budget \$	Projection to 30 June 2024 \$	Variance (Surp) / Def \$
General rates	(11,339,996)	(11,341,027)	(11,366,027)	(11,366,027)	0
Grants, subsidies and contributions	(2,222,540)	(2,962,143)	(3,910,963)	(3,910,963)	0
Fees and charges	(4,840,523)	(4,231,969)	(6,083,458)	(6,096,458)	(13,000)
Interest revenue	(494,681)	(282,899)	(484,969)	(544,969)	(60,000)
Other revenue	(756,784)	(808,346)	(1,021,068)	(1,021,068)	0
Profit on asset disposals	0	(228,850)	(392,315)	(392,315)	0
	(19,654,525)	(19,855,234)	(23,258,800)	(23,331,800)	(73,000)

Expenditure from operating activities

Employee costs	7,054,895	7,380,837	13,419,704	13,389,704	(30,000)
Materials and contracts	4,336,676	5,196,702	8,908,632	8,938,632	30,000
Utility charges	384,038	356,340	610,869	650,869	40,000
Depreciation	5,562,743	5,510,745	9,446,992	9,535,994	89,002
Finance costs	102,101	199,799	342,513	342,513	0
Insurance	860,325	812,474	812,474	860,325	47,851
Other expenditure	963,775	302,786	519,062	519,062	0
Loss on asset disposals	0	34,290	58,782	58,782	0
	19,264,554	19,793,974	34,119,028	34,295,881	176,853

Non-cash amounts excluded from operating activities

	5,562,743	5,316,184	(9,371,250)	(9,460,252)	(89,002)
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Amount attributable to operating activities

	5,172,772	5,254,925	1,488,978	1,503,829	14,851
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INVESTING ACTIVITIES

Inflows from investing activities

Capital grants, subsidies and contributions	(1,316,215)	(6,373,684)	(10,926,316)	(10,926,316)	0
Proceeds from disposal of assets	(332,754)	(538,125)	(922,500)	(968,800)	(46,300)
Proceeds from financial assets at amortised cost - self supporting loans	(4,262)	(32,859)	(56,329)	(56,329)	0
	(1,653,231)	(6,944,668)	(11,905,145)	(11,951,445)	(46,300)

Outflows from investing activities

Payments for property, plant and equipment	2,353,466	3,199,196	5,484,336	5,497,336	13,000
Payments for construction of infrastructure	3,324,617	10,677,893	18,304,959	18,304,959	0
Payments for financial assets at amortised cost - self supporting loans	0	0	635,000	635,000	0
	5,678,083	13,877,089	24,424,295	24,437,295	13,000

Non-cash amounts excluded from investing activities

	0	0	0	0	0
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Amount attributable to investing activities

	4,024,852	6,932,421	12,519,150	12,485,850	(33,300)
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FINANCING ACTIVITIES

Inflows from financing activities

Proceeds from new borrowings	0	0	(6,135,000)	(6,135,000)	0
Transfers from reserve accounts	(1,285,126)	(1,625,178)	(3,250,356)	(3,251,656)	(1,300)
	(1,285,126)	(1,625,178)	(9,385,356)	(9,386,656)	(1,300)

Outflows from financing activities

Repayment of borrowings	302,730	372,433	638,457	638,457	0
Payments for principal portion of lease liabilities	50,710	71,750	123,000	123,000	0
Transfers to reserve accounts	548,066	1,198,568	2,397,135	2,421,135	24,000
	901,506	1,642,751	3,158,592	3,182,592	24,000

Amount attributable to financing activities

	(383,620)	17,573	(6,226,764)	(6,204,064)	22,700
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MOVEMENT IN SURPLUS OR DEFICIT

Surplus or deficit at the start of the financial year	(7,659,291)	(7,659,291)	(7,926,507)	(7,926,507)	0
Amount attributable to operating activities	5,172,772	5,254,925	1,488,978	1,503,829	14,851
Amount attributable to investing activities	4,024,852	6,932,421	12,519,150	12,485,850	(33,300)
Amount attributable to financing activities	(383,620)	17,573	(6,226,764)	(6,204,064)	22,700
(Surplus) or deficit at the end of the financial year	1,154,713	4,545,627	(145,143)	(140,892)	4,251

SHIRE OF MANJIMUP
STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2024

	Actuals to 31 Jan 2024 \$	YTD Budget to 31 Jan 2024 \$	2023/24 Budget \$	Projection to 30 June 2024 \$	Variance (Surp) / Def \$
Revenue					
Rates	(11,339,996)	(11,341,027)	(11,366,027)	(11,366,027)	0
Grants, subsidies and contributions	(2,222,540)	(2,962,143)	(3,910,963)	(3,910,963)	0
Fees and charges	(4,840,523)	(4,231,969)	(6,083,458)	(6,096,458)	(13,000)
Service charges	0	0	0	0	0
Interest revenue	(494,681)	(282,899)	(484,969)	(544,969)	(60,000)
Other revenue	(756,784)	(808,346)	(1,021,068)	(1,021,068)	0
	(19,654,525)	(19,626,383)	(22,866,485)	(22,939,485)	(73,000)
Expenses					
Employee costs	7,054,895	7,380,837	13,419,704	13,389,704	(30,000)
Materials and contracts	4,336,676	5,196,702	8,908,632	8,938,632	30,000
Utility charges	384,038	356,340	610,869	650,869	40,000
Depreciation	5,562,743	5,510,745	9,446,992	9,535,994	89,002
Finance costs	102,101	199,799	342,513	342,513	0
Insurance	860,325	812,474	812,474	860,325	47,851
Other expenditure	963,775	302,786	519,062	519,062	0
	19,264,554	19,759,684	34,060,246	34,237,099	176,853
	(389,972)	133,301	11,193,761	11,297,614	103,853
Capital grants, subsidies and contributions	(1,316,215)	(6,373,684)	(10,926,316)	(10,926,316)	0
Profit on asset disposals	0	(228,850)	(392,315)	(392,315)	0
Loss on asset disposals	0	34,290	58,782	58,782	0
	(1,316,215)	(6,568,245)	(11,259,849)	(11,259,849)	0
Net result for the period	(1,706,186)	(6,434,944)	(66,088)	37,765	103,853
Other comprehensive income					
<i>Items that will not be reclassified subsequently to profit or loss</i>					
Changes in asset revaluation surplus	0	0	0	0	0
Total other comprehensive income for the period	0	0	0	0	0
Total comprehensive income for the period	(1,706,186)	(6,434,944)	(66,088)	37,765	103,853

Shire of Manjimup

Statement of Financial Position		ACTUAL 2023/2024 \$	ACTUAL 2022/2023 \$
Current Assets			
Cash and cash equivalents		17,160,232	17,831,529
Trade and other receivables		3,330,172	1,258,828
Inventories		215,155	226,768
Other assets		301,550	791,794
Tax Assets		44,795	95,485
Total Current Assets		21,051,905	20,204,404
Non-Current Assets			
Other receivables		444,676	445,186
Property, plant & equipment		66,916,894	66,623,139
Infrastructure		296,908,908	297,420,075
Total Non-Current Assets		364,270,478	364,488,401
TOTAL ASSETS		385,322,383	384,692,805
Current Liabilities			
Trade and other payables		3,438,679	4,008,016
Provisions		2,042,811	2,224,103
Current Portion of Long Term Borrowings		306,994	660,434
Total Current Liabilities		5,788,484	6,892,553
Non-Current Liabilities			
Long term borrowings		4,729,126	4,729,126
Provisions		211,934	184,474
Total Non-Current Liabilities		4,941,059	4,913,599
TOTAL LIABILITIES		10,729,544	11,806,153
NET ASSETS		374,592,843	372,886,657
Equity			
Accumulated losses		(17,186,250)	(19,629,496)
Reserves - Cash Backed		6,232,961	6,970,021
Reserves - Asset Revaluation		385,546,132	385,546,132
TOTAL EQUITY		374,592,843	372,886,657

	Accumulated Losses	Reserves Cash Backed	Asset Revaluation Reserves	Total Equity
	\$	\$	\$	\$
Statement of Changes in Equity				
Balance as at 1 July 2022	(20,570,392)	6,610,349	320,580,198	306,620,153
Comprehensive Income				
- Net Result	1,300,568	-	-	1,300,568
- Change on Revaluation of Non-Current Assets	-	-	64,965,934	64,965,934
- Adjustment due to Accounting Std Changes	-	-	-	-
Total Other Comprehensive Income	1,300,568	-	-	1,300,568
Transfers from/(to) Reserves	(359,672)	359,672	-	-
Balance as at 30 June 2023	(19,629,496)	6,970,021	385,546,132	372,886,657
Comprehensive Income				
- Net Result	1,706,186	-	-	1,706,186
- Change on Revaluation of Non-Current Assets	-	-	-	-
- Adjustment due to Accounting Std Changes	-	-	-	-
Total Other Comprehensive Income	-	-	-	-
Transfers from/(to) Reserves	737,060	(737,060)	-	-
Balance as at 31 January 2024	(17,186,250)	6,232,961	385,546,132	374,592,843

Operating Items

Operating Income/Expenditure

(Refer to note numbers on the "Operating Statement by Program" on the previous page for year to date income and expenditure figures)

Operating Revenue

1. Rates as at 31 January 2024, is projected to be on budget.

Administration & Finance

No significant variations

2. Grants, subsidies and contributions as at 31 January 2024, is projected to be on budget.

Administration & Finance

Financial Assistance Grant - General Purpose	(\$0)	In the July 2023 report, the anticipated General Purpose Grant as per advice from the Grants Commission for the 2023/24 financial year had increased by \$131,849 over the adopted budget. On the 11 September 2023 Shire Officers received advice that the Shire had actually been overpaid by \$145,143 and this amount would be deducted from the 2024/25 payment.
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3. Fees and charges as at 31 January 2024 is projected to be \$13,000 ahead of budget.

Business Directorate

No significant variations

Development and Regulation Directorate

Development Application Fees	(\$15,000)	Planning applications fees to the 31 January 2024 are \$3,400 ahead of the whole year budget, so a \$15,000 projection is a conservative estimate should activity slow in the coming months
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Community Services Directorate

Home Care Package Income	(\$30,000)	To date the Manjimup Home & Community Care service has provided more services to clients than budgeted. At present a conservative projection of \$30,000 for the GROW program has been applied with this extra income offset with salary costs to provide the service.
Power Up Energy Museum	\$40,000	Entry income at the Power Up Energy Museum continues to be low, similar to last year. It is difficult to understand the reasons for such low entry levels, it may be a result of Manjimup predominantly only receiving day visitors due to a lack of accommodation or is it an experience that does not rate highly on visitors to-do list.

Statement of Financial Activity – January 2024

Works and Services Directorate

No significant variation

4. Interest Revenue as at 31 January 2024 is projected to be \$60,000 ahead of budget.

Business Directorate

Bank Interest Received (\$60,000)

To the end of January 2023 interest received is already \$229,356 ahead of the ytd budget so a conservative estimate of \$60,000 is factored in and as interest earnings will slow as the Shire progresses through the year as cash is expended.

5. Other Revenue as at 31 January 2024 is projected to be on budget.

Office of CEO

No significant variations

Business Directorate

No significant variations

Development and Regulation Directorate

No significant variations

Community Services Directorate

No significant variation

Works and Services Directorate

No significant variation

6. Profit on asset disposal as at 31 January 2024 is projected to be on budget.

Office of CEO

No significant variations

Business Directorate

No significant variations

Development and Regulation Directorate

No significant variations

Community Services Directorate

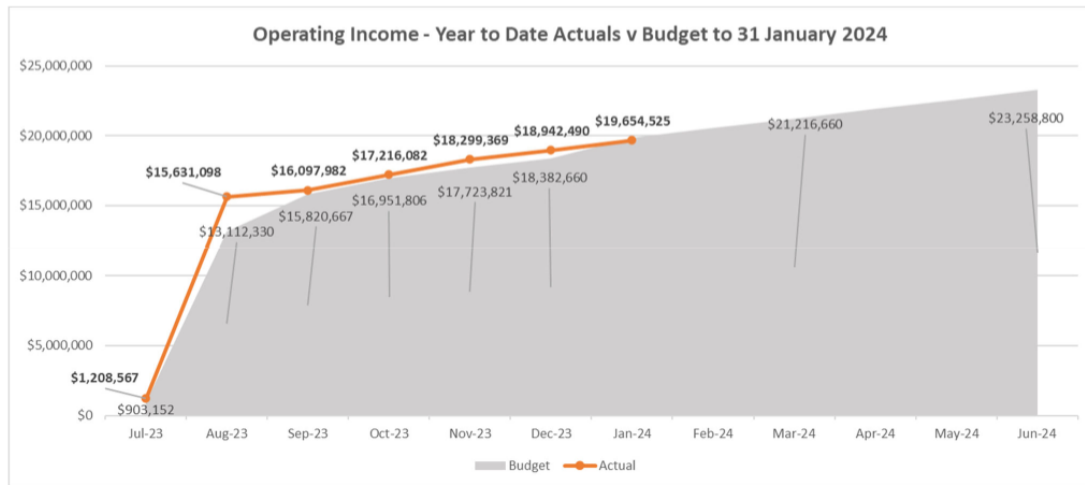
No significant variation

Works and Services Directorate

No significant variation

Statement of Financial Activity – January 2024

Actual Operating Income to budget to 31 January 2024



After the raising of Rates in August 2023, September and October have seen a return to normal levels. Whilst \$200,709 under budget there are no significant items to report other than increased use of Manjimup Home and Community Care services with an increase to Home Care Packages and the advance payment of 100% of the Commonwealth Home Support grant which is subject to a budget adjustment.

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Statement of Financial Activity – January 2024

Operating Expenditure

7. Employee Costs as at 31 January 2024 is projected to be \$175,000 over budget.

Office of CEO		
No significant variations		
Business Directorate		
No significant variations		
Development and Regulation Directorate		
Wages	(\$0)	There are expected savings within this Directorate due the Director of Development and Regulation (DDR) filling the position of Interim CEO. Back filling has occurred for the DDR position by various officers so there is expected to be some savings within those individual department budgets. The current projection is at zero at this early stage, however the extent of the savings should be more apparent as part of the December review.
Community Services Directorate		
Community Services - Salaries	(\$30,000)	As per Project Management comment below, due to staff vacancies Community Services salaries are under budget.
Works and Services Directorate		
No significant variation		

8. Materials and contracts as at 31 January 2024 is projected to be \$193,106 over budget.

Office of CEO		
No significant variations		
Business Directorate		
No significant variations		
Development and Regulation Directorate		
No significant variations		
Community Services Directorate		
No significant variations		
Community Services - Project Management	\$30,000	Due to staff vacancies the Shire is using an external contractor to carry out internal works normally completed by a Shire employee. This is temporary and is offset by an underspend in Community Services salaries.
Works and Services Directorate		
No significant variations		

Statement of Financial Activity – January 2024

9. Utility Charges as at 31 January 2024 is projected to be \$40,000 over budget.

Business Directorate

No significant variations

Development and Regulation Directorate

No significant variations

Community Services Directorate

Electricity	\$40,000	The Solar System at the Manjimup Regional AquaCentre has not been operational due to a failed inverter after a power spike. The inverter has taken some time to arrive and was installed in early January 24.
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Works and Services Directorate

No significant variation

10. Depreciation as at 31 January 2024 is projected to be on \$89,002 over budget.

Office of CEO

No significant variations

Business Directorate

Administration & Finance – Right of Use Assets	\$89,002	Depreciation is over budget due to the application of depreciation on Right of Use assets (Leases). This does not affect the Shire's bottom line as these transactions are non-cash.
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Development and Regulation Directorate

No significant variations

Community Services Directorate

No significant variation

Works and Services Directorate

No significant variation

11. Finance Costs as at 31 January 2024 is projected to be on budget.

Office of CEO

No significant variations

Business Directorate

No significant variations

Development and Regulation Directorate

Statement of Financial Activity – January 2024

No significant variations

Community Services Directorate

No Significant variation

Works and Services Directorate

No significant variation

12. Insurance Costs as at 31 January 2024 is projected to be \$47,851 over budget.

Office of CEO

No significant variations

Business Directorate

Administration & Finance - Insurance Premiums	\$47,851	Insurance Premiums have come in higher than budgeted. Typically the Shire will receive some level of performance based credits in the latter part of the year, the level of credit is not known at this point so it is prudent to project the current over expenditure to the 30 June 2024.
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Development and Regulation Directorate

No significant variations

Community Services Directorate

No significant variation

Works and Services Directorate

No significant variation

13. Other Expenditure as at 31 January 2024 is projected to on budget.

Office of CEO

No significant variations

Business Directorate

No significant variations

Development and Regulation Directorate

No significant variations

Community Services Directorate

No significant variation

Works and Services Directorate

No significant variation

Statement of Financial Activity – January 2024

14. Loss on asset disposals as at 31 January 2024 is projected to on budget.

Office of CEO

No significant variations

Business Directorate

No significant variations

Development and Regulation Directorate

No significant variations

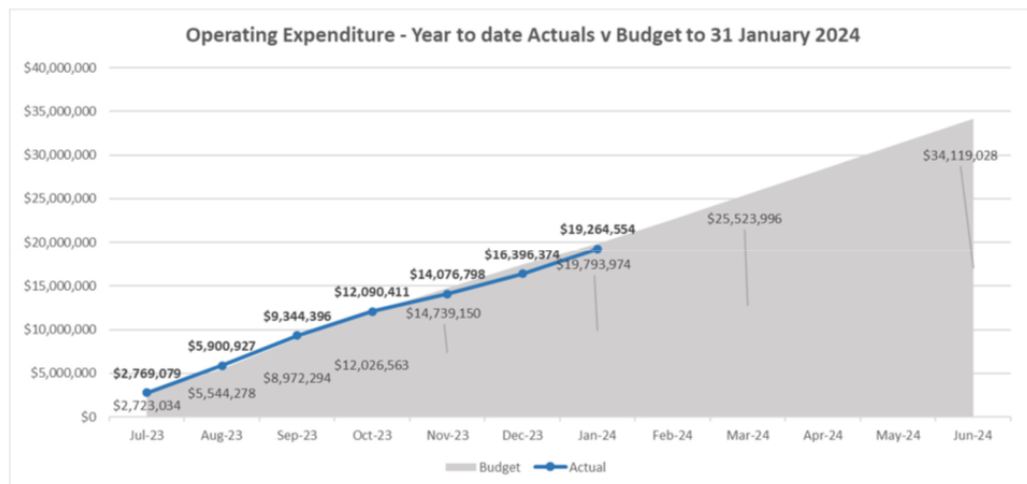
Community Services Directorate

No significant variation

Works and Services Directorate

No significant variation

Actual Operating Expenditure to budget to 31 January 2024



Overall operating expenditure is slightly behind budget, previous reports had expenditure ahead of budget but January is reflecting the level of Capital Works beginning to be undertaken. With the focus on capital, road maintenance accounts will have the opportunity to recover and come back in line with budget.

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Statement of Financial Activity – January 2024

Net Current Asset Position as at 31 January 2024

Current Assets		
Cash and cash equivalents		17,160,232
Trade and other receivables		3,330,172
Inventories		215,155
Other assets		301,550
Tax Assets		44,795
	Total Current Assets	21,051,905
Current Liabilities		
Trade and other payables		3,438,679
Provisions		2,042,811
Current Portion of Long Term Borrowings		306,994
	Total Current Liabilities	5,788,484
	Total Net Current Assets	15,263,420

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Statement of Financial Activity – January 2024

Capital

Infrastructure

No significant variances to date.

Light Vehicles

All of the 9 light vehicle purchases to date have been under budget with all trades to date accumulating additional income of \$22,300 .

Plant & Equipment

In December 2023 the Works Department took delivery of a Isuzu Tipper, the purchase exceeded budget by \$18,870 and the Neuson Multi Tyre Roller exceeded budget by \$18,500 there have been some minor gains with other purchases however if at the end of the year plant is overbudget, it will need to be offset with funding from the Plant Reserve.

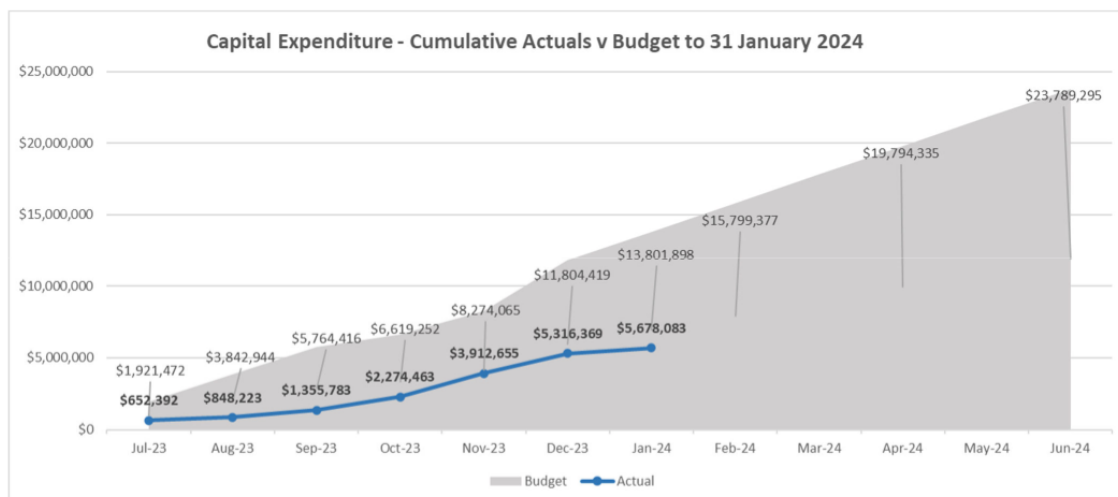
Furniture & Equipment

No significant variances to date.

Land & Buildings

No significant variances to date.

Actual Capital Expenditure to budget to 31 January 2024



There are some significant capital projects with no expenditure year to date that are subject to grant applications or works by third parties, they are:

- Rea Park/Collier St Redevelopment – Stage 2 - \$3,188,731 (subject to grant);
- Mordallup Rd Bridge 3923A - \$3,682,000 (subject to Main Roads WA); and
- Various Bridge Projects - \$888,000 (subject to Main Roads WA).

Other than those items above, Capital expenditure year to date is following the Shire's typical annual spending profile. With much improved weather and contractors appointed to carry out major works, capital expenditure is expected to accelerate through to April 2024. Due to the high volume of works there will be a degree of carry forwards into the 2024/25 financial year.

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Statement of Financial Activity – January 2024

Debtors

Debtors owing as at 31 January 2024 are \$3,330,172 compared to \$2,782,563 at the same time last year.

Sundry Debtors as at 31 January 2024 are \$693,983 up \$468,477 at the same time last year. This variance is due predominately to the inclusion of outstanding money to be paid from the Office of State Revenue (OSR) for pensioner Rebates given at the time of raising rates. This additional \$244,097 will be paid as the Shire progresses through the year as claims are made to OSR up to the 30 June 2024. The Shire also has a grant payment for \$132,000 outstanding with Main Roads WA.

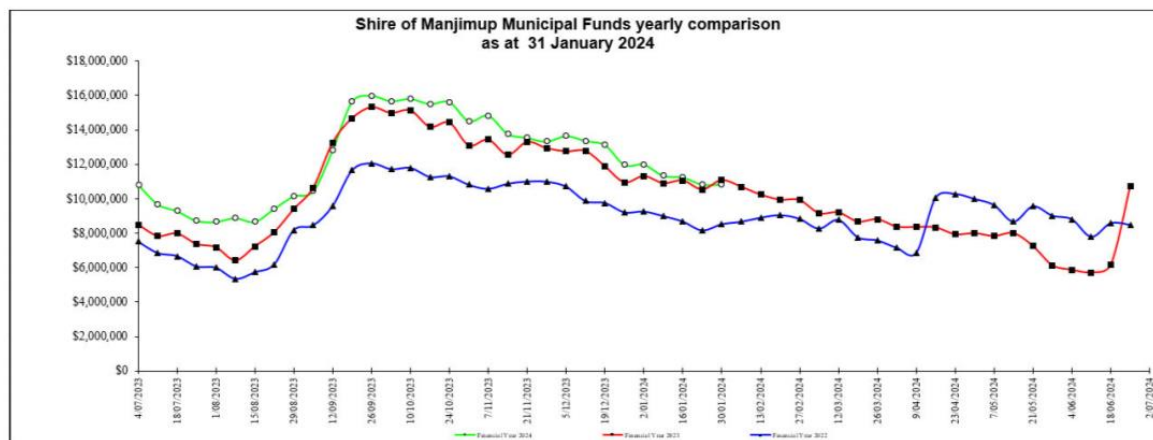
Rates Debtors as at 31 January 2024 are \$2,636,189 up \$79,132 on the same time last year. The 2023/24 budget saw an additional \$783,218 raised in rates on the previous financial year the variance would be those additional Rates raised held as Instalment payments for those that have chosen that payment option.

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Cash

As at the 31 January 2024 the Shire held \$17,160,232 cash in municipal, unspent loan funds and in reserve.

Municipal	\$ 10,851,028
Unspent Loan Funds	\$ 76,243
Reserve	\$ 6,232,961



Bank balances as at 31-Jan-24		Cheque	AquaCentre	Maxi	Investment	Total
Municipal Account		557,421	49,903	4,243,704	6,000,000	10,851,028
		<u>557,421</u>	<u>49,903</u>	<u>4,243,704</u>	<u>6,000,000</u>	<u>10,851,028</u>
Reserve Accounts				1,232,961	5,000,000	6,232,961
Unspent Loan Accounts				76,243		76,243
Total Council Funds		<u>557,421</u>	<u>49,903</u>	<u>5,552,908</u>	<u>11,000,000</u>	<u>17,160,232</u>
Trust funds		39,650		-		39,650

...

Statement of Financial Activity – January 2024

Explanation for Income and Expense Categories

REVENUE	EXPENDITURE
RATES All rates levied under the <i>Local Government Act 1995</i> . Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.	EMPLOYEE COSTS All costs associate with the employment of a person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.
SERVICE CHARGES Service charges imposed under Division 6 of Part 6 of the <i>Local Government Act 1995</i> . Regulation 54 of the <i>Local Government (Financial Management) Regulations 1996</i> identifies the charges which can be raised. These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Excludes rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.	MATERIALS AND CONTRACTS All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses (such as telephone and internet charges), advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.
OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS All amounts received as grants, subsidies and contributions that are not non-operating grants.	UTILITY CHARGES Expenditures made to the respective agencies for the provision of power, gas or water. Excludes expenditure incurred for the reinstatement of roadworks on behalf of those agencies.
NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS Amounts received specifically for acquisition, new construction or upgrading of non-current assets paid to a local government, irrespective of whether received as capital grants, subsidies, contributions or donations.	DEPRECIATION ON NON-CURRENT ASSETS Depreciation and amortisation expenses raised on all classes of assets.
FEES AND CHARGES Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.	INSURANCE EXPENSES All insurance other than worker's compensation and health benefit insurance included as a cost of employment.
INTEREST EARNINGS Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.	INTEREST EXPENSES Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.
PROFIT ON ASSET DISPOSALS Gain on asset disposal including disposal of long-term investments. Losses are disclosed under expenditure.	LOSS ON ASSET DISPOSAL Loss on the disposal of fixed assets.
OTHER REVENUE Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.	OTHER EXPENDITURE Statutory fees, taxes, provision for bad debts, member's fees or levies including FESA levy and State taxes. Donations and subsidies made to community groups.

Budget Adjustments - December 2023

Budget Adjustments - December 2023				Source of Funds		
State of Comprehensive Income Item			Council Resolution	Budget Offset	C/Fwd Def/(Surp)	Loan Funds Reserve
7,659,291						
Rec Svces	T/F from Recreation Ground/Facility Improvement Reserve	N	16-Nov-23			49,000
Rec Svces	Pemberton Sports Club Fee for Service 23/24	Y	16-Nov-23	(43,000)		
Rec Svces	Capital - Installation of Utility Sub Meters at Pemberton Sports Club Complex	N	16-Nov-23	(6,000)		
Allocation of fee for service arrangement with Pemberton Sports Club per agenda item 9.9.4						
Tech Svces	T/F from Airfield Management Reserve	N	16-Nov-23	(20,000)		20,000
Tech Svces	Capital - Manjimup Airfield - Line Marking	N	16-Nov-23	(20,000)		
Fund Airfield Line Marking from Airfield Management Reserve as per agenda item 9.15.2						
Rec Svces	T/F from Recreation Centre Floor Reserve	N	7-Dec-23	(5,177)		5,177
Rec Svces	Capital - Court Reseal - Pemberton Sports Centre	N	7-Dec-23	(5,177)		
Allocation of funding to reseal Pemberton Sports Centre floor as per agenda item 9.9.4						
Rec Svces	T/F to Rea Park/Collier St Development and Renewal Reserve	N	21-Dec-23	(3,188,731)		3,188,731
Rec Svces	Capital - MRCR - Stage 2	N	21-Dec-23	(3,188,731)		
Redirect funding for Shire contribution to Growing Regions Grant Program for Stage 2 of MRCCR development as per item 9.9.1						
Works	Reseal - Middleton Road (SLK various, 3.0km)	N	6-Jul-23	(126,000)		
Works	Reseal - Eastbourne Road (SLK 0.02-2.42, 2.4km)	N	6-Jul-23	(130,000)		
Works	Reseal - Sears Road (SLK various, 2.6km)	N	6-Jul-23	(100,000)		
Works	Reseal - Graphite Road (SLK 24.5-25.88, 1.63km)	N	6-Jul-23	(85,000)		
Works	Reseal - Seven Day Road (SLK 24.5-25.88, 1.63km)	N	6-Jul-23	(35,631)		
Works	Crack Seal (various)	N	6-Jul-23	(50,000)		
Works	Grant - Local Roads and Community Infrastructure Phase 4	Y	6-Jul-23	(526,631)		

Budget Adjustments - December 2023					
	State of Comprehensive Income Item	Council Resolution	Source of Funds		
			Budget Offset	C/Fwd Def/(Surp)	Loan Funds Reserve
Finance	2023 Carry Forward Surplus		(267,216)	7,659,291	
Finance	Starkies Pit - Insurance Claim Settlement		(290,000)	267,216	
Finance	Interest Received		(160,000)		
Finance	Loan Principle Repayment		(72,063)		
Rec Svces	Interest on Loans		(89,000)		
Finance	Unallocated General Purpose Grant		(60,000)		
Buildings	Manjimup Indoor Sports Pavilion - Painting to Cladding		65,000		
Buildings	Pemberton Sports Club Pavilion - Painting to Cladding		50,000		
Finance	2024 Carry Forward Surplus		145,143		
Finance	T/F to Strategic Asset Reserve		678,136	(145,143)	(678,136)
Building	Generator Plug - All Evacuation Centres		10,000		
Finance	Bad Debts		(10,000)		
Fire Prev	Cap - Purchase Bush Fire Mitigation Truck		70,000		
Fire Prev	Cap - Asset Disposal		(10,000)		
Fire Prev	Fire Prevention Council Reserves		(60,000)		
<i>Adjustments as per the result of discussions per Budget Workshop held with Councillors on Thursday 15 February 2024.</i>					
MHCC	HCP - Salaries		250,000		
MHCC	HCP - Client Purchases		150,000		
MHCC	Home Care Package Payments		(400,000)		
<i>Recognise the additional income generated from providing Home Care Packages</i>					
Works	Financial Assistance Grant - Roads		(73,106)		
Works	Road Maintenance		73,106		
<i>Recognise the additional funding from Financial Assistance Grant for Roads.</i>					
			(2,706,845)	122,073	- 2,584,772
			Total C/Fwd Deficit / (Surplus)	7,781,364	

Budget Adjustment Control	Operating Statement (Net Profit)
Adopted Budget - Change in Net Assets 1/7/23	1,278,392
September review amendments	(201,849)

Budget Adjustments - December 2023

	State of Comprehensive Income Item	Council Resolution
December review amendments	(1,142,631)	
March review amendments	-	
June review amendments	-	
Amended Budget - Change in Net Assets	(66,088)	

Source of Funds			
Budget Offset	C/Fwd Def/(Surp)	Loan Funds	Reserve
			7,659,291



ATTACHMENT: 1

F170379

Audit Committee Meeting Minutes 29 February 2024

Minutes of the Manjimup Audit Committee held at **Council Chambers** on **Thursday 29 February 2024**.

1. DECLARATION OF OPENING OF MEETING

The meeting was opened by Shire President Donnelle Buegge at 1.04pm.

2. ATTENDANCE / APOLOGIES

Present:

- President Donelle Buegge
- Cr Jayde Darin
- Cr Paul Omodei

Apologies

- Cr Wade DeCampo
- Cr Murray Ventris

Observers:

- Ben Rose – Chief Executive Officer (CEO)
- Greg Lockwood - Director Business (DB)
- Tim Partridge – AMD Chartered Accountants

3. TERMS OF REFERENCE

Functions	<p>The Committee has a statutory function to provide guidance and assistance to the local government –</p> <ul style="list-style-type: none"> i. As to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and ii. As to the development of a process to be used to select and appoint a person to be an auditor. <p>In addition, the Audit Committee undertakes:</p> <ul style="list-style-type: none"> a) Management of the audit process. b) Discussion of audit outcomes. c) Monitoring action taken on audit report. d) Preparation of annual report on audit function. e) Review of the Statutory Compliance Return.
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4. DECLARATION OF FINANCIAL INTERESTS

Nil

ATTACHMENT: 1**5. CONFIRMATION OF MINUTES OF THE MEETING HELD 7 DECEMBER 2023**

Moved Cr Darin / Seconded Cr Omodei

“That the minutes of the Audit Committee meeting held on 7 December 2023 be adopted as a true and correct record of the meeting.”

Carried 3/0

6. MATTERS ARISING FROM THE MEETING HELD 7 DECEMBER 2023

The Audit Committee requested a presentation on a possible Internal Audit Program. DB suggested TIM Partridge from AMD Chartered Accounts present at the next audit meeting.

7. RISK MANAGEMENT

Nil.

8. PRESENTATION INTERNAL AUDIT PROGRAM – AMD CHARTERED ACCOUNTANTS

Tim Partridge from AMD Chartered Accountants presented to the Audit Committee with regards to what the purpose of an internal audit program, what benefits a well-considered program can give, the subjects that can be included in an audit program and how the internal audit can support all the external audits that are already being undertaken by Local Governments.

Tim Partridge left the meeting at 2.03pm

9. PRESENTATION OF 2023 COMPLIANCE AUDIT RETURN

DB discussed the findings with the Audit Committee. The Shire had a 99% compliance with one item of non-compliance.

The item of non-compliance was - Disclosure of Interest Item 5 s5.76 Admin Reg22, Form 2 – “Was a primary return in the prescribed form lodged by all relevant persons by 31 August 2023?”

Unfortunately, due to an oversight 1 staff member was not requested to complete an annual return. When this was discovered on the 5 September 2023 (due date 31 August 2023) the staff member completed a return immediately, and the Department of Local Government Sport and Communities (DLGSC) was informed of the breach. Acknowledgement from the DLGSC was received 9 October 2023 stating no further action is required.

Moved Cr Omodei / Seconded Cr Darin

“The Audit Committee endorse the presentation of the 2023 Compliance Audit Return and findings to Council.”

Carried 3/0

ATTACHMENT: 1**10.EFFECTIVENESS OF COMPLIANCE**

Due to the short time frame between the last Audit Committee and this meeting there were no changes to compliance running sheet.

11.GENERAL BUSINESS

Further conversation was had with regards to a possible internal audit program and the following motion was made:

Moved Cr Omodei / Seconded Cr Darin

“Request Council to instruct the Chief Executive Officer to investigate and prepare an appropriate Internal Audit Program and associated costs to be considered as part of 2024/25 budget deliberations.”

Carried 3/0

CEO referred to the Terms of Reference of the committee and suggested a review at the next meeting to align them with the current model terms of reference set by DLGSC for and Audit and Risk Committee. This should also consider the make up of the committee and should independent member positions be created.

12.NEXT MEETING

The next meeting is scheduled for May 2024

13.MEETING CLOSURE

The meeting was closed at 2.55pm.

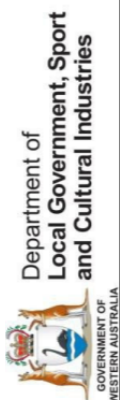


ATTACHMENT : 2

Compliance Audit Return 2023

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A		Ben Rose
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A		Ben Rose
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A		Ben Rose
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A		Ben Rose
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Ben Rose

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	See Council Agenda 7 December 2023. No Committees have delegation from Council.	Ben Rose
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	No Committees have delegation from Council.	Ben Rose
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	Yes	No Committees have delegation from Council.	Ben Rose
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	No Committees have delegation from Council.	Ben Rose
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	Yes	No Committees have delegation from Council.	Ben Rose
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	No Committees have delegation from Council.	Ben Rose
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	See Council Minutes 7 December 2023.	Ben Rose



ATTACHMENT : 2

8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Ben Rose
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Ben Rose
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Ben Rose
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Ben Rose
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	Reviewed November 2022.	Ben Rose
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes		Ben Rose

Disclosure of Interest		Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Refer to Council Meeting Minutes.	Ben Rose
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	No occurrence in 2023. No notifiable gifts received as per our register.	Ben Rose
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	Recorded in meeting minutes as required.	Ben Rose
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Gaye Burrridge
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	No	There was one late return. Return Submitted 5 Sept 2023 DLGSC advised 3 Oct 2023 and they acknowledged 9 Oct 2023 stating no further action.	Gaye Burrridge
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes		Gaye Burrridge

ATTACHMENT : 2



7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes		Gaye Burrridge
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	Available on Shire website.	Ben Rose
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes		Gaye Burrridge
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Gaye Burrridge
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes		Ben Rose
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Register is kept on Shire of Manjimup website.	Ben Rose
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes		Ben Rose
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	CEO holds records.	Ben Rose
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	See Council Minutes.	Ben Rose
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Ben Rose
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered?	N/A		Ben Rose
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	Adopted by Council decision 4 March 2021.	Ben Rose

ATTACHMENT : 2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



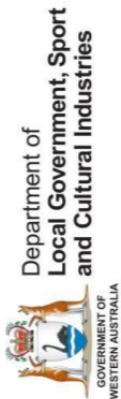
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	Refer to Code of Conduct.	Ben Rose
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Refer to Shire of Manjimup website.	Jessica Winters
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Refer to Shire of Manjimup website.	Jessica Winters

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	As per Disposal Policy	Greg Lockwood
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) in the required local public notice for each disposal of property?	Yes		Greg Lockwood

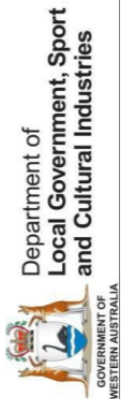
Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	Register held by CEO and on Shire website.	Ben Rose
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	Yes		Ben Rose
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	Refer to Shire of Manjimup website.	Ben Rose

ATTACHMENT : 2

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	Audit & Risk Committee renewed 24 Oct 2023 to 18 Oct 2025 – Meeting 24 October 2023 Resolution 29290
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	Terms of Reference adopted by Absolute Majority 24 October 2023 – Meeting 24/10/2023 Resolution 29290
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	Auditor Report Received 29/11/2023
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Nil Action
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	Audit Completed 29/11/2022 Audit Report received 29/11/2022.
Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 17 June 2021.
				Jessica Winters



ATTACHMENT : 2

2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 16 June 2022.	Jessica Winters
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes		Jessica Winters

Local Government Employees

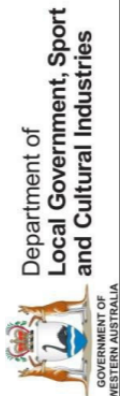
No	Reference	Question	Response	Comments	Respondent
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes		Ben Rose
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes		Ben Rose
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	Yes		Ben Rose
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Ben Rose
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Ben Rose

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	CEO is Complaints Officer	Ben Rose
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	No complaints added into register for 2023	Ben Rose
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes		Ben Rose
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	On Shire of Manjimup website.	Ben Rose

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	FMSR conducted by AMD onsite 20 – 23 June 2022 Adopted By Council 8 Dec 2022	Craig Martyn
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	Reg 17 Review conducted by AMD onsite 16 – 18 May 2022 Adopted By Council 8 Dec 2022	Craig Martyn
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes		Craig Martyn
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to- date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Refer to Council Policy 1.2.2	Jessica Winters
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes		Jessica Winters
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Refer to Council Policy 1.1.4.	Jessica Winters
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes		Jessica Winters
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	Financial Report provided 25/8/2023 (As Detailed in Transmittal letter from OAG dated 29 Nov 2023) – Financials provided via Moore Australia portal	Greg Lockwood
9	s6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Greg Lockwood

ATTACHMENT : 2



Department of Local Government, Sport and Cultural Industries - Compliance Audit Return

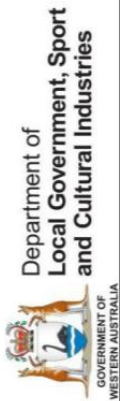
WEST PERTH AUSTRALIA

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Greg Lockwood
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes		Greg Lockwood
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes		Greg Lockwood
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Greg Lockwood
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Potential Tenderers must register when receiving documents, Addenda are sent out to all those who register.	Greg Lockwood
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes		Greg Lockwood
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Greg Lockwood
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A		Greg Lockwood
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Greg Lockwood
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Greg Lockwood

ATTACHMENT : 2



11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes		Greg Lockwood
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Greg Lockwood
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A		Greg Lockwood
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A		Greg Lockwood
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?	Yes		Greg Lockwood
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	Potential Tenderers must register when receiving documents, Addenda are sent out to all those who register.	Greg Lockwood
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes		Greg Lockwood
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes		Greg Lockwood
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Greg Lockwood
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes		Greg Lockwood
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes		Greg Lockwood



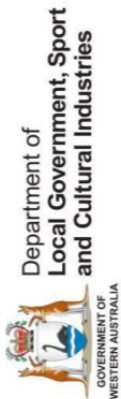
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22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	Policy 2.3.8 Regional Price Preference Policy and is noted as part of Tender Documents	Greg Lockwood
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I certify this Compliance Audit Return has been adopted by Council at its meeting on _____

Signed Mayor/President, Manjimup

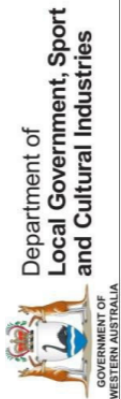
Signed CEO, Manjimup



Compliance Audit Return 2023

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A		Ben Rose
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A		Ben Rose
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A		Ben Rose
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A		Ben Rose
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Ben Rose

Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	See Council Agenda 7 December 2023. No Committees have delegation from Council.	Ben Rose
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	No Committees have delegation from Council.	Ben Rose
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the <i>Local Government Act 1995</i> ?	Yes	No Committees have delegation from Council.	Ben Rose
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	No Committees have delegation from Council.	Ben Rose
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	Yes	No Committees have delegation from Council.	Ben Rose
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the <i>Local Government Act 1995</i> ?	Yes	No Committees have delegation from Council.	Ben Rose
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	See Council Minutes 7 December 2023.	Ben Rose

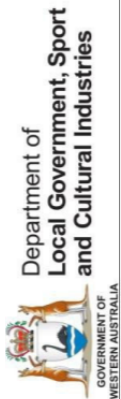


8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Ben Rose
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Ben Rose
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Ben Rose
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Ben Rose
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Yes	Reviewed November 2022.	Ben Rose
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Yes		Ben Rose

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the <i>Local Government Act 1995</i> , did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	Refer to Council Meeting Minutes.	Ben Rose
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	No occurrence in 2023. No notifiable gifts received as per our register.	Ben Rose
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	Recorded in meeting minutes as required.	Ben Rose
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Gaye Burrridge
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	No	There was one late return. Return Submitted 5 Sept 2023 DLGSC advised 3 Oct 2023 and they acknowledged 9 Oct 2023 stating no further action.	Gaye Burrridge
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes		Gaye Burrridge



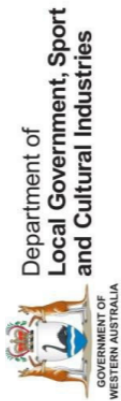
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes		Gaye Burridge
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	Available on Shire website.	Ben Rose
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes		Gaye Burridge
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Gaye Burridge
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes		Ben Rose
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	Register is kept on Shire of Manjimup website.	Ben Rose
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes		Ben Rose
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	CEO holds records.	Ben Rose
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	See Council Minutes.	Ben Rose
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Ben Rose
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered?	N/A		Ben Rose
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Yes	Adopted by Council decision 4 March 2021.	Ben Rose



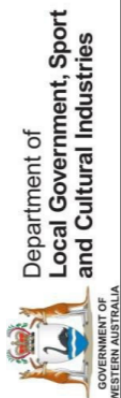
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	Yes	Refer to Code of Conduct.	Ben Rose
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	Refer to Shire of Manjimup website.	Jessica Winters
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	Refer to Shire of Manjimup website.	Jessica Winters

Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the <i>Local Government Act 1995</i> (unless section 3.58(5) applies)?	Yes	As per Disposal Policy	Greg Lockwood
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the <i>Local Government Act 1995</i> , did it provide details, as prescribed by section 3.58(4) in the required local public notice for each disposal of property?	Yes		Greg Lockwood

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	Register held by CEO and on Shire website.	Ben Rose
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	Yes		Ben Rose
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	Refer to Shire of Manjimup website.	Ben Rose



Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	Audit & Risk Committee renewed 24 Oct 2023 to 18 Oct 2025 – Meeting 24 October 2023 Resolution 29290
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	Terms of Reference adopted by Absolute Majority 24 October 2023 – Meeting 24/10/2023 Resolution 29290
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	Auditor Report Received 29/11/2023
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	Nil Action
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	N/A	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	Audit Completed 29/11/2022 Audit Report received 29/11/2022.
Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 17 June 2021.
				Jessica Winters



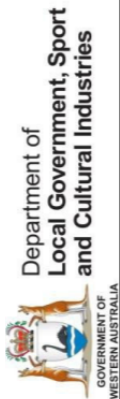
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted 16 June 2022.	Jessica Winters
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes		Jessica Winters

Local Government Employees

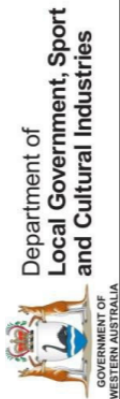
No	Reference	Question	Response	Comments	Respondent
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes		Ben Rose
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes		Ben Rose
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the <i>Local Government Act 1995</i> ?	Yes		Ben Rose
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Ben Rose
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Ben Rose

Official Conduct

No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	CEO is Complaints Officer	Ben Rose
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the <i>Local Government Act 1995</i> ?	Yes	No complaints added into register for 2023	Ben Rose
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the <i>Local Government Act 1995</i> ?	Yes		Ben Rose
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	On Shire of Manjimup website.	Ben Rose

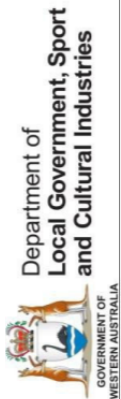


Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	FMSR conducted by AMD onsite 20 – 23 June 2022 Adopted By Council 8 Dec 2022	Craig Martyn
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	Reg 17 Review conducted by AMD onsite 16 – 18 May 2022 Adopted By Council 8 Dec 2022	Craig Martyn
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the <i>Local Government Act 1995</i> , were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	Yes		Craig Martyn
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Yes	Refer to Council Policy 1.2.2	Jessica Winters
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the <i>Local Government Act 1995</i> ?	Yes		Jessica Winters
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Refer to Council Policy 1.1.4.	Jessica Winters
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Yes		Jessica Winters
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	Financial Report provided 25/8/2023 (As Detailed in Transmittal letter from OAG dated 29 Nov 2023) – Financials provided via Moore Australia portal	Greg Lockwood
9	s6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Greg Lockwood

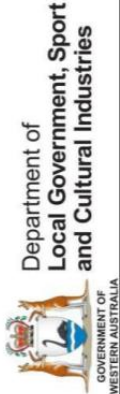


Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Greg Lockwood
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Yes		Greg Lockwood
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government (Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Yes		Greg Lockwood
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Greg Lockwood
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes	Potential Tenderers must register when receiving documents, Addenda are sent out to all those who register.	Greg Lockwood
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Yes		Greg Lockwood
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Greg Lockwood
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A		Greg Lockwood
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Greg Lockwood
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Greg Lockwood



11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	Yes		Greg Lockwood
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A		Greg Lockwood
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A		Greg Lockwood
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A		Greg Lockwood
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?	Yes		Greg Lockwood
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes	Potential Tenderers must register when receiving documents, Addenda are sent out to all those who register.	Greg Lockwood
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes		Greg Lockwood
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	Yes		Greg Lockwood
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A		Greg Lockwood
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes		Greg Lockwood
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes		Greg Lockwood



22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Yes	Policy 2.3.8 Regional Price Preference Policy and is noted as part of Tender Documents	Greg Lockwood
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I certify this Compliance Audit Return has been adopted by Council at its meeting on _____

Signed Mayor/President, Manjimup

Signed CEO, Manjimup

Scarlet Woods 30406 SW Hwy Locate WA



10/01/2024, 08:11:34

 LGA

X = proposed dam 5m from boundary

1:9,028

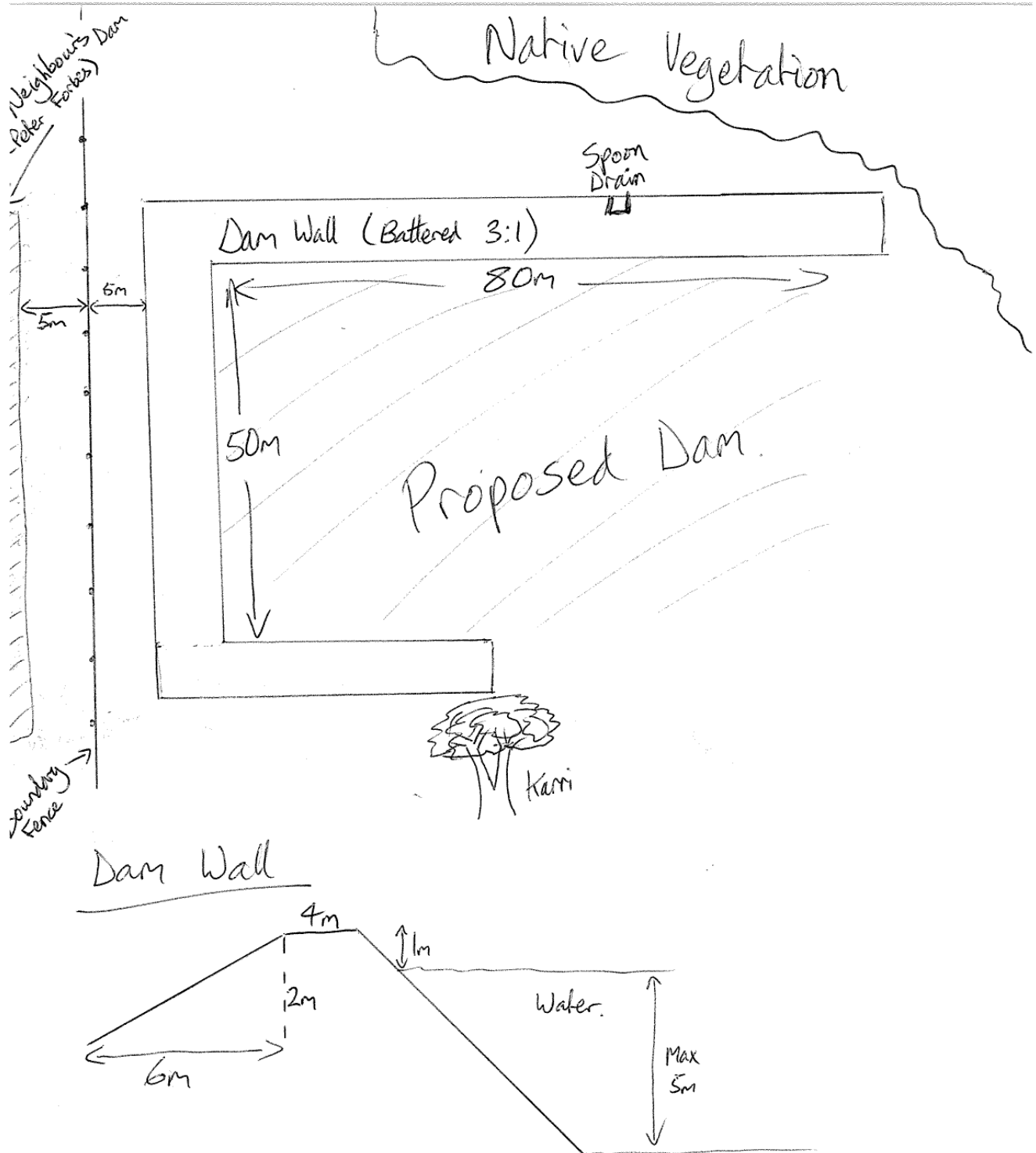
0 0.05 0.1 0.2 0.2 mi

0 0.1 0.2 0.4 km

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P.T.O.

powered by SLIP





SHIRE OF
MANJIMUP

Shire of Manjimup
ADDITIONAL INFORMATION FOR DAM CONSTRUCTION
PO Box 1 Manjimup WA 6258
Phone: (08) 9771 7777 Fax: (08) 9771 7771

ALL SECTIONS MUST BE COMPLETED

To be completed in addition to the Application for Development Approval Form

Description of property upon which the Dam is to be proposed including full details of its proposed position within that property:

140 acres priority ag with tourism. Mostly bush.
Proposed dam in bottom corner of western paddock

(a) Purpose of the Dam:

Stock

(b) Which of the following definitions best describe the proposed dam?

- ☐ On-Stream Dam – Means a dam located across a watercourse
☐ Off-Stream Dam – Means a dam not located across a watercourse but into which water is fed from a watercourse.
☐ Catchment Dam – Means a dam not located across a watercourse which receives rainfall and/or groundwater seepage only.

Please note that Department of Water and Environmental Regulation (DWER) approval may be required if the proposed dam captures water from an existing streamline. Contact your local DWER office.

(c) What is the proposed capacity of the dam?

approx. 8 Megalitres

(d) What are the dimensions of the proposed dam?

- Width: 80m
- Length: 50m
- Depth: 5m max
- Height of the top of the dam wall in relation to natural ground level, including :
 - Inner dam wall height: 5m max
 - Outer dam wall height: 2m max

<p>(e) Any clearing of vegetation required? (DWER Permit?):</p> <p style="text-align: center;">No</p> <p>(f) If Yes, please justify why you have chosen a location which requires clearing?</p>
<p>(g) A Management Plan outlining the proposed method to stabilize soil to avoid erosion when constructing the dam and when it is completed:</p> <p>Clay to stabilise as well as kikuyu on walls. 1m wide spoon drain with 1m freeboard</p>
<p>(h) How many dams are located within a one (1) kilometer radius of the proposed dam?</p> <p>2.</p>
<p>Any further information:</p> <p>Liam Brooks will build dam.</p>

☒ Site Plan – Scaled showing the location of the dam and accurate setback distances to property boundaries, contours and the location of neighboring dwellings and/or structures and effluent systems.

☒ Scaled drawing showing the dimensions of the dam, including the length, height and width of the dam wall. Also the location of an ancillary structures, such as spillways, pumping equipment, etc.

Signature of applicant(s):
(If different from landowners)



Date

10 Jan '24

[REDACTED]

[REDACTED]

[REDACTED]

OFFICIAL

OFFICIAL

19th February 2024

Our Reference: PA 061481 , DWERT920-2~81

Your Reference: DA24/9 P56985 TP9/2024

To: Shire of Manjimup

From: Department of Water and Environmental Regulation

Attention: Ms S C Brown

RE: Proposed Dam at Lot 102 South Western Highway Quinninup – Scarlet Woods Chalets

Dear Ms Brown,

Thank you for providing the above proposal for the Department of Water and Environmental Regulation (Department) to consider.

Based on the information provided in the referral, the proposed setback reduction and proposed extension of the dam is shown in Screenshots 1 & 2 below.

RIWI advice

The subject property is located within the Warren River and Tributaries Surface Water Area as proclaimed under the *Rights in Water and Irrigation Act 1914*.

Any taking or diversion of surface water in this proclaimed area (whether by direct pumping, construction of a dam, or excavation) can be subject to licensing. Any interference of the watercourse (such as the construction of a dam or crossing, or excavation of the watercourse) may require a *permit to interfere with the bed or banks* from the department.

The proponent is advised to contact the Department's Bunbury Water licensing branch on 9726 4111 to make an application to determine if a permit/license is required, and if so, whether any exemptions apply.

Native vegetation

Based on our GIS imagery and information provided (Screenshots 1 & 2), the Department notes there is no clearing of native vegetation proposed – to which we have no comment to offer.

General advice

The departments Water Quality Protection Note (WQPN) 53 '*Dam construction and operation in rural areas*' (September 2019) provides for best practice measures to assist in protecting water quality, to which the proponent may wish to refer to assist them in their proposal.

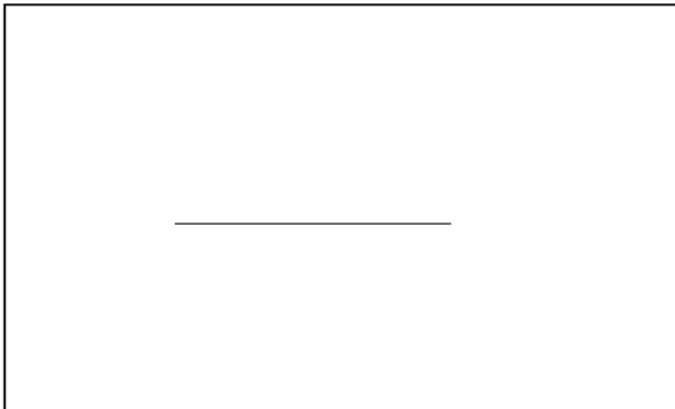
As such, the proponent is advised to refer to WQPN 53 to assist them as practical and appropriate to their situation.

In the event there are modifications to the proposal that may have implications on aspects of environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments please contact the undersigned.

Thank you.

Yours sincerely,



From:

Monday, 26 February 2024 1:29 PM

Karleha Brown

RE: [External] Proposed Dam at Lot 102 Scarlet Wood Chalets, 30406 South Western HWY Quinninup

I have checked with my colleague and he has no objections to the dam as it is not adjacent to Parks and Wildlife managed lands.

Planning Officer

Sent: Wednesday, February 21, 2024 2:31 PM

PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION TO AMEND A LOCAL PLANNING SCHEME

**SHIRE OF MANJIMUP LOCAL PLANNING SCHEME No.4
AMENDMENT No.30**

Resolved that the Local Government, pursuant to Section 75 of the Planning and Development Act 2005, amend the above Local Planning Scheme by:

1. Amending the Scheme Map by rezoning Lot 112 (No.27) and Lot 113 (No.29) Bath Street, Manjimup from "Clubs and Institutions' zone to 'Town Centre' zone.

This Amendment is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The Amendment is consistent with the applicable planning framework, including the Shire of Manjimup Local Planning Strategy endorsed by the Western Australian Planning Commission;
2. The Amendment will not have an adverse impact on any other land in the scheme area; and
3. The amendment is not a complex or basic amendment.

SHIRE OF MANJIMUP
LOCAL PLANNING SCHEME NO.4
AMENDMENT No.30



COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Shire of Manjimup at the Ordinary Meeting of the Council held on the th day of 2024.

MAYOR/SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

This Standard Amendment was adopted for the purpose of advertising by resolution of the Council of the Shire of Manjimup at the Ordinary Meeting of the Council held on the th day of 2024.

MAYOR/SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for approval by resolution of the Shire of Manjimup at the Ordinary Meeting of the Council held on the th day of 2024 and the Common Seal of the Shire of Manjimup was hereunto affixed by the authority of a resolution of the Council in the presence of:

MAYOR/SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDATION FOR APPROVAL

DELEGATED UNDER SECTION 16 OF THE
PLANNING AND DEVELOPMENT ACT 2005

DATE

APPROVAL GRANTED

MINISTER FOR PLANNING

DATE

SCHEME AMENDMENT REPORT



Shire of Manjimup Local Planning Scheme No.4 Scheme Amendment Report

**Manjimup Uniting Church and Hall
Lot 112 (No.27) and Lot 113 (No.29) Bath Street, Manjimup**

LATERAL
PLANNING

Document Control

Reference	0203
Location	Bath Street, Manjimup
Client	Uniting Church in Australia Property Trust (WA)
Document Title	Scheme Amendment Report
Document File Name	0203 Scheme Amendment Report.docx
Document Date	20 November 2023
Document Version	1
Author	Alan Stewart

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1.0 Introduction

Lateral Planning acts for the Uniting Church in Australia Property Trust (WA), the registered proprietor of Lot 112 (No.27) and Lot 113 (No.29) Bath Street, Manjimup ('Site').

This report has been prepared in support of an amendment to Shire of Manjimup ('Shire') Local Planning Scheme No.4 ('LPS4') to rezone the site from 'Clubs and Institutions' to 'Town Centre'.

The site is no longer used as a place of worship and the proposed amendment will provide some additional flexibility with respect to the use and development of the site. It is considered this is most appropriately achieved by including the site in the Town Centre zone.

2.0 Subject Site

The Site is located in Manjimup, 450 metres west of Mottram Street, which forms part of the South West Highway running between Bunbury in the north and Walpole in the south.

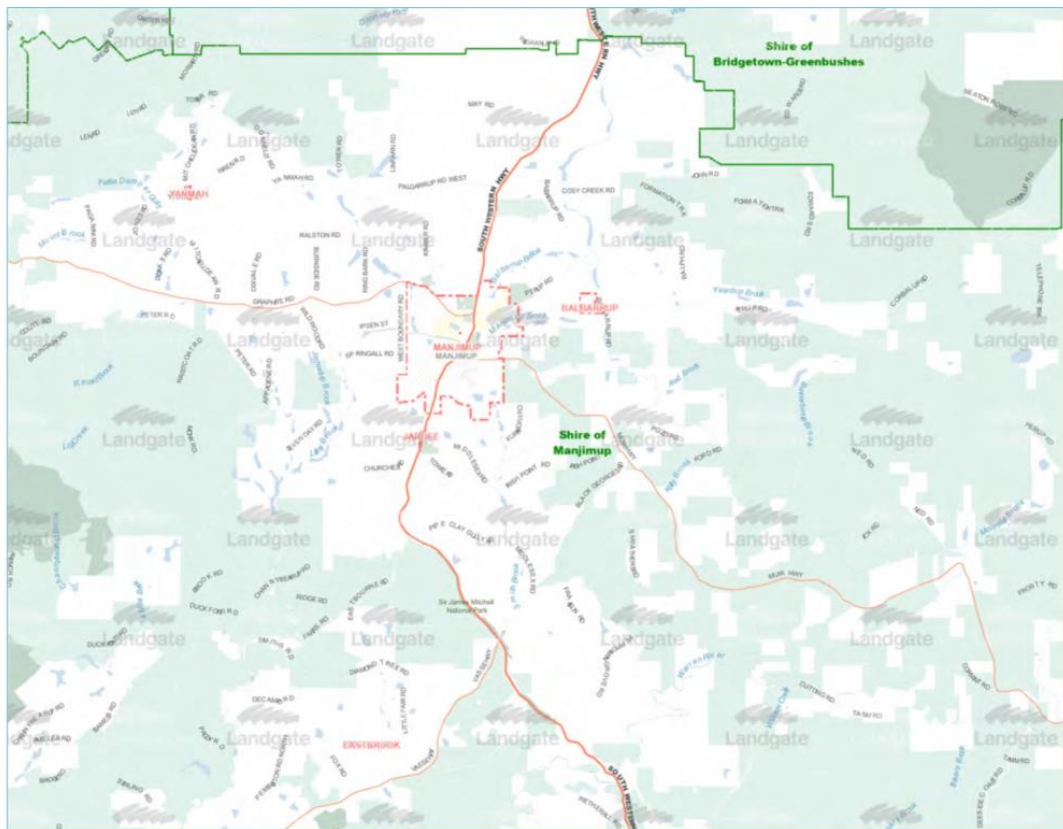


Figure 1: Regional Context

The site abuts Manjimup Central Business District and is located within the street block bound by Bath Street, Ipsen Street, Moore Street and Brockman Street. Grainger Lane runs through the street block and abuts the rear boundary of the site. The adjoining properties are used for residential purposes. Manjimup Recreation Ground and a private school known as Kearnan College are located to the west of Moore Street.

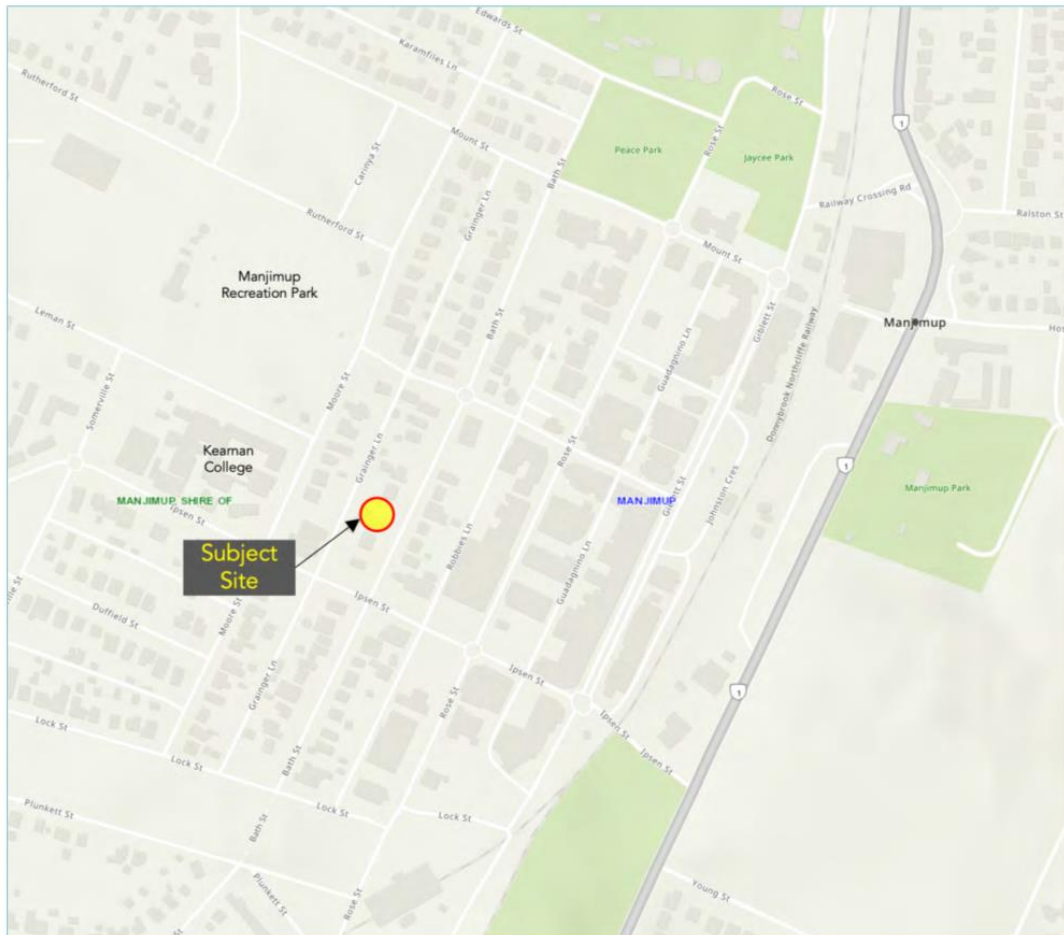


Figure 2: Local Context

The site comprises two parcels of land, as described in the table below.

Registered Proprietor	Uniting Church in Australia Property Trust (WA)	
Address	No.27 Bath Street	No.29 Bath Street
Cadastral	Lot 112 on Deposited Plan 225834	Lot 113 on Deposited Plan 225834
Certificate of Title	Volume 4018 Folio 739	Volume 4018 Folio 740
Land Area per Lot	1,012m ²	1,012m ²
Frontage	20.12 metres	20.12 metres



Figure 3: Site Plan

A former Church and Hall occupies Lot 112. The Hall straddles the boundary between Lots 112 and 113 and encroaches into Lot 113 by a distance of approximately 3 metres. The balance of Lot 113 is vacant. Two mature trees occupy the front portion of Lot 113, while established vegetation is also located adjacent to the site's rear (western) boundary. The site rises gradually from the road towards the rear of the site. The site has access to power and water.

The former Church and Hall were constructed circa 1930 and are included in the Shire's Municipal Heritage Inventory (Management Category B) and LPS4 Heritage List. According to the Municipal Heritage Inventory, the place is in good condition with a very high level of integrity and authenticity, and is significant for aesthetic, historic, representativeness and social reasons.

Originally built as a Methodist Church, the congregation became part of the Uniting Church in Australia in 1977. There is no longer an active congregation in Manjimup and the site is now surplus to the requirements of the Uniting Church in Australia.

In June 2023, the Western Australian Planning Commission ('WAPC') granted approval to adjust the existing boundary between Lots 112 and 113 to resolve the encroachment of the Hall. Deposited Plan 425220 was recently placed In Order for Dealings by Landgate and Certificates of Title for the new lots (known as Lots 700 and 701) are expected to be issued in early 2024.

Lot 700 on Deposited Plan 425220 has an area of 900m² with a frontage of approximately 18 metres to Bath Street while Lot 701 has an area of 1,125m² with a frontage to Bath Street of approximately 22 metres. The Church and Hall will be wholly located on Lot 701.



Figure 4: Deposited Plan 425220

3.0 Town Planning Considerations

3.1 Planning and Development Act 2005

The proposed Amendment to LPS4 is prepared pursuant to Section 75 (b) of the Planning and Development Act 2005 and in accordance with the relevant provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.

3.2 State Planning Strategy 2050

The intended purpose and function of the State Planning Strategy is to “provide a credible State strategic context and basis for the integration and coordination of land-use planning and development across state, regional and local jurisdictions”. It is the highest-order planning instrument in the State and provides guidance for the sustainable use and development of land throughout the State. Manjimup is identified as a Sub-Regional Centre within the South-West Framework under the State Planning Strategy 20250.

3.3 State Planning Policies

3.3.1 State Planning Policy 3.0 - Urban Growth and Settlement

State Planning Policy 3.0 – Urban Growth and Settlement ('SPP3.0') applies throughout Western Australia. The Objectives of SPP3.0 include:

- *To promote a sustainable and well planned pattern of settlement across the State, with sufficient and suitable land to provide for a wide variety of housing, employment, recreation facilities and open space.*
- *To build on existing communities with established local and regional economies, concentrate investment in the improvement of services and infrastructure and enhance the quality of life in those communities.*

The amendment will fulfil these Objectives by rationalising the zoning of land in Manjimup Town Centre and providing an opportunity for development in proximity to the Town Centre.

3.3.2 State Planning Policy 3.3 – Historic Heritage Conservation

State Planning Policy 3.3 ('SPP3.3') sets out the *"principles of sound and responsible planning for the conservation and protection of Western Australia's historic heritage."*

SPP3.3 provides guidance for Local Government to establish a statutory Heritage List pursuant to a Local Planning Scheme. The former Church and Hall on the site are included in the LPS4 Heritage List. The future use and development of the site will need to give due consideration to the heritage significance of the place. This would ordinarily involve the preparation of a Heritage Impact Statement and / or Conservation Plan, prepared by a heritage consultant, to demonstrate that a proposal will not have an adverse impact on the heritage significance of the place.

3.3.3 State Planning Policy 3.7 - Planning in Bushfire Prone Areas

The site is not within a declared bushfire prone area and not subject to the provisions of State Planning Policy 3.7 and the associated Guidelines for Planning in Bushfire Prone Areas. .

3.3.4 State Planning Policy 5.4 – Road and Rail Noise

The site is not within the trigger distance of any strategic freight / major traffic routes, other significant freight / traffic routes, passenger railways or freight railways. Accordingly, future development on the site is not expected to require any noise mitigation measures in accordance with the requirements of State Planning Policy 5.4 – Road and Rail Noise.

3.3.5 State Planning Policy 7.0 – Design of the Built Environment

Future development on the site will need to consider the Design Principles identified in State Planning Policy 7.0, with any residential development required to consider the provisions of State Planning Policy 7.3 – Residential Design Codes.

3.4 Regional and Sub-Regional Planning Framework

3.4.1 South-West Regional Planning and Infrastructure Framework

The South-West Regional Planning and Infrastructure Framework ('Regional Framework') was adopted in 2015 as a strategic planning document to guide future growth and development in the South-West Region. The Regional Framework includes a Settlement Hierarchy with Manjimup identified as a Sub-Regional Centre within the Warren-Blackwood sub-region.

3.4.2 Super Towns Program

The Regional Centres Development Plan (known as 'SuperTowns') was established in 2011 as part of the Royalties for Regions initiative to enhance and stimulate growth in regional towns. A total of nine regional towns were identified by the program, including Manjimup in the South-West Region. A Growth Plan was prepared for each 'SuperTown' to manage population growth and identify priorities and projects to achieve the anticipated population growth.

3.5 Local Planning Strategy

The Local Planning Strategy was adopted in 2003 and seeks to optimise the role of Manjimup as a regional centre providing a range of facilities and services to meet the needs of the surrounding region. The Local Planning Strategy includes the site in 'Manjimup Precinct 1 – Town Centre', which extends west through to Bath Street and is intended to provide for the expansion of commercial and residential uses commensurate with the function of the Town Centre. The Scheme Amendment will achieve this outcome by allowing the site to be used for a range of purposes as depicted in the LPS4 Zoning Table for the Town Centre zone.

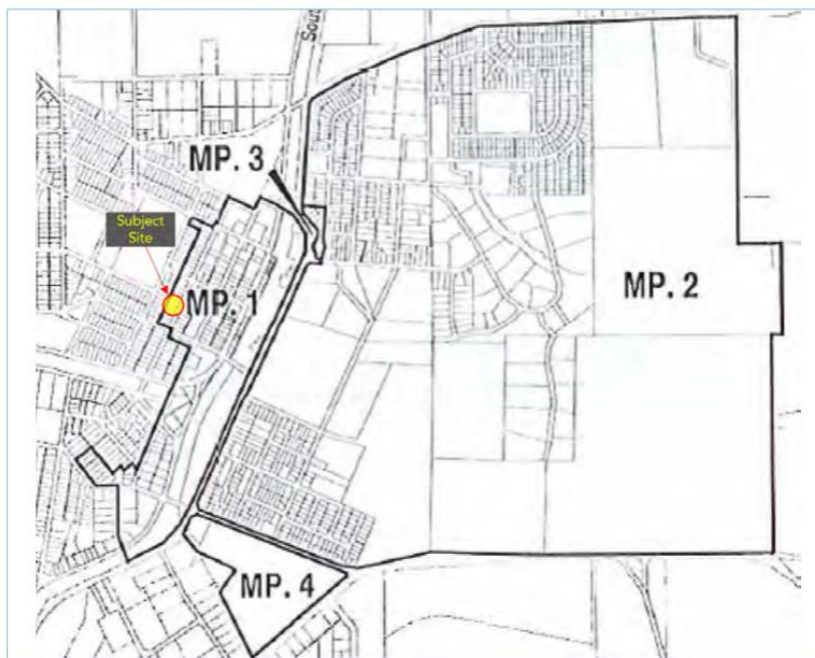


Figure 5: Local Planning Strategy

3.6 Local Planning Scheme No.4

3.6.1 Zoning

The site is presently zoned 'Clubs and Institutions' due to the former place of worship on the site. The abutting land to the north and all of the land to the east of Bath Street is zoned Town Centre under LPS4. Land to the south and west is zoned Residential, while there are a number of properties to the west used for educational, community or religious purposes that are also zoned 'Clubs and Institutions'.



Figure 6: Local Planning Scheme No.4 Zoning Map

3.6.2 Planning Precincts

Clause 2.7 of LPS4 makes provision to include land within a Planning Precinct. The Planning Precincts are shown on the LPS4 Map and Planning Precinct Statements are included in Schedule 8 of LPS4.

Consistent with the recommendations of the Local Planning Strategy, the site is within the Precinct known as Manjimup Precinct 1 – Town Centre, specifically, Sub-Precinct C, being the land to the west of Bath Street.

Schedule 8 – Planning Precinct Statements provides additional provisions in relation to Manjimup's Precincts, as identified in the Local Planning Strategy. The Scheme divides these Town Centre Precincts into a number of Sub-Precincts. The subject site is located within the Manjimup Precinct 1 – Town Centre, Sub-Precinct C.

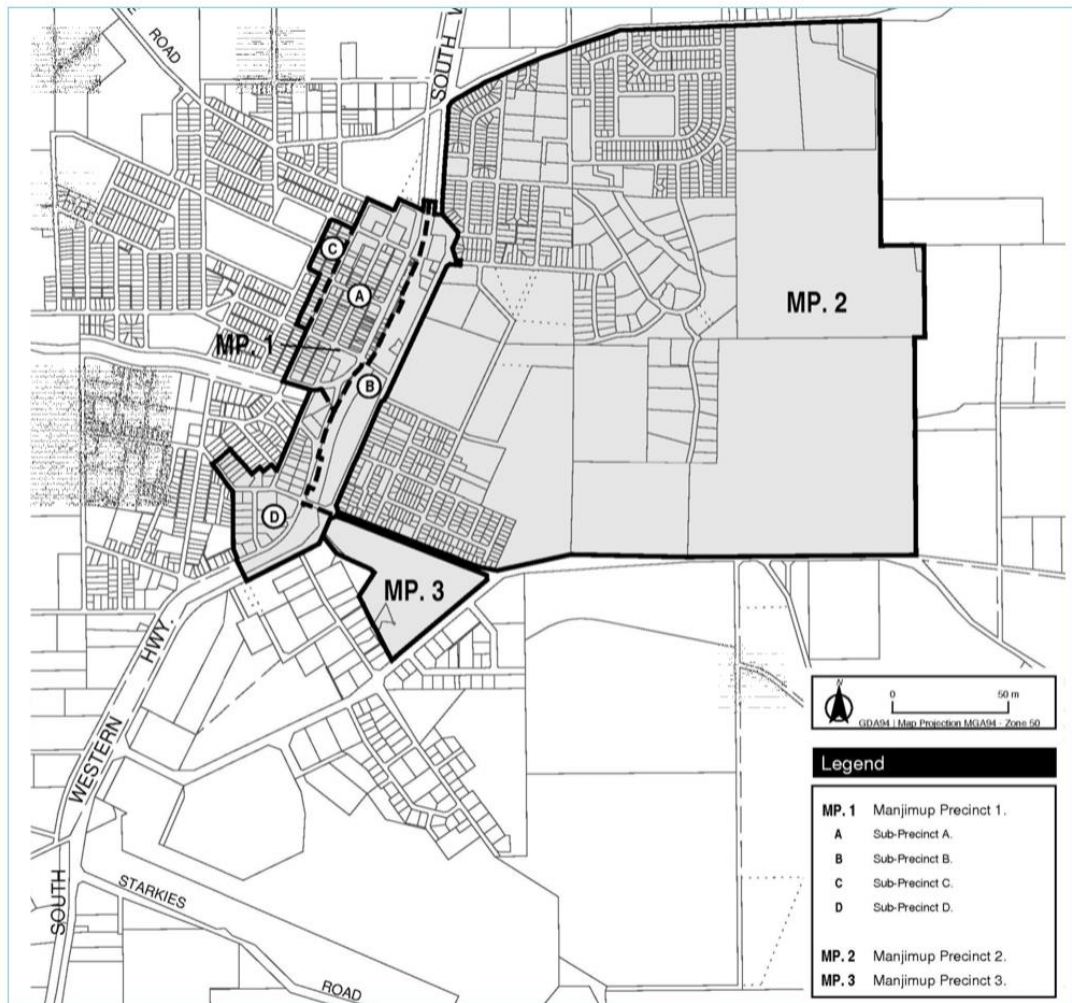


Figure 7: Local Planning Scheme No.4 Manjimup Precinct Plan

Schedule 8 indicates Sub-Precinct C should allow for the full range of Town Centre uses, with the opportunity to utilise existing housing or redevelop housing to provide low intensity commercial activities that enhance the streetscape and are not detrimental to the amenity of the abutting Residential zones. The amendment will allow for the natural expansion of the Town Centre zone west of Bath Street consistent with Sub-Precinct C in Manjimup Town Centre Precinct 1. Future development on the site will be required to be consistent with the Objectives of the Town Centre zone and satisfy all relevant land use and development standards, whilst taking into consideration potential impacts on the heritage significance of the former church and amenity of the locality.

3.6.3 Special Control Areas

The site is not within any Special Control Areas under LPS4.

3.6.4 Development Investigation Areas

The site is not within any Development Investigation Areas under LPS4.



4.0 Conclusion

This report has been prepared in support of an amendment to the Shire of Manjimup Local Planning Scheme No.4 to rezone Lot 112 (No.27) and Lot 113 (No.29) Bath Street, Manjimup from 'Clubs and Institutions' to 'Town Centre'.

The site is owned by the Uniting Church in Australia Property Trust (WA) and occupied by a former Church and Hall constructed circa 1930. The place is included in the Shire's Municipal Heritage Inventory (Management Category B) and LPS4 Heritage List. The site is no longer used as a place of worship and is now surplus to the requirements of the owner.

The site is already included in Sub-Precinct C of the Manjimup Town Centre Precinct 1 and rezoning will facilitate the use and / or development of the site for a range of purposes consistent with the Planning Precinct Statement in Schedule 8 of LPS4.

Any future Application for Development Approval will be required to give due consideration to the impacts of the use and / or development on the heritage significance of the Church and Hall.

The proposed amendment is consistent with the orderly and proper planning of the locality.



Development and Regulation Directorate

Quarterly Report

October - December 2023

Introduction

The fourth quarter for the 2023 year has seen many challenges and achievements for the Development and Regulation Directorate. Through the quarter the team has continued to keep our legislative functions moving despite numerous staff shortages and the flow on effect that has been had to the department with the resignation of the Director.

The Directorate is a diverse and multifunctional team that encompasses many of the core functions and responsibilities of Local Government. The directorate is responsible for administering the requirements of Planning Law, Building Law, Health Law, Bushfire Law, Animal Control Law, Public Health Law, Environmental Law, Local Government Law, Litter Control Law. The directorate is also responsible for the upkeep and maintenance of some 200 council owned buildings, facilities and settlements such as Windy Harbour and includes a building maintenance team, a building cleaning team, caretakers and various contractors.

Key Activities / Achievements

Acting Director Activities

Peter Krispyn August 24 to November 24

- Coordinated rectification works Pemberton Colocation;
- Undertook performance reviews of building staff;
- Provided building related advice to internal and external customers;
- Investigations relating to significant unauthorised works on property;
- Consultation with lawyers regarding building non-compliance;
- Preparation of Council Agendas and attended Council Meetings;
- Attended to building issues in Council buildings;
- Coordinated new gas connection to Pemberton Sports Club following failure of gas line.
- Design briefing meetings with CEO relating to 5D Brockman Street;
- Management of directorate staff;
- Provided professional advice to customers in relation to building law;

Jocelyn Baister December 21 to 31 December

- Assisted Statutory Planning by processing application for Development Approval and undertook various administration duties; and
- Processed Purchase Orders and Invoice/payments as required;

Building Services

Building Permits Statistics

During October to December 2023, Building Services processed a total of 59 applications for the quarter with a value of \$6,610,250. This represented a 11% reduction in value compared to the previous quarter and a decrease of 2 permits from the 61 permits issued the previous quarter. Of the applications there were 21 privately

certified applications with the Shires building Surveyors undertaking the certifications for the remaining 47 applications.

Building Services Statistics for July - Sept 2023

	Value	Building Permits	Demolition Permits	Occupancy Permits	Building Approval Certificates	Total	Average Days
October	\$2,102,472	21	0	0	2	23	5 days
November	\$3,276,996	19	2	1	4	26	8 days
December	\$1,230,782	19	0	0	0	19	8 days
TOTAL	\$6,610,250	59	2	1	6	68	

	Shire of Manjimup Certifications		External Certifications		TOTAL
	Statutory	Private			
	Class 1 & 10	Class 2 - 9	Class 1 & 10	Class 2 - 9	
October	16	1	6	0	23
November	18	0	6	2	26
December	12	0	4	3	19
TOTAL	46	1	16	5	68

**for another Permit Authority*

Building Legislative Compliance

The building team through the Manager, Building Surveyor and Building Administration Officer were dealing with 15 building related compliance matters for breaches of the *Building Act 2011*. The breaches relate to building work undertaken without approvals, occupation of buildings without approval, swimming pool compliance to name a few. Significantly these matters have been ongoing for excessive periods of time with difficulties on the part of the owners to act to address the non-compliance.

Significant work activities for the quarter.

The building maintenance team have been progressing the Local Roads and Community Infrastructure (LRCI) grants through ongoing works to the Pemberton Sports club, Clem Collins Recreation Centre, Indoor Sport Pavilion and Manjimup Community Centre. The team has also been called in to troubleshoot issues at the recently refurbished Pemberton Colocation building and have expended considerable time and resources into rectifying those issues. The resultant workload through having to replace the floor at this building, along with the normal duties attending to multiple callouts and trying to keep our facilities open has led to some delays in the progress of the LRCI works.

Pemberton Sports Club – Works have continued to progress on the club with various works tasks being completed such as the new carpets throughout, installation of new LED court lighting, new lighting fixtures throughout, upgrades to the switchboards, replacement of ceiling panels, installation of fans to courts to name a few. Additionally, unexpected new challenges have arisen due to catastrophic failures of equipment or services. In particular the main underground gas connection to kitchen and bar was

found to have multiple underground gas leaks. The flow on effect from this failure was that all hot water systems to the oval changerooms were found to be defective and thus had to be replaced and relocated as well.

The building cleaning team has also experienced more pressures this quarter following the Pemberton Colocation building coming online requiring an increase in staff hours to clean. The team continues to manage to keep our public facilities at a high standard despite the high use our facilities experience.

Issues and Concerns

With the disruption in roles due to the Manager Building backfilling for Director position there have been a number of temporary changes made to the structure of the building services team. Ultimately though the team structure was reduced by one full time position whilst the Director position is filled. It was identified early in the quarter that additional casual staff were required in the building maintenance team to help achieve the increased workload that has resulted from the LRCI grants program and to assist the maintenance team due to the Building Maintenance Coordinator backfilling the Manager Building Services role.

Staff Resourcing

Through this quarter the process to appoint the additional casual building maintenance staff commenced with appointments expected to occur in November. The additional cleaning requirements of the Pemberton Colocation also required the modification of existing cleaning staff employment through an increase in base hours.

Statutory Planning

Significant work activities for the quarter

- Recruitment for replacement Customer Liaison Officer;
- Attended Manjimup and Pemberton Town Activation and Advisory Committee Meetings;
- Attended a workshop hosted by McLeods on compliance and evidence gathering;
- Attended Mediation with Department of Planning for subdivision on Aldersea Drive;
- Significant progression in the review of the Local Heritage Survey with the Planning Officer dedicating one day a week to the project.
- Held weekly Development Control Unit Meetings;
- Completed advertising of various applications for statutory applications;
- Responded to numerous enquiries in addition to complaints regarding unauthorised land uses; and
- Processed a total of 34 statutory applications as shown in the table below, being a minor increase from 31 applications in the previous quarter. This brought the year to date total applications processed to 147 for the calendar year.

Issues and Concerns

The frequency of issues arising with the current Local Planning Scheme is becoming a concern for the team from zoning and in flexibility point of view. The current workload of day-to-day activities and the vacancy in the Customer Liaison Officer position is resulting in no time being allocated to undertake the drafting of the Local Planning Strategy and new Planning Scheme.

Staff Resourcing

The Manager Planning Services was on leave for one week; the Sustainability Officer was on leave for three weeks.

It is becoming evident that additional staff resources will be required soon to be able to finalise the strategic projects.

Budget

The Statutory Planning budget includes allocations for the Director, Statutory Planning and Sustainability Officer. There is also an allocation for Town Teams Training for the Townscape Activation Committee members.

Invoices were issued to applicants where their proposals were required to be advertised in the local paper to recoup the advertising costs.

Statutory Planning Statistics for October - December 2023

October		
Total Applications Determined	17	
Value of Applications Approved	\$3,232,755	
Average Days Total Determined	30.6	
November		
Total Applications Determined	10	
Value of Applications Determined	\$803,650	
Average Days Total Determined	66.30	
December		
Total Applications Determined	7	
Value of Applications Approved	\$2,326,000	
Average Days Total Determined	130.71	

DEVELOPMENT

December 2023

Activity calendar YTD

Delegated and Council Determined

December 2023

	Planning YTD	
	#	\$m
2023 year	147	\$21

Environmental Sustainability

The Environmental Sustainability Officer completed the following tasks during within the October to December period.

Community

- Liaison with; MWAG, SFCL, SWNRM, and WBAC

WH CHRMAP

- Draft Chapter 3 finalised. Chapter 4 and 5 under review.
- Monthly reporting to DPLH undertaken.



Figure A-3 Assets Vulnerable to Erosion- MU 3

Climate

- Attended WBAC Climate Change Action Plan Implementation Reference Group – Prioritising Actions

Planning

- Drafting of new Environment Sustainability Strategy.
- Attended a FOGO Forum.

Biodiversity

- Successful grant application State NRM Program: Empowering the Community in Managing Threatened Species Habitats.

Forecast for First Quarter of 23/24

- WH CHRMAP – Finalisation of Chapter 4 and 5 and review of Chapter 6.
- Community consultation on Risk treatments.
- Fauna Land Access Request
- Drafting of new Environment Sustainability Strategy.
- Walga Biodiversity Projects.
- Attend MWAG, Sustainability Advisory Committee and WBAC Climate Change Impact Reference Group meetings.
- State NRM Program grant project.

Quarterly Report

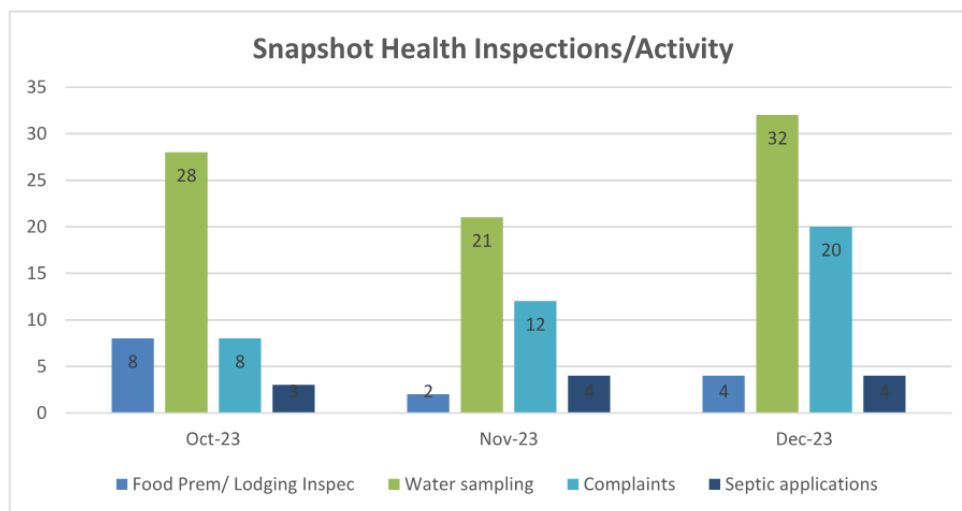
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- Regional Development Australia Community Energy Efficiency grant application

Environmental Health Services

Significant work activities for the quarter.

- **Event Approvals** - During this quarter, Public Health staff were involved in the approval process for 10 events.
- **Health Applications/Assessments** - One off Street Trader application have been popular with the community events in the lead up to Christmas. It is understood small business and food businesses are doing it tough at present, however there has be two applications for new food businesses.
- **Complaints /Compliance** - Health staff have dealt with complaints/service requests received regarding breaches of the Health Local Law, Food Act, Noise Regulations and Asbestos Regulations. Two more dwellings were declared unfit for habitation due to squalid or insanitary conditions, the same as last quarter. Complaints based on housing and squatting are increasing. Manjimup is affected by the lack of affordable housing as much, if not more than other southwest towns. This has seen an increase in overcrowding, squatting and antisocial behaviour, which poses a particular challenge for the community.
- **Aquatic Facilities** - The Shire continues to undertake monthly water sampling at the MRAC and the two registered float tanks in the Shire.



Issues and Concerns

- **Staff Shortages** – Environmental Health Officer Ms Kaylee Blee managed health services on her own for much of the Oct to Dec 2023 quarter due to the

PEHO taking leave for health reasons. It must be said, Ms Blee did an exemplary job managing to keep a high level of service in development control.

- **Windy Harbour Drinking Water** – The bore ground water source for the reticulated drinking water supply at Windy Harbour is increasingly difficult to manage and ensure compliance with the Australian Drinking water Guidelines. The physical characteristics demonstrate high levels of organic and inorganic compounds. The high level of organic and inorganic chemicals in the water prior to disinfection create disinfection byproducts that are deleterious for human health and compromise the sanitation of the water itself. Seeking another water source is not feasible and filtration systems will be costly. However, if not addressed, compliance with the ADWG is compromised.
- **Recreational Water Sampling** – This sampling takes place between October to April at 14 locations across the Shire at a minimum of fortnightly intervals for microbiological quality. There was no sampling undertaken in this reporting period due to the lack of staff. The sampling results are utilised by the DoH and NHMRC and the public can access these statewide recreational locations and see the results of the sampling and make informed decisions as to use of the public areas.

Budget

Environmental Health is currently operating within Budget. The Public Health Plan consultant will be responsible for progressing the consultation process and should be completed well within budget over the next 12 months.

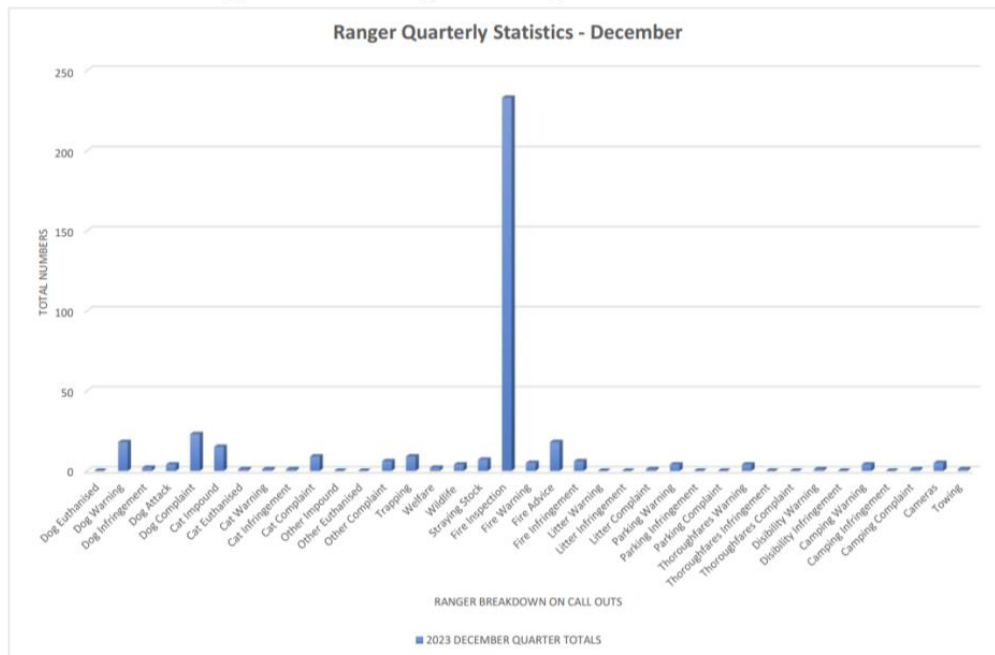
Ranger and Emergency Services

Significant work activities for the Quarter

The primary activities relating to Ranger and Emergency Services undertaken during October through December are summarised as follows:

- **Fire** - Shire Rangers completed 262 inspections relating to compliance with the annual Shire of Manjimup Firebreak and Hazard Reduction Notice;
- **Responded to -**
 - 23 complaints regarding dogs;
 - 14 dogs impounded;
 - 18 dogs warnings issued;
 - 2 dog infringements issued;
 - 9 complaints regarding cats;
 - 15 cats impounded;
 - 1 cat warning issued;
 - 1 cat infringement issued;
 - 6 other complaints relating to animals;
 - 2 Animal welfare complaints;
 - 4 warnings issued relating to parking with 0 infringements; and

- 4 warnings issued relating to thoroughfares.



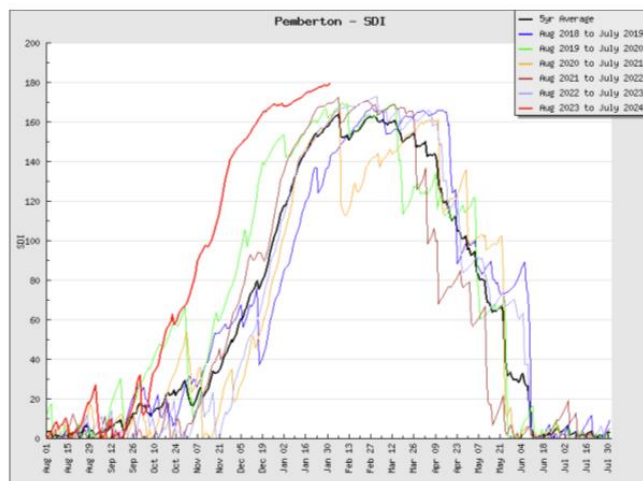
Bushfire and Emergency Management

Bushfire activities throughout the quarter turned to response with Bushfire Brigades attending to twenty-nine fires. A major Level 2 Incident started on Tattenham Road Northcliffe on the 19 December 2023. The fire ran for eight days before being contained and controlled. Over fifty of the Shire of Manjimup Bush Fire Brigade Volunteers attended throughout the fire with crews volunteering to work on Christmas day.



Permits to Burn Issued for the Quarter

Thirty-Five Permits to Burn were issued for the quarter, however given the High Fire Danger Ratings experienced throughout the Restricted Burning Period there was only a small number of days when Permits were valid. Triggering the High Fire Danger Rating was the Soil Dryness, which at the start of December was around five weeks ahead of previous years.



Bushfire Mitigations Works

Mitigation works started throughout the quarter with the priority being asset protection in bushfire prone areas. Works include firebreak construction, fuel modification, building protection zone, strategic fire service access routes and planned burning.



Issues and Concerns

The prediction for the coming fire season is for a drier summer with the potential for thunderstorms. This will put added pressure on our volunteer bush fire brigade networks and Ranger and Emergency Services Staff.

Staff Resourcing

Ashleigh Reeve, our Senior Ranger, has commenced maternity leave with Ranger Stephen Burch acting in her position until Ashleigh returns. Tamar Noone has been appointed to a 12-month contract to back fill Stephen's Ranger position.

Quarterly Report

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Jamie Copeland took leave look after his newborn baby. Jamie's position will not be back filled, both Todd Ridley and Nicole Favero will take on his duties for the period.

This will leave the Ranger and Emergency Services Department under resourced for a period.

Budget

The Ranger and Emergency Services department is currently working within budget, with a focus on Bush Fire Mitigation heading into the next quarter.

Directorate Budget Performance

With the quarter being the start of the financial year there is always a delay in the ability to spend prior to the budget being adopted. This usually results a sluggish start to the works program. In this quarter following the adoption of 23/24 budget an additional budget item was added to the building department to rectify the flooring issues in the recently built/refurbished Pemberton Colocation building. All other department budgets remain unchanged from the Council approved budget and all teams within the Directorate worked within individual budgets during the quarter.

Directorate Staff Movement

Customer Liaison Officer Planning position was filled in late November. Toni Signal had been acting in the role on a temporary basis since that time awaiting the appointment of the new person. Following an advertising period an appointment was made to fill the role however the appointee resigned within a few days of commencement. The position was readvertised and a new appointment made. With the resignation on the Director, recruitment is on hold allowing a review of the organisational structure.

Occupational Health & Safety (for Directorate)

Meetings

Staff hold weekly Development Control Meetings (DCU), Regular team meetings within departments and ongoing toolbox and safety talks within the building maintenance teams, cleaning teams, rangers, and fire mitigation team. The D&R directorate being the predominant compliance arm of the Shire of Manjimup also have a high public interface resulting in many meetings with clients and customers.

First Aid treatments:

- Nil.

Near Miss incidents:

- Nil.

Property Damage

- Nil.

Future challenges / activities

- Appointing replacement Planning Customer Liaison Officer;
- Completion of Building Asset Maintenance Program;
- Completion of required building maintenance works due to lack of available contractors;
- Progression of the new Local Planning Strategy,
- Scheme text and maps in consultation with the Department of Planning, Land and Heritage; and
- Complete the review of the Shire's Municipal Heritage Inventory.

Peter Krispyn

A/Director

DEVELOPMENT AND REGULATION

Our Corporate Business Plan Actions

1. Our Natural Environment

Community Goals			
1.1	Natural landscapes, habitats and resources are sustainably managed for the benefit of existing and future generations.		
1.2	Development is managed sustainably and our environment is valued through policy and regulation.		
1.3	Our region is recognised for its iconic, world-class natural environment that can be enjoyed by all.		
1.4	Potential climate change impacts are anticipated and responded to.		
1.5	Waste management strategies are expanded and a greater range of options provided to ensure we minimise the negative impacts on our environment.		
Action	KPI	Responsible Directorate	Status 2023/24 Initiated, Achieved and/or continued in next year
A1. Support initiatives that protect and nurture biodiversity and endemic species.			
A1.1 Implement strategies contained in the <i>Environmental Management and Sustainability Strategy 2013</i> (as amended)	Initiatives undertaken	All Directorates/Development and Regulation	Annual Achievements/Activities – <ul style="list-style-type: none"> Continued support of weed control and revegetation programs; Additional public lighting being through Installation of Solar Lighting; Introduced first recycling street bins in Manjimup CBD; Aim to reduce overall energy requirements despite increase in number of buildings and facilities. Sustainability Advisory Committee formed. Hybrid vehicle purchased. Promotion of citizen science opportunities for the community. For example; Great Cocky Count, Birds in backyards, Western Ringtail Possum Tally, Taronga Blue

A2. Implement measures to protect and enhance the amenity and diversity of the visual landscape.				
A2.1 Development Assessments are undertaken in accordance with the provisions of the <i>Local Planning Scheme #4</i> and consider the amenity where appropriate	Number of relevant complaints	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Note changing construction design and materials (i.e use of sea containers) Nil complaints received.
A3. Implement measures to mitigate or control the negative impact of feral animals on our natural environment.				
A3.1 provide financial support and partner strategically with community based feral eradication groups.	Assisted groups to report annually on outcomes. Partnership is formed and agreed course of action determined	Office of the CEO/Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> \$10,000 to Feral Pig Eradication. Future challenge will be rabbit control at Windy Harbour
A4. Improve weed management on land.				
A4.2 Undertake weed management on urban and rural road verges and in Shire reserves	Presence of weeds in road clearance envelope / successful implementation of rural road spraying program.	Works and Services/Development and Regulation		<ul style="list-style-type: none"> Implementation of Weed Programme at Windy Harbour Educating community on weed issues in Shire through weed alerts.
A4.3 Participate in the Manjimup Weed Action Group to share information on weeds of potential risk in the area and their possible management techniques	Number of meetings	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Ongoing participation at all meetings. Future challenges in that there is a growing range of weed species identified. Updated the Weeds, "Do not Plant List"

A5. Manage fuel hazards to minimise the risk of serious fire threat to ecosystems, human life and property.				
A5.1 Implement the <i>Fuel Hazard Reduction & Mitigation Plan 2020-2024</i> .	Initiatives undertaken in accordance with the Plan	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> 25 Mitigation Activity Fund treatments (firebreaks, fire service access route, asset protection zone, mulching burning and park land clearing) to reduce fuel loads and bushfire risk across the land scape. Maintenance of all Shire reserves identified in the <i>Fuel Hazard Reduction and Mitigation Plan 2020-2024</i>. Need for increased prescribed burning to address drying climate in the future.
A5.2 Encourage and assist with the management of fuel hazards on all other land, including state managed land in and abutting town sites	Number of wild fire events on relevant land	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> The number of events attended by Bush Fire Brigades Increase, although no major fire events. Challenging given the vast area of unmanaged state land.
A6. Manage natural waterways and lakes to encourage water flow and catchments for self-sustaining purposes.				
A6.1 Provide support to Warren Catchments Council to enhance and mitigate risks to our natural water ways	A vehicle is provided	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Annual support and contribution maintained.
A7. Implement controls to protect air and water quality.				
A7.1 Seek expert advice from relevant government agencies when potential risks to air or water quality have been identified or when air or water quality have been compromised	Hazards identified / advice received	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Nil events recorded.
A8. Effectively use development and land policies to protect and rehabilitate the environment whilst balancing the needs of the community.				

A8.1 Enforce the environmental protection provisions of the <i>Local Planning Scheme #4</i>	Number of prosecutions and retrospective approvals. Number of approvals for clearing where net loss of vegetation results.	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> One offender identified, court action pending. Identification of offenders where clearing on public land.
A9. Encourage design features, development practices and behaviours that demonstrate best practice water and energy efficiency.				
A9.1 Undertake initiatives to reduce energy consumption, improve energy efficiency and increase the use of renewable energy in regards to Shire operations	Energy supply costs / percentage of renewable energy source	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Use of Solar Bollards. Development of proposed solar panel system at Aqua Centre and roof over Brockman Street. Funding identified as a future issue. Annual monitoring and reporting showing a reduction in use. Installation of LED lighting to Manjimup Indoor Sports Pavilion and Pemberton Sports Club.
A9.2 Undertake initiatives to reduce water consumption, improve water efficiency and capture or reuse water in regards to Shire operations	Volume of scheme water use	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Installation of sensor/automatic taps and low flush toilets at Public Toilets (60%). Development of Water Capture System to be considered in future. Reduction in use despite increased buildings and facilities considered a future issue. Annual monitoring and reporting showing a reduction in use.

A9.3 Enforce compliance with energy and water efficiency requirements of the <i>Building Code of Australia</i>	Number of new developments exceeding minimum requirements / average efficiency ratings	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Enforcement achieved in accordance with normal processes.
A11. Support initiatives to curtail or prosecute littering, pollution and unauthorised clearing of vegetation.				
A11.1 Enforce compliance with the <i>Litter Act 1979</i>	Number of contractor clean-up call out hours	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Ongoing enforcement and education with a focus on domestic rubbish being placed in public receptacles.
A11.2 Enforce compliance with <i>Planning & Development Act 2005</i> and <i>Environmental Protection Act 1986</i> in relation to unauthorised land clearing	Number of breaches	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> As stated A8.1. Action taking under LG Act.
A11.3 Enforce compliance with the <i>Health (Miscellaneous Provisions) Act 1911</i> and <i>Environmental Protection Act 1986</i> in relation to pollution	Number of breaches	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> No formal application.
A12. Provide safe recreational-access to our natural assets whilst protecting environmental values and educating the community on how to enjoy their visit responsibly.				
A12.1 Provide environmental health and building compliance services to support the sustainability and safety of holiday huts located in state forest or national parks	Supports provided	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Building Inspections and reports provided for Donnelly River Huts, Calcup hut, Gardener River huts, Fish Creek hut

A12.2 Implement strategies contained in the <i>Broke Inlet Management Plan 2009-2029</i>	Get <i>Broke Inlet Management Plan 2009-2029</i> approved	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Activities limited to foreshore stabilisation and weed control, pending land tenure change. Modification of existing land tenure as recommended to be considered in the future.
A12.3 Develop new infrastructure and access to the Waipole foreshore	Seek grant funding to construct	Works and Services/Development and Regulation		
A13. Enforce compliance with designated camping areas.				
A13.1 Enforce compliance with <i>Caravan Parks and Camping Grounds Regulations 1997</i>	Number of relevant complaints	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Ongoing patrols of all townsites and settlements. Enforcement challenging.
A14. Undertake climate change impact assessments, implement mitigation strategies and use them to inform land use and infrastructure plans.				
A14.1 Undertake a climate change impact assessment	Assessment undertaken and mitigating strategies identified	Development and Regulation	To be confirmed	Achievements/Activities – <ul style="list-style-type: none"> Windy Harbour Coastal Hazard Risk Management and Adaptation Plan
A14.2 Implementation of climate change mitigation strategies	Initiatives undertaken	Development and Regulation	To be confirmed	Achievements/Activities – <ul style="list-style-type: none"> No action at this stage.
A14.3 Trapping and monitoring of mosquito populations	Production of monitoring reports	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> No formal trapping program at present. Future funding to be secured for a Trapping program.
A14.4 Prepare a 25-year planning framework for coastal retreat management in Windy Harbour.	Prepare plan	Development and Regulation		<ul style="list-style-type: none"> Windy Harbour Coastal Hazard Risk Management and Adaptation Plan

A14.5 Seek co-funding for increased structure tolerance for Shire infrastructure adjacent to the Windy Harbour shoreline.	Initiatives undertaken	Development and Regulation		
A17. Undertake a review of the organisation's environmental strategic planning documents.				
A17.1 Review and implement the <i>Natural Environment Strategy 2008</i>	<ul style="list-style-type: none"> Document reviewed Initiatives undertaken 	Development and Regulation		Achievements/Activities – <ul style="list-style-type: none"> Review undertaken Initiatives reported Preparing Draft Environmental Sustainability Strategy to set new goals
A17.2 Review and implement the <i>Environmental Management & Sustainability Strategy 2013</i>	<ul style="list-style-type: none"> Document reviewed Initiatives undertaken 	Development and Regulation		Achievements/Activities – <ul style="list-style-type: none"> Review undertaken Initiatives reported Preparing Draft Environmental Sustainability Strategy to set new goals
A17.3 Review and implement the Shire's <i>Weed Strategy 2008</i>	<ul style="list-style-type: none"> Document reviewed Initiatives undertaken 	Development and Regulation/ Works and Services		Achievements/Activities – <ul style="list-style-type: none"> Review undertaken Initiatives reported Preparing Draft Environmental Sustainability Strategy to set new goals
A18. Pursue regional climate related opportunities through Warren Blackwood Alliance of Councils				
A18.1 Collaborate regionally with other local governments to deliver climate related initiatives	Initiatives undertaken	Office of CEO/ Development and Regulation		Achievements/Activities – <ul style="list-style-type: none"> Meetings attended
A19. Partner with Western Australian Local Government Association (WALGA) and government agencies to address climate – related issues.				

A19.1 Utilise WALGA's Climate Change Action Framework to guide the Shire's climate related actions where appropriate	Initiatives undertaken	All Directorates		Achievements/Activities –
A20. Advocate to State and Commonwealth Governments to act decisively on climate-related issues.				
A20.2 Support State and Commonwealth initiatives to foster the transition to a resilient, low carbon economy.	Advocacy actions undertaken where appropriate to the local government	Development and Regulation		Achievements/Activities –
A20.3 Actively seek State and Commonwealth funding for climate adaptation/mitigation measures	Funding acquired	All Directorates		Achievements/Activities –
A21. Advocate for sustainable water supply and security for our local communities.				
A21.2 Undertake to reuse domestic waste water where appropriate	Initiatives undertaken	Development and Regulation/Works & Services		Achievements/Activities –
A21.3 Encourage landowners to install and maintain rainwater harvesting infrastructure to service their properties	Advocacy actions undertaken	Development and Regulation		Achievements/Activities –
A22. Advocate for sustainable renewable energy supply and security for our communities.				
A22.1 Support State and Commonwealth initiatives to utilise effective renewable energy solutions in all Shire communities	Supports provided	Office of CEO/ Development and Regulation		Achievements/Activities –
A22.2 Encourage Shire landowners to utilise effective renewable energy solutions	Supports provided	Development and Regulation		Achievements/Activities –
A23. Undertake community engagement activities to raise awareness of Shire climate-related actions and sustainability activities.				

A23.1 Educate and advise local communities on actions and activities the Shire is undertaking	Education activities undertaken	Development and Regulation		Achievements/Activities – <ul style="list-style-type: none"> July-Sept 23 Qtr -Shire wide advertising increasing awareness of living in buildings not designed as a dwelling.
A23.2 Undertake to learn from other organisations in developing and executing climate-related initiatives	Learning activities undertaken	All Directorates		Achievements/Activities –
A24. Advocate for the installation of Electric Vehicle (EV) charging infrastructure across the Shire				
A24.1 Identify suitable locations within each Shire town for the provision of EV charging infrastructure	Locations identified	Development and Regulation/ Works and Services		Achievements/Activities – <ul style="list-style-type: none"> Two new locations for Electric Vehicle chargers provided
A24.2 Secure grant funding or work with the private sector to establish EV charging infrastructure	Grant funding secured	Office of CEO/Development and Regulation		Achievements/Activities – <ul style="list-style-type: none"> Two new locations for Electric Vehicle chargers provided Two other locations being commissioned. EV Charging Stations installed in Manjimup, Pemberton and Waipole

2. Our Prosperity

Community Goals				
2.1	New people and new businesses are attracted to the region.			
2.1	Existing core industries, such as agriculture and timber, are resilient, innovative and sustainable.			
2.2	The local economy is diversified and supports a range of industries and job opportunities.			
2.3	Industry and development is not hindered by excessive or complex compliance regulations.			
2.4	Local business thrives because it has access to information and support, and because the community maximises the use of local resources, services and products.			
2.5	The region grows in reputation as a world-class culinary, agricultural, environmental and trails tourism destination.			
2.6	Our quality primary and secondary education opportunities are maintained and access to a range of life-long learning and training opportunities is broadened.			
2.7	Our quality primary and secondary education opportunities are maintained and access to a range of life-long learning and training opportunities is broadened.			
Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B2. Attract business-class accommodation services to Manjimup.				
B2.1 Continue to attract opportunities to develop accommodation in Manjimup.	Potential identified and engaged / investment occurs	Development and Regulation		Achievements/Activities –
B3. Undertake high impact campaigns to encourage new residents; targeting identified cohorts to relocate to priority areas of the Shire.				
B3.3 Investigate the rationalisation of Crown land for the purposes of residential subdivision in all Shire towns.	<ul style="list-style-type: none"> Crown identified. Land swaps negotiated. Subdivision and servicing undertaken. 	Development and Regulation	Ongoing	<ul style="list-style-type: none"> Crown Land has been identified in each town for potential residential subdivision A number of concept subdivision designs have been prepared.
B4. Support sustainable agricultural expansion, value-adding and downstream processing, research and development, culinary and agri-tourism, land protections, and continued support for the Southern Forests Food Council.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B4.1 Protect priority agricultural land through <i>Local Planning Scheme #4</i> zonings	<ul style="list-style-type: none"> Development applications and subdivisions 	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Actively working to obtain Council and WAPC endorsement to revised Local Planning Strategy and Scheme.
B5. Collaborate with other stakeholders to develop a transient and seasonal worker strategy to balance their safety, accommodation and employment needs with the needs and aspirations of the residential community.				
B5.1 Facilitate issue resolution in regards to transient and seasonal workers	Resolutions supported	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> New Policy adopted encouraging season campgrounds. Public Notices used to encourage landowners to consider options. Three significant development applications approved for workers accommodation. Recommend modification of new LPS to increase flexibility in respect of workers accommodation locations and consider increasing length of stay to cover extended fruit season.
B10. Ensure the regulatory environment is easy to navigate and development, business and industry-friendly.				
B10.1 Communicate the regulatory requirements of health, building and planning services clearly and simply	Customer satisfaction surveys / information sheets reviewed annually	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> First review undertaken, increasing number of information sheets. Maintain/update sheets as updates to policy and scheme occur. Ongoing tailored advice relating to queries posed to respective departments.
B10.2 Assist development, business and industry interests to navigate the regulatory environment	Development Control Unit (DCU) meetings to assist prospective proponents	Development and Regulation	Ongoing	<ul style="list-style-type: none"> Proponents encourages to attend DCU meetings
B12. Provide development opportunities and support local small businesses to thrive.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
B12.3 Support the development of a Light Industrial Area in Pemberton	Advocate and undertake initiatives where possible	Office of CEO/Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Inclusion within new planning strategy being investigated
B18. Engage youth and business in identifying and implementing actions to address the barriers and gaps in youth apprenticeships, traineeships, cadetships and employment				
B18.1 Take opportunities to support local youth employment and training	Number of traineeships / number of youth employed by Shire	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Support 2 aboriginal school based trainees. Support workplace experience programs through local high schools Youth Festival, Young Women's Expo, Young Volunteers initiatives.

3. Our Community

Community Goals				
3.1	The range of support services in our community are useful, empowering and aligned to community needs now and in the future.			
3.2	The health and wellbeing of people of all ages and circumstances is supported within their own community.			
3.3	We respond to an ageing demographic by cultivating age-friendly communities that are also inherently dementia and disability friendly.			
3.4	A range of efficient, safe and accessible public transport options are provided across the region.			
3.5	Our whole community participates in strategies to ensure we are minimising risks in regards to bushfire and other natural emergencies.			
3.6	Residents feel safe, secure and comfortable at home, work and at play.			
3.7	Our community is vibrant, dynamic and fun because we have access to a broad range of art, cultural, social and recreational opportunities.			
3.8	Diversity, inclusivity and harmony are the foundations of our strong community spirit and we celebrate and honour our diverse cultures, heritage and lifestyles.			
Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C2. Support volunteer community groups, encourage participation (particularly in the areas of emergency management) and acknowledge contributions to the community.				
C2.1 Provide training and support to local volunteer emergency response teams	Emergency services volunteer participation	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Training programs co-ordinated by Community Emergency Services Manager.
C2.2 Ensure serviceable level of bush fire-fighting equipment and machinery	Annual maintenance schedule is implemented	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Annual Maintenance Schedule completed and reviewed. Increased funding required for State Emergency Services maintenance perceived as a future issue.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C2.5 Provide acknowledgement and support to a diverse range of local volunteer groups	Support and acknowledgement provided / Thank a Volunteer Day program delivered annually	All Directorates (budget sits with Community Services)	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Undertaken whenever the opportunity exists. 'Thank a Volunteer' day delivered in each town through six events. HACC and Libraries undertake their own events.
C10. Continue to encourage and support age, dementia and disability-friendly initiatives across all domains of community life.				
C10.1 Implement strategies contained in the <i>Age-friendly Communities Plan 2016-2026</i>	Initiatives undertaken	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Undertaken whenever the opportunity exists. Implementation throughout other towns and balance of Manjimup townsite. Seniors Housing underway. New Hospital opened. Wellness and Respite Centre opened. New footpaths constructed. Footpaths and accessibility parking/ramps etc substantially upgraded in Manjimup through TCR program.
C10.2 Implement strategies contained in the <i>Access & Inclusion Plan 2013-2018</i>	Initiatives undertaken	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Plan reviewed. New development undertaken in accordance with applicable standards.
C13. Plan for emergency and natural disaster response, management, evacuation and recovery.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C13.1 Implement the Local Emergency Management Committee (LEMC) emergency arrangements as required	All LEMC plans are reviewed after a significant emergency or disaster	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> No significant changes occurred.
C13.2 Provide funds for the renewal or replacement of bush fire equipment, machinery and infrastructure	Asset renewal complies with Department of Fire and Emergency Services Local Government Grants Scheme guidelines	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Funding for both bush fire brigades and state emergency services active each year through the Emergency Services Levy. Internal funding to support bush fire brigades where there is a gap in the ESL.
C14. Manage domestic animals and livestock to ensure the safety of both the animal and the community.				
C14.1 Enforce compliance with the Cat Act 2011	Number of cat registrations	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Registration numbers have increased, however stray cat numbers appear on average. Trapping of Nuisance Cats and ongoing education of ratepayers.
C14.2 Enforce compliance with the Dog Act 1976	Number of dog registrations	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Registration numbers have increased.
C15. Manage environmental health risks in the community.				
C15.1 Develop and implement <i>Public Health Plan</i>	Plan is developed and implemented	Development and Regulation	Commenced	Achievements/Activities – <ul style="list-style-type: none"> July-Sept 2023 Quarter - Contractor has been appointed and has commenced.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
C15.2 Develop and implement a Public Buildings Inspection Program	Plan is developed and implemented	Development and Regulation	To be confirmed	Achievements/Activities – <ul style="list-style-type: none"> No action at this stage.
C16. Undertake a broad range of safe behaviour and risk awareness campaigns.				
C16.1 Community awareness campaigns in emergency management	Campaigns undertaken	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Bush Fire Ready groups set up in Northcliffe and Walpole. New Fire Danger Rating campaign and signs installed.
C17. Support the maintenance of law and order and initiatives to prevent crime.				
C17.2 Utilise CCTV in crime hot spots or where genuine risk of crime against persons or public assets is identified	Initiatives implemented	Development and Regulation/All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> CCTV being installed on all new buildings. CPTED Study complete and application made for grant funds for new CCTV system. Extensive CCTV network installed in Heritage Park and limited network install in Mijp town Centre. Wiring for CCTV was included in the Pemberton Colocation allowing for future installation.
C17.3 Utilise Crime Prevention Through Environmental Design (CPTED) principles in the development or renewal of facilities and assets	Projects utilising design principles	Development and Regulation/Works & Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Principles being utilised in all townscape design and infrastructure.

4. Our Infrastructure

Community Goals				
4.1	Infrastructure gaps in regards to energy, water, sewerage, and information and communication technology services are resolved.			
4.2	Community infrastructure is delivered and maintained at a level of service that is aligned with community needs now and in the future.			
4.3	Land use planning strategies support the sustainable development and growth of our communities.			
4.4	Town centres are accessible, attractive and inviting whilst maintaining their unique characters.			
4.5	Parks and open spaces are attractive and create opportunities for people to come together, socialise and enjoy a range of activity.			
4.6	Sport and recreation facilities sustain a broad range of pursuits.			
4.7	Community infrastructure planning responds to an ageing demographic and is also inherently dementia and disability friendly.			
4.8	Places of heritage value are recognised and retained.			
4.9	Transport infrastructure and networks provide for the safe movement of all users.			
Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D5. Develop and maintain community infrastructure to a service-level that meets the community's needs.				
D5.5 Review and update the <i>Building Asset Management Plan 2009-2029</i>	Plan is reviewed and new version adopted	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Review yet to commence at 30 June 2017. Appropriate resources needed to complete.
D5.6 Undertake a review of the <i>10-year Building Maintenance Plan 2010-2020</i>	Plan is reviewed and new version adopted. Assets are maintained in accordance with the plan	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Review yet to commence at 30 June 2017. Appropriate resources and systems needed to complete. Audit of all buildings undertaken 2021. Draft condition reports undertaken and being inputted into word database.
D6. Plan for and manage Windy Harbour holiday settlement infrastructure needs.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D6.1 Review and update the Windy Harbour Management Plan 2007-2017, including provision for new land release	Plan is reviewed and new version adopted	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Preliminary review of current recommendation status completed. Implementation of balance of recommendations and preparation of new Management Plan to be completed.
D7. Review or amend the Local Planning Scheme to meet the changing needs of community and industry.				
D7.1 Review and update the <i>Local Planning Strategy</i> every 5 years	Strategy reviewed every 5 years	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Consultants currently reviewing Strategy. WAPC Guidelines have changed during process.
D7.2 Review and update the <i>Local Planning Scheme</i> every 5 years	Scheme reviewed every 5 years	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Review partially completed in house. Finalise review in 2024-2025.
D8. Develop town centres to showcase their unique characters and encourage vibrant, mixed-use commercial and public spaces.				
D8.2 Facilitate local involvement in Town Centre Revitalisation Committees to determine priorities and endorse revitalisation plans	Community engagement	Works and Services/Development and Regulation		Achievements/Activities –
D9. Regulate tourism-based and commercial roadside signage to ensure it is appropriate, well-maintained and does not negatively impact on landscape visual amenity.				
D9.1 Implement a roadside signage audit schedule across the Shire for the purposes of checking compliance and quality	Signage audit schedule is determined and implemented	Development and Regulation/Works and Services	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Audit completed of Manjimup. Balance of other townsites remain. Resourcing to complete audit an issue.
D14. Maintain a Municipal Heritage Inventory and include controls to protect places of significance.				

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
D14.1 Review and update the <i>Municipal Heritage Inventory 2008</i>	Plan is reviewed and new version adopted	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Review commenced, to be completed in house. Completion expected during 2023-2024 financial year.
D16. Provide adequate and safe parking facilities in town sites and enforce compliance with ACROD regulations and local laws.				
D16.2 Enforce compliance disability parking regulations	Number of complaints, warnings and infringements	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Achievements/Activities – Education/enforcement by Rangers as required.
D16.3 Develop parking strategies for each Shire town	New strategies developed and implemented	Development and Regulation	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> New Draft Local Laws adopted. Yet to be finalised. Finalise Local Laws in 2018/19 financial year.

5. Our Local Government

Community Goals	
5.1	All elected members and Shire employees uphold the values of professionalism, proactivity, reliability, integrity and courtesy.
5.2	The Shire's long-term planning and activities deliver on the community's goals and aspirations.
5.3	Our elected members represent the best interests of the community.
5.4	Community participation in decision making is maximised.
5.5	The Shire communicates effectively with all its communities.
5.6	The Shire is a resilient and financially stable organisation that uses public funds responsibly.
5.7	Asset management plans are developed and implemented to maintain community assets at the appropriate standard.
5.8	The Shire continuously improves organisational performance and service delivery.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
E1. Develop an organisational culture that upholds the values of professionalism, proactivity, reliability, integrity and courtesy in all its dealings.				
E1.1 Pursue awards and other formal recognition of achievement from external agencies	Formal accolades received	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none">
E7. Keep the community well informed about Shire activities and provide genuine opportunities for the community to participate in decision making.				
E7.2 Undertake community engagement planning as a standard component of project management, where the project is likely to have an impact on any community member(s)	Public participation in decision making / community engagement initiatives undertaken / customer satisfaction surveys	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Undertaken as required. Undertaken and achieved for major projects.

Action	KPI	Responsible Directorate	Status	2022/23 Initiated, Achieved and/or continued in next year
E8. Increase elected member interactions with constituents to better represent the diverse needs and priorities of the different communities within the Shire.				
E8.1 Ensure Shire activities are conducted equitably across the region	Shire events, activities and meetings held in each town / community grants distribution across towns	All Directorates	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Council Meetings conducted in all major towns. Australia Day celebrations and Youth Week related across major towns.
E9. Identify and mitigate organisational risks.				
E9.2 Manage workplace occupational safety and health (OSH) risks to employees, volunteers, visitors and contractors	Performance against OSH Lead Indicators / initiatives undertaken	All Directorates/Office of the CEO		Achievements/Activities –
E11. Embrace and increase the use of new technologies to better deliver services and communicate with the community.				
E11.1 Seek opportunities to better use technologies to deliver or improve services and communications	New initiatives undertaken	All Directorates (budget sits with Office of the CEO)	Ongoing	Achievements/Activities – <ul style="list-style-type: none"> Considered when funds and opportunity exist New core operating systems being refined. Antenna activated July 2017. Solar lighting grant applied for Brockman Street. CCTV in Heritage Park and CBD.

2024 Applications - February					
Reference	Details	Received	Determination	Est. Cost	Days
TP2023/150	DA23/157: Development Application - Lot 4 South Coast Highway - Place of Worship	24/10/2023	COUNCIL APPROVED	15/02/2024 \$ 5,000.00	114
TP2023/161	DA23/169: Development Application - Lot 25 45 Jacksonil Av2, Walpole - extension of existing dam	17/11/2023	COUNCIL APPROVED	15/02/2024 \$ 15,000.00	90
TP2023/162	DA23/170: Development Application - Lot 118 Bath Street, Manjimup - Proposed Conversion of Shed to House	17/11/2023	COUNCIL APPROVED	16/02/2024 \$ 18,700.00	91
TP2023/166	DA23/174: Development Application - Lot 144, 58 Karri St, Walpole - Single Dwelling	27/11/2023	COUNCIL APPROVED	15/02/2024 \$ 230,000.00	80
TP2023/171	DA23/180: Development Application - Lot 4 (10) Muir St, MIP - Retrospective - Parking for speedway car transporter	11/12/2023	COUNCIL APPROVED	27/02/2024 \$ -	78
TP2023/172	DA23/181: Development Application - Lot 21 Perup Road Bulbarrup - Proposed New Shed	14/12/2023	APPROVED	5/02/2024 \$ 200,000.00	53
TP2023/174	DA23/183: Development Application - Lot 5 (50) Collier Street, Manjimup - Shed	18/12/2023	COUNCIL APPROVED	15/02/2024 \$ 46,000.00	59
TP2023/177	DA23/186: Development Application - Lot 3830 (110) Tower Road, Unfame, WA - Cold room processing Kangaroo for pet food	19/12/2023	APPROVED	27/02/2024 \$ 25,000.00	70
TP2024/2	DA24/2: Development Application - Lot 4 (10) Muir St, Manjimup - Lean to	2/01/2024	APPROVED	15/02/2024 \$ 15,000.00	44
TP2024/7	DA24/7: Development Application - Lot 79 (8) Pine St, Pemberton - Proposed short term accommodation	16/01/2024	APPROVED	28/02/2024 N/A	43
TP2024/10	DA24/12: Development Application - Lot 263 (8694) Richardson Rd, Meerup - Chalet	19/01/2024	APPROVED	29/02/2024 N/A	41
TP2024/14	DA24/14: Development Application - Lot 15 (3239) Sevenday Road, Manjimup - Block retaining wall	24/01/2024	APPROVED	6/02/2024 \$ 20,000.00	13
TP2024/16	DA24/18: Development Application - Southerners Football Oval 287 Club Rd, Pemberton - Sign	30/01/2024	APPROVED	15/02/2024 \$ 1,000.00	16
TP2024/18	DA24/19: Development Application - Lot 2 Latham Ave Walpole - Sign	31/01/2024	APPROVED	15/02/2024 \$ 900.00	15
TP2024/20	DA24/20: Development Application - Lot 34 North St, Northcliffe - sign	31/01/2024	APPROVED	15/02/2024 \$ 500.00	15
TP2024/28	DA24/28: Development Application - Lot 148 (9) Meerup St, Northcliffe - Lean-to	9/02/2024	APPROVED	27/02/2024 \$ 17,270.00	18

Sporting Grounds Maintenance Overview
Updated 9/2/2024

Grounds	Facility	Rea Park Manjimup	Collier Street Manjimup	Manjimup Recreation Grounds	Pemberton Sports Centre	Northcliffe Recreation Grounds	Quinninup Community Centre	Walpole Recreation Centre	Deanmill Oval
	Residential Clubs	Oval Tigers FC United Soccer Dog Training	Fields Womens Hockey Rovers Soccer 3 Cricket Clubs Personal Trainers	Oval Manjimup Cricket Manjimup Junior Cricket Forestry Cricket	Oval & Junior oval Southerners Football Southern Strikers Soccer Mens Hockey Pemberton Cricket	Oval Northcliffe United Soccer Northcliffe Cricket	Oval Incidental users	Oval Incidental users	Oval Deanmill FC Manjimup United Soccer
Responsible	Responsible for grounds maintenance, hire & bookings	Shire	Shire	Shire	Shire	Shire	Shire	Shire	Deanmill Football Club - lease agreement with Shire (Crown land)
	Club receiving subsidy for grounds maintenance	Nil	Nil	Manjimup Imperials Football Club	Southerners Football Club Inc	Northcliffe Recreation Association	Quinninup Community Association	Nil	Deanmill Football Club
Maintenance	Litter pick up from the grounds	Club	Club	Club	Club	Club	Club	Shire	Club
	Toilet block: clean & stock consumables	Club	Shire	Club	Club	Note: Toilet block included in Club's lease	Club	Shire	Club
	Report reticulation issues & assist with repairs if required	Club	Shire	Club	Club	Club	Club		N.A.
	Mowing oval & surrounds	Shire	Shire	Shire	Club	Club	Club	Shire	Club
	Other				Rubbish bins	Rubbish bins	Tennis courts: nets & operational		
	Reticulation	Shire	Shire	Shire	Shire	Shire	Shire	N.A.	Club
	Dam	Shire	Shire	N.A.	Shire	Shire	Shire	N.A.	Shire
	Pump	Shire	Shire	N.A.	Shire	Shire	Shire	N.A.	Club
	Spray oval for pests & weeds	Shire	Shire	Shire	Shire	Shire	Shire	Shire	Club
	Fertilise oval	Shire	Shire	Shire	Shire	Shire	Shire	Shire	Club
	Oval improvements (verticut, drainage,...)	Shire	Shire	Shire	Shire	Shire	Shire	Shire	Club
	Repair blocked drains	Shire	Shire	N.A.	Shire	Shire	Shire	Shire	Club
	Public rubbish bin emptying	Shire	Shire	N.A.	Shire	Shire	Shire	Shire	Club
	Grading around oval (once a year)	Shire	Shire	N.A.	Shire	Shire	Shire	N.A.	Shire
Subsidy (excl. GST)	Grounds Maintenance FY23/24	\$ 7,000	N.A.	\$ 3,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 3,000	\$ 7,000
	Capital Improvements FY23/24	\$ -	N.A.	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -
	Total FY23/24	\$ 7,000	\$ -	\$ 3,000	\$ 7,000	\$ 9,000	\$ 7,000	\$ 3,000	\$ 7,000
	Council decision FY24/25		N.A.					N.A.	

MEETING NOTES

Notes from the meeting of the Access & Inclusion Advisory Committee held 10am Thursday 8 February 2024 at the JC Rose Room.



1	Declaration of Opening of Meeting The meeting was opened at 10:00am by Cr. WE without a quorum present.
2	Acknowledgement of Country delivered by Cr. WE The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past, present and emerging.
3	Attendance / Apologies Members Present: Cr. W. Eiby K. Brown (Community Development Officer) N. Giblett (Community Representative) Cr. J. Darin E. Stokes (Building Services) L. Lockyear (Manager, Home & Community Care - <i>Proxy</i>) (arrived 10:32am) D. Tapley (Community Representative) Apologies/Absences: C. Peet (WACHS) S. Edmonds (Community Representative) M. Hayhow (Community Representative) S. Markotis (Community Development Officer - <i>Proxy</i>) T. Della Franca (WACHS - <i>Proxy</i>) P. Krispyn (Manager, Building Services - <i>Proxy</i>) D. Mottram (Disability Services Representative – <i>Proxy</i>) Guests: G. Schipp (Administration Officer – minute taker) Shire President, Cr. D. Buegge (arrived 10:03am) R. Davidson (MESC) E. Henderson (MHCC)
4	Declaration of Interest • Nil
5	Confirmation of Minutes Due to no quorum being present, the meeting minutes from the 10 August meeting were not able to be confirmed.
6	Council Decisions on Committee Recommendations That Council receive the unconfirmed meeting notes of the Access and Inclusion Advisory Committee meeting held 30 November 2023 as per Attachment: 9.16.1(1).
7	Business Arising from Action Sheet <ul style="list-style-type: none"> WE provided an update on the Manjimup Cherry Glades Development. The Government have moved towards affordable housing options instead of focus on seniors housing. KB advised the committee on the installation of the accessible ramp at the Manjimup Heritage Park bus pull in bay. DB enquired as to whether a handrail should be installed at the Quinninup Post Office. ES advised that the Shire have looked into this and have been in contact with the Quinninup Community Association to advise them it is the responsibility, as the lease holder.

8	<p>General Business / New Matters</p> <ul style="list-style-type: none"> • Catherine Mills has resigned from the committee. The Shire is in the process of recruitment for her role. • KB advised that the Access & Inclusion Plan was adopted by Council in November. Copies were available for committee. • KB informed the committee that the Department of Transport's Regional Wheelchair Accessible Vehicle (WAV) Taxi Service Grants have just opened. The grant aims to encourage and support the provision of wheelchair accessible services in regional WA by offering funding to establish a new WAV where none exists or to replace an ageing WAV taxi. KB asked members if they were aware of any businesses or organisations which may be interested. Committee suggested Toni Dearle, Shane Rudd and Family Centres. KB to forward contact information to Department of Transport. • Wanslea, a NFP NDIS organisation that supports children 0-9 that have a developmental delay or disability have been in contact with the Shire. They are hoping to branch out to service the Shire of Manjimup as they are currently based in the Great Southern Region. KB to provide RD with their contact information and programs so he can circulate to his families. • Christopher Smith (ex-MESC Principal) and Sarah Alexander (ex-Packages Coordinator) to be removed from the committee following their resignations. Ross Davidson and Erin Henderson have expressed their interest in being adopted on to the committee. Due to no quorum, this is expected to be moved at the May meeting. • JD received complaints from the public regarding contractors blocking footpaths with no other accessible alternative. Suggested inductions/reminders for contractors to be in compliance with Traffic Management Plans. • Shire President, DB brought in copies of the customer preference cards being used at Commonwealth Bank to share with the Committee. These cards enable bank customers the opportunity to be able to discreetly share their accessibility preferences when they visit a branch. It was discussed, with all in favour that the committee investigates the creation and introduction of an accessibility card to local businesses within the Shire of Manjimup. • Shire President, DB raised concerns over 'Cooking with Friends' program being removed from the Lily Strauss Centre. The group has been running for some time and provides community members with a disability to get together weekly and cook. EH advised that the group is meeting at the Manjimup Wellness Centre in the interim. Enable WA is looking to take the group on long term. • DT raised concerns over the lack of activities available for teenagers in the area. RD stated he has met with the NDIS and staffing for these activities is presenting a major issue and local families are struggling to access additional funds for these extra activities. JD suggested Blackwood Youth Action may be able to cater to a larger audience as they are already established within the region. KB mentioned that the Manjimup Police just received a grant from PCYC to become a Blue Light Unit. Funding was awarded to deliver events and activities that engage young people with positive police relations. KB suggested that with further consultation with the Police, they may be able to deliver programs which are inclusive and bridge the gaps. • NG raised concerns over the stairs connecting the car park to the back of the Old Police Station. She has witnessed users, especially our aged community have issues with the step depth and access. Are they compliant and should there be a handrail installed? KB to investigate in liaison with ES. • LL announced that MHCC will be hosting an Active Living Expo at the Wellness Centre in April and will circulate flyers once finalised.
9	<p>Meeting Closure & 2024 Meeting Dates WE declared the meeting closed at 10:38am.</p>

	Meeting dates for 2024 10am Thursdays: 16 May, 15 August & 14 November
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Access and Inclusion Advisory Committee - Action Items as at 30 November 2023

Item	Description	Updated Status	Responsibility	Action by
1.	Accessible Playground Equipment Manjimup Heritage Park	<ul style="list-style-type: none"> The Shire have received some quotes for accessible equipment. Still awaiting formal confirmation of funding from Windmill Farms as part of their proposal to wind-up operations. KB to follow up. Walpole playground upgrades have been included in the Shire's 2023/2024 annual budget. Pemberton on hold. 	K Brown	Ongoing
2.	Fencing Manjimup Heritage Park	<ul style="list-style-type: none"> Investigating the option of a 'barrier' between water and playground. This is to impede access to water by runaway children to give carer more time to stop the runaway. Feedback from Manjimup Macedonian Club is that they would like to be involved in some historic display within the Park. Idea around creating timeline on involvement of our people displayed on some screening idea to act as both educational and 'barrier'. Further need to investigate funding options and costs – in liaison with the Manjimup Heritage Park Advisory Committee. 	K Brown (in liaison with Spencer Roberts, Parks Manager)	Ongoing
3.	Old School Site Manjimup – Cherry Glades Housing development	<ul style="list-style-type: none"> 1st stage fully sold. Stages 2 & 3 will meet gold standard. Conversations are continuing with the Shire of Manjimup and Ministers and Premier on the future of affordable housing in Manjimup. The Shire are still negotiating with the Government on ownership and management on the west side of the site. Currently parked by the government. Development to now provide low cost housing in addition to senior housing 	K Brown	Ongoing
4.	Communication Access - Introducing AAC communication in the Shire of Manjimup	<ul style="list-style-type: none"> Committee supportive of AquaCentre & Manjimup Library as a starting point – trial. KB and DM to continue to work together to progress this action item, including sourcing training options. Suggestion of planning an excursion from MESC to facilities so staff can see AAC in use by MESC students and staff. 	D Mottram K Brown	Ongoing

Access & Inclusion Advisory Committee Action Items

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	<ul style="list-style-type: none">Once implemented at the AquaCentre & Manjimup Library, look into implementing installation of communication board in playground at Heritage Park (budget to be determined).Aided language displays (ALD) from Developmental Disability WA have been implemented at the AquaCentre.	
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Current Parked Ideas

- Attraction Package Concept** - Proposal to develop a promotional package that will attract Retirees – Tree Changers, Seniors Housing Site in Manjimup should be included in promotional material.

Operational Items

- Inclusive Equipment in Playgrounds Audit** – S Markotis is updating website and will include information on accessibility within our playgrounds.
- Manjimup Footpaths** – Shire’s Community Services Department to maintain spreadsheet of current areas of concerns. Group encouraged to take photos and email them through so they can be captured.



ACCESS AND INCLUSION ADVISORY COMMITTEE

TERMS OF REFERENCE

Status:	<u>Advisory Committee</u>
Members:	1 Councillor Community Development Officer Building Services Manager, Technical Services NDIS Coordinator, Home and Community Care 2 Disability Services Sector Community Health Industry Representative 4 Community Representatives (Total 12)
Proxies:	1 for each Councillor, Shire Officer, and Organisation representative
Quorum:	At least 7
Term of Appointment:	2 years to 18 October 2025
Officer Responsible:	Director Community Services
Meetings:	Quarterly
Reporting:	Direct to Council
Meeting Requirements:	Nil
Delegated Powers:	Nil

FUNCTIONS OF COMMITTEE

1. Promote the benefits of access and inclusion to the residents and businesses of the Shire of Manjimup.
2. Be available to provide relevant advice on the development of proposals or plans for any activity, building or infrastructure within the Shire.
3. Support and encourage partnership networks of local organisations that are best placed to collectively plan and coordinate strategies to address the needs of our local disability communities.
4. Make recommendations to Council on matters arising not clearly dealt with by the Shire of Manjimup's Access and Inclusion Plan.
5. Monitor and review the Access and Inclusion Plan.

MEMBERS UPDATED (14 MARCH 2024)

Cr Wendy Eiby	Councillor
Cr Jayde Darin	Councillor (Proxy)
Kelsie Brown	Community Development Officer
Shammara Markotis	Community Development Officer (Proxy)
Erin Henderson	Home and Community Care
Liz Lockyear	Manager, Home and Community Care (Proxy)
Ethan Stokes	Building Services
Peter Krispyn	Manager, Building Services (Proxy)
Vacant	Manager, Technical Services
Coralie Peet	WA Country Health Service
Tyler Della Franca	WA Country Health Service (Proxy)
Vacant	Disability Services Representative
Ross Davidson	Disability Services Representative (Principal Manjimup Education Support Centre)
Danielle Mottram	Disability Services Representative (Manjimup Education Support Centre) (Proxy)
Nancy Giblett	Community Representative
Sue Edmonds	Community Representative
Marlena Hayhow	Community Representative
David Tapley	Community Representative

MINUTES

Minutes from the meeting of the Reconciliation Action Plan Advisory Committee held 12.00 noon, Friday 9 February 2023 in the Control Room – Power Up Museum, Manjimup Heritage Park.



1	Declaration of Opening of Meeting Acting Chair CW declared the meeting open at 12:00pm.
2	Acknowledgement of Country delivered by Acting Chair CW. The Shire of Manjimup respectfully acknowledges the Noongar people as the Traditional Custodians of the lands in which we work throughout the region and we pay our respects to their Elders, past and present.
3	Attendance / Apologies Members Present: Cr. C. Winfield (Proxy) Cr. D. Buegge (Shire President) [arrived 12.05] G. Ipsen Cutts (Shire of Manjimup) S. Kelly (ATSI Community Stakeholder) S. Griffiths (ATSI Community Stakeholder) F. Sinclair (Community Representative) V. Dei-Tos (Shire of Manjimup – Proxy) W. Eiby (Community Representative) K. May (ATSI Community Stakeholder) Apologies/Absences: Emily O'Neil (Shire of Manjimup – Non-Voting) Michelle Cornwall (A&TSI Community Stakeholder) W. Herdigan (ATSI Community Stakeholder)
4	Declaration of Interest Nil.
5	Confirmation of Minutes Minutes from the Reconciliation Action Plan Advisory Committee Meeting of 10 August 2023 were accepted at this meeting as a true and correct record with an amendment to the Roundtable 'Warren District Hospital Advisory Board' to state that it was Sue Griffiths not Sue Kelly who attended a meeting with the Board. Moved: WE Seconded: GIC CARRIED 7/7 [DB arrived 12.05pm]
6	Council Decisions on Committee Recommendations That Council received the unconfirmed minutes of the Reconciliation Action Plan Advisory Committee meeting held 25 August 2023.
7	Business Arising from Action Sheet <u>Yarning Circle at the Manjimup Heritage Park</u> <ul style="list-style-type: none"> FS is awaiting a decision of Council regarding the Manjimup Heritage Park Advisory Committee to present proposal. <u>Young Engagement</u> <ul style="list-style-type: none"> DB suggested students attending meetings could acquire community service hours towards their work placement/volunteering requirements to encourage youth representation.

RAP Advisory Committee – 9 February 2024

	<p><u>Beyond 100 Project</u></p> <ul style="list-style-type: none"> FS advised funding was not secured. <p><u>Kalyakoorl Ngalak Warangka Concert</u></p> <ul style="list-style-type: none"> FS stated that the concert received 70 attendees and was a fantastic evening.
8	<p>General Business / New Matters</p> <ul style="list-style-type: none"> Shire non-voting representative E O'Neil has resigned from the committee due to a transfer to a new position. The Terms of Reference will be amended to reflect this. <p><u>Roundtable</u></p> <ul style="list-style-type: none"> MC to be contacted regarding her position on the committee and if she would like to continue as a member. Action: GIC A conversation was held around the vacancies within the committee and how to combat these to ensure functionality and progress. GIC moved the following motions for Council consideration; That Council remove the youth representation positions within the Terms of Reference but amend the Functions of the committee to include consultation and collaboration with youth on relevant matters. Moved: GIC Seconded: DB CARRIED 7/7 VDT shared with the committee a video from the National Museum of Australia's <i>Walking Through a Songline</i> touring exhibition. The exhibition has been on show around the world and Australia. Manjimup has been successful in its bid to host the first ever exhibition in Western Australia. The exhibition is based on a Dreamtime story and will be displayed in the Manjimup Town Hall from September to November 2024. GIC advised that the total cost for transportation and installation of the exhibition is around \$9500 (\$7,000 outstanding). Whilst anticipated that grant and sponsorship funds will be sought, it is likely additional funds may be required to meet any shortfall. The committee made the following recommendation; That Council consider the allocation of funds in the 2024-25 budget to cover any funding shortfall for the presentation of the <i>Walking Through a Songline</i> touring exhibition. Moved: DB Seconded: FS CARRIED 7/7 VDT advised that the Koondarm Wangkiny (Dream Telling) exhibition would coincide with NAIDOC week in July. It is a joint exhibition featuring an established and an emerging artist. <p><u>Manjin Park Sign</u></p> <ul style="list-style-type: none"> VDT updated the committee on the progress of the Manjin Park Sign, a revised draft for discussion had been circulated to the committee. The historical information being displayed on the sign has been reviewed and approved by Ian Wilson (Manjimup Historical Society) and the Indigenous history by Sue Kelly (RAPAC Committee member and Traditional Owner and Elder). VDT asked the committee to provide feedback on the design. Discussions were had regarding whether next steps should involve engaging an artist/graphic designer able to provide a more realistic/artistic design of the concept. The following was moved;

	<ul style="list-style-type: none"> That the committee support the progression of the Manjin Park sign concepts as presented with the addition of the language map and Yangett (Manjin) reed. Moved: WE Seconded: DB CARRIED 7/7 CW agreed to circulate a copy of work he had previously completed for the Minningup Pool (Collie), that might assist in informing our Manjin Park information and design. WE advised that she is now working for Landcare and has funding available for activities. Schools could be approached so that students could be involved. WE has been working with SK and VDT on arranging a cultural womens' workshop and bush medicine workshop. KM suggested a reconciliation walk should be held in the Shire. GIC recommended that the walk go along the linear path. The walk would take place during reconciliation week. Alternatively, participants could walk from Deanmill to the Heritage Park and end the walk with a barbecue. Conversations were had around who would take responsibility for arranging/managing the event, GIC suggested it would be a great opportunity for students to work in partnership with the Shire to learn additional skills and the event approval process. Committee agreed. FS advised that Sue and Bill will be attending schools in March to host cultural sessions. Workshops with indigenous artists will be held for terms 2 & 3. FS stated that she will be advertising for Aboriginal artists to create work for the Genestream Dream Sculpture in March/April. GIC advised the committee that the Shires Reflect RAP Reconciliation Australia registration has expired. GIC asked whether members wanted to recommend that the Shire progress to a Innovate RAP or implement an alternative style Aboriginal Engagement Plan. The committee made the following recommendation; That Council agree for the Shire of Manjimup to proceed to an 'Innovate RAP' registration. Moved: GIC Seconded: DB CARRIED 7/7 CW requested that if we need to have the RAP meeting at lunch time to accommodate working representatives then perhaps sandwiches could be provided. Moved: KM Seconded: FS CARRIED 7/7
9	Meeting Closure & 2024 Meeting Dates The Chair declared the meeting closed at 1:20pm
	Next Meeting Date: 12.00noon, 10 May 2024 Remaining 2024 Meeting Dates: 9 August, 8 November 2024



RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

Status:	<u>Advisory Committee</u>
Members:	1 Councillor 1 Director Community Services 5 Aboriginal & Torres Strait Islander - Community Members/Key Stakeholders 2 Community Representatives (Total 9) 1 Community Development Officer (Non-Voting)
Proxies:	1 for Councillor and Shire Representative
Quorum:	At least 5 voting committee members
Term of Appointment:	2 years to 18 October 2025
Officer Responsible:	Director Community Services
Meetings:	Quarterly
Reporting:	Direct to Council
Delegated Powers:	Nil

FUNCTIONS OF COMMITTEE

1. To provide guidance and support to the Shire of Manjimup for the implementation of the Reconciliation Action Plan;
2. To provide advice and make recommendation to Council in regard to matters concerning the Reconciliation Action Plan and its implementation;
3. To be available and to provide a focal point for connection with the Aboriginal and Torres Strait Islander community;
4. To communicate and inform represented groups and the local community regarding activities of the Committee;
5. To foster consultation and collaboration with Aboriginal and Torres Strait Islander youth within Shire of Manjimup on relevant matters;
6. To play an active role in the promotion and development of Aboriginal and Torres Strait Islander cultural awareness across the Shire of Manjimup; and
7. Representative Members acknowledge and accept their role as a representative of the Aboriginal and Torres Strait Islander community and to act as a key liaison for the broader community.

[MEMBERSHIP LISTED OVER PAGE]



RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

MEMBERS FROM 24 OCTOBER 2023

Cr Donelle Buegge	Shire President (Chair)
Cr Cliff Winfield	Councillor (Proxy)
Gail Ipsen Cutts	Director Community Services
Vanda Dei-Tos	Manager of Libraries & Cultural Services (Proxy)
Suzanne Kelly	Aboriginal and Torres Strait Islander Community Stakeholder
Wayne Herdigan	Aboriginal and Torres Strait Islander Community Stakeholder
Susan Griffiths	Aboriginal and Torres Strait Islander Community Stakeholder
Michelle Cornwall	Aboriginal and Torres Strait Islander Community Stakeholder
Katrice May	Aboriginal and Torres Strait Islander Community Stakeholder
Wendy Eiby	Community Representative
Fiona Sinclair	Community Representative

ATTACHMENT**9.5.2 Request for Support to Proposed Scheme Amendment - Lot 112 (27) and Lot 113 (29) Bath Street, Manjimup**

PROPONENT	Lateral Planning
OWNER	Uniting Church of WA
LOCATION / ADDRESS:	Lot 112 (27) and Lot 113 (29) Bath Street, Manjimup
WARD:	Urban
ZONE:	Clubs and Institutions
DIRECTORATE:	Development and Regulation
FILE REFERENCE:	P51699, P51698
LEGISLATION:	<i>Planning and Development Act 2005</i>
AUTHOR:	Kaylene Roberts
DATE OF REPORT:	22 January 2024
DECLARATION OF INTEREST:	Nil

BACKGROUND

The subject properties have an area of 1,011m² each and are located on the northwestern side of Bath Street, Manjimup with Lot 112 having the church and hall, while Lot 113 is vacant.

As shown on the location plan below, the property is surrounded by residential zoned properties as well as Town Centre zoned lots and other lots that are zoned Clubs and Institutions being the St Joseph's Parish Centre and Anglican Church Hall.

Location Plan

The Shire is in receipt of a request from the landowner to consider a Scheme Amendment to rezone the subject property from "Clubs and Institutions" to "Town Centre". A copy of the request received from the applicant on behalf of the landowners stating the purpose and intent of the rezoning is provided attached.

ATTACHMENT: 9.5.2(1)

The properties were the subject of a subdivision application in 2023 which was granted conditional approval by the WAPC. The application consisted of a boundary realignment due to some of the structures being located over the boundary. The approved plans now show that all structures are located on Lot 112 (27) and a copy is attached.

ATTACHMENT: 9.5.2 (2)

PUBLIC CONSULTATION UNDERTAKEN

Nil.

COMMENT

To assist Council in considering the request for a Scheme Amendment, the following information is offered:

Zoning History

The subject property was previously zoned "Private Clubs, Institutions and Places of Public Worship" under Town Planning Scheme No. 2. The Zoning was changed to "Clubs & Institutions" when the current Local Planning Scheme No 4 (the Scheme) was gazetted in 2010.

The zoning of the land surrounding this property is mainly Residential with a density of R30 and Town Centre Zone.

Current Zoning

As identified in the Background Section of this agenda item, the provisions of the Scheme currently include the land within the Clubs and Institutions zone.

Zone Purpose

The purpose of the Clubs and Institutions is, as outlined in clause 4.14.1 of the Scheme is *"to provide for the development or establishment of uses to satisfy the general cultural, religious, education, health, recreational and other needs of the community."*

Zone Objectives

Consistent with the above purpose, the Scheme identifies the following objective of the Clubs and Institutions zone:

Objective in managing and guiding land use, development and subdivision within the Clubs and Institutions zone will provide for the establishment and ongoing use of a diverse range of activities which are either private or publicly owned, and the associated infrastructure to fulfil community requirements.

The current zoning allows for "Public Assembly – Place of" and "Place of Worship" which both require planning approval.

Proposed Zoning

The Town Centre zoning allows for the establishment and ongoing use of a range of developments which includes residential activities as well as

commercial and community activities. By changing the zoning this will provide some flexibility with respect to the use and development of the site.

Consistency with Local Planning Strategy

The proposed amendment to the zone is consistent with the 2003 Local Planning Strategy as the proposed rezoning will provide adequate provision for the development of commercial and community uses. It also recognises that town centres do not simply refer to commercial zones but are, in fact, a mixture of different uses and these may include residential and grouped residential.

Heritage

The Uniting Church and Hall are listed on the Shire of Manjimup Local Heritage Survey and has a management category of "B" which means:

"worthy of a high level of protection and provide maximum encouragement to the owner under the Shire of Manjimup Town Planning Scheme to conserve the significance of the place. A more detailed Heritage Assessment/Impact Statement to be undertaken before approval given for any major redevelopment."

The Uniting Church was operating since 1925 and was decommissioned as a church on 24 November 2019, after nearly 100 years of use and was closed due to structural concerns.

Amendment Process

Council is being requested to initiate the Amendment. Until such time that initiation occurs the proposal remains outside of the legislative process that is dictated by the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*. There is not avenue for appeal in the event that Council does not initiate an amendment.

Should Council resolve to initiate the Amendment, it needs to be mindful that once this act occurs, the Amendment is required to be processed and determined. Therefore, it is prudent that Council is satisfied that the Amendment is sufficiently justified and contains an appropriate level of detail for it to be determined by the Western Australian Planning Commission (WAPC). This is necessary in order to provide a high degree of confidence that the resultant development will meet the objectives of orderly and proper planning.

If the amendment is not finalised prior to the adoption of a new Planning Scheme being Local Planning Scheme No. 5, then the rezoning will be incorporated into that process.

Should Council support the applicant's request, Shire staff will liaise with the landowner over the preparation of suitable scheme amendment documents. Once these documents are available, a further report will be prepared for Council to consider adoption and advertising of the amendment in accordance with requirements of the *Planning and Development Act 2005*.

Conclusion

The proposed amendment is considered to be consistent with the surrounding developments and will allow a range of other purposes which would be consistent with the current land uses and the Scheme. Whilst the existing building could be used as a Place of Worship, adaptive reuse and conservation of the building through the amendment process is encouraged.

STATUTORY ENVIRONMENT

Planning and Development Act 2005, Planning and Development (Local Planning Schemes) Regulations 2015 and the Shire of Manjimup Local Planning Scheme No. 4.

POLICY / STRATEGIC IMPLICATIONS

The amendment is consistent with the Shire's Local Planning Strategy as discussed above.

ORGANISATIONAL RISK MANAGEMENT

Nil.

FINANCIAL IMPLICATIONS

Should Council resolve to proceed with the Scheme Amendment as requested, all costs will be borne by the proponent.

SUSTAINABILITY

Environmental: Nil.

Economic: The development has the potential of generating economic activity in the area through lot creation and building activity.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council:

1. Resolve to advise the landowner that it is prepared to consider the proposed Scheme Amendment over Lots 112 (27) and 113 (29) Bath Street, Manjimup subject to the following matters being addressed:
 - a. Preparation of a standard Scheme Amendment document in accordance with the requirements of *Planning and Development Act 2005, Planning and Development (Local Planning Scheme) Regulations 2015*; and
 - b. Payment of fees of \$630.00 for the consideration of support for the amendment.
2. Defer the consideration of the adoption and advertising of the Scheme Amendment referred to in Point 1 above, pending a further report to Council following the receipt of amendment

documentation to the satisfaction of the Chief Executive Officer;
and

3. Should the Amendment process not be completed prior to the advertising of Local Planning Scheme No. 5, incorporate the rezoning in that process.

ATTACHMENTS

- | | |
|---|----------|
| 1 Attachment No.1 - Proposed Scheme Amendment Documentation | 16 Pages |
| 2 Attachment No.2 Updated Subdivision Plan | 1 Page |

Ordinary Meeting

COUNCIL RESOLUTION:

MOVED: Omodei, P SECONDED: Winfield, C

29437

That Council:

1. Resolve to advise the landowner that it is prepared to consider the proposed Scheme Amendment over Lots 112 (27) and 113 (29) Bath Street, Manjimup subject to the following matters being addressed:
 - a. Preparation of a standard Scheme Amendment document in accordance with the requirements of *Planning and Development Act 2005, Planning and Development (Local Planning Scheme) Regulations 2015*; and
 - b. Payment of fees of \$630.00 for the consideration of support for the amendment.
2. Defer the consideration of the adoption and advertising of the Scheme Amendment referred to in Point 1 above, pending a further report to Council following the receipt of amendment documentation to the satisfaction of the Chief Executive Officer; and
3. Should the Amendment process not be completed prior to the advertising of Local Planning Scheme No. 5, incorporate the rezoning in that process.

ADOPTED BY EN BLOC RESOLUTION: 8/0

PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION TO AMEND A LOCAL PLANNING SCHEME

**SHIRE OF MANJIMUP LOCAL PLANNING SCHEME No.4
AMENDMENT No.**

Resolved that the Local Government, pursuant to Section 75 of the Planning and Development Act 2005, amend the above Local Planning Scheme by:

1. Amending the Scheme Map by rezoning Lot 112 (No.27) and Lot 113 (No.29) Bath Street, Manjimup from "Clubs and Institutions' zone to 'Town Centre' zone.

This Amendment is a standard amendment under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The Amendment is consistent with the applicable planning framework, including the Shire of Manjimup Local Planning Strategy endorsed by the Western Australian Planning Commission;
2. The Amendment will not have an adverse impact on any other land in the scheme area; and
3. The amendment is not a complex or basic amendment.

SHIRE OF MANJIMUP
LOCAL PLANNING SCHEME NO.4
AMENDMENT No.



COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Shire of Manjimup at the Ordinary Meeting of the Council held on the th day of 2024.

MAYOR/SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

This Standard Amendment was adopted for the purpose of advertising by resolution of the Council of the Shire of Manjimup at the Ordinary Meeting of the Council held on the th day of 2024.

MAYOR/SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for approval by resolution of the Shire of Manjimup at the Ordinary Meeting of the Council held on the th day of 2024 and the Common Seal of the Shire of Manjimup was hereunto affixed by the authority of a resolution of the Council in the presence of:

MAYOR/SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

WAPC RECOMMENDATION FOR APPROVAL

DELEGATED UNDER SECTION 16 OF THE
PLANNING AND DEVELOPMENT ACT 2005

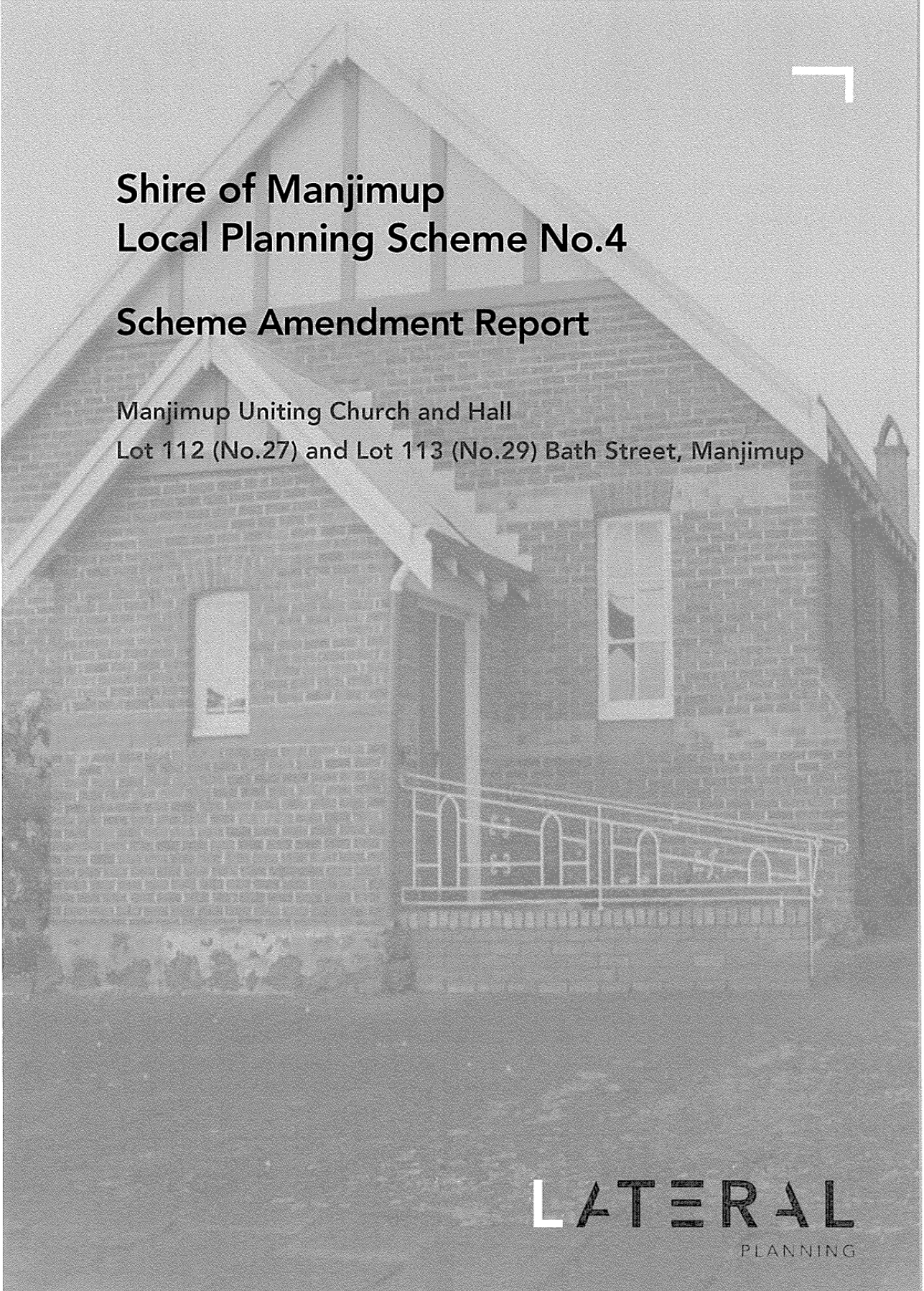
DATE

APPROVAL GRANTED

MINISTER FOR PLANNING

DATE

SCHEME AMENDMENT REPORT



Shire of Manjimup Local Planning Scheme No.4

Scheme Amendment Report

Manjimup Uniting Church and Hall

Lot 112 (No.27) and Lot 113 (No.29) Bath Street, Manjimup

LATERAL
PLANNING



Document Control

Reference	0203
Location	Bath Street, Manjimup
Client	Uniting Church in Australia Property Trust (WA)
Document Title	Scheme Amendment Report
Document File Name	0203 Scheme Amendment Report.docx
Document Date	20 November 2023
Document Version	1
Author	Alan Stewart



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1.0 Introduction

Lateral Planning acts for the Uniting Church in Australia Property Trust (WA), the register proprietor of Lot 112 (No.27) and Lot 113 (No.29) Bath Street, Manjimup ('site').

This report has been prepared in support of an amendment to Shire of Manjimup ('Shire') Local Planning Scheme No.4 ('LPS4') to rezone the site from 'Clubs and Institutions' to 'Town Centre'.

The site is no longer used as a place of worship and the proposed amendment will provide some additional flexibility with respect to the use and development of the site. It is considered this is most appropriately achieved by including the site in the Town Centre zone.

2.0 Subject Site

The Site is located in Manjimup, 450 metres west of Mottram Street, which forms part of the South West Highway running between Bunbury in the north and Walpole in the south.

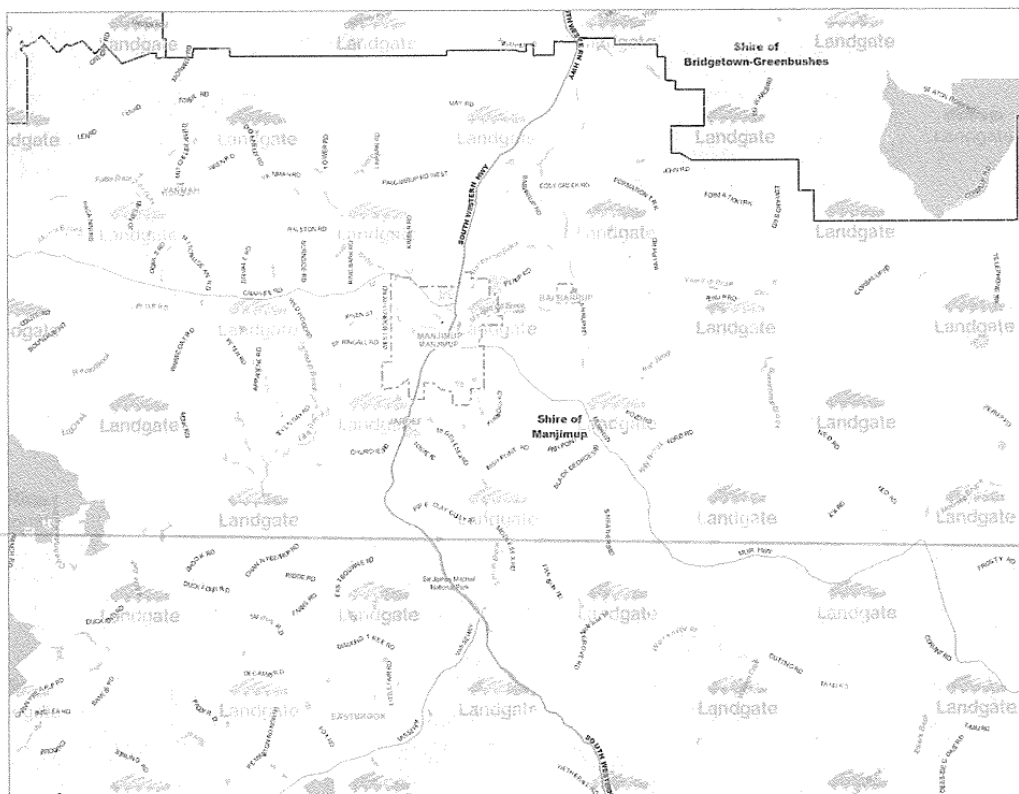


Figure 1: Regional Context

The site abuts Manjimup Town Centre and is located within the street block bound by Bath Street, Ipsen Street, Moore Street and Brockman Street. Grainger Lane runs through the street block and abuts the rear boundary of the site. The adjoining properties are used for residential purposes. Manjimup Recreation Ground and a private school known as Kearnan College are located to the west of Moore Street.

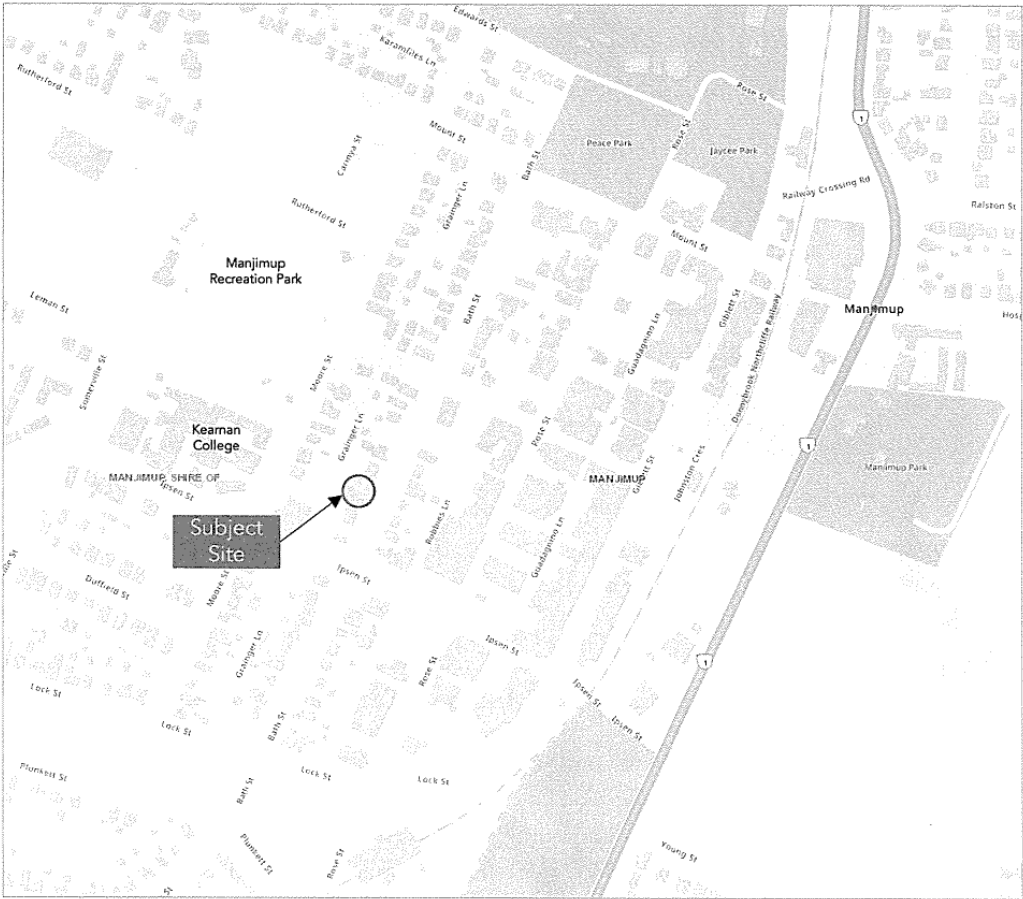


Figure 2: Local Context

The site comprises two parcels of land, as described in the table below.

Registered Proprietor	Uniting Church in Australia Property Trust (WA)	
Address	No.27 Bath Street	No.29 Bath Street
Cadastral	Lot 112 on Deposited Plan 225834	Lot 113 on Deposited Plan 225834
Certificate of Title	Volume 4018 Folio 739	Volume 4018 Folio 740
Land Area per Lot	1,012m ²	1,012m ²
Frontage	20.12 metres	20.12 metres



Figure 3: Site Plan

A former Church and Hall occupies Lot 112. The Hall straddles the boundary between Lots 112 and 113 and encroaches into Lot 113 by a distance of approximately 3 metres. The balance of Lot 113 is vacant. Two mature trees occupy the front portion of Lot 113, while established vegetation is also located adjacent to the site's rear (western) boundary. The site rises gradually from the road towards the rear of the site. The site has access to power and water.

The former Church and Hall were constructed circa 1930 and are included in the Shire's Municipal Inventory and LPS4 Heritage List. Originally built as a Methodist Church, the congregation became part of the Uniting Church in Australia in 1977. There is no longer an active congregation in Manjimup and the site is now surplus to the requirements of the Uniting Church in Australia.

In June 2023, the Western Australian Planning Commission ('WAPC') granted approval to adjust the existing boundary between Lots 112 and 113 to resolve the encroachment of the Hall. Deposited Plan 425220 was recently placed In Order for Dealings by Landgate and Certificates of Title for the new lots (known as Lots 700 and 701) are expected to be issued in early 2024.

Lot 700 on Deposited Plan 425220 has an area of 900m² with a frontage of approximately 18 metres to Bath Street while Lot 701 has an area of 1,125m² with a frontage to Bath Street of approximately 22 metres. The Church and Hall will be wholly located on Lot 701.

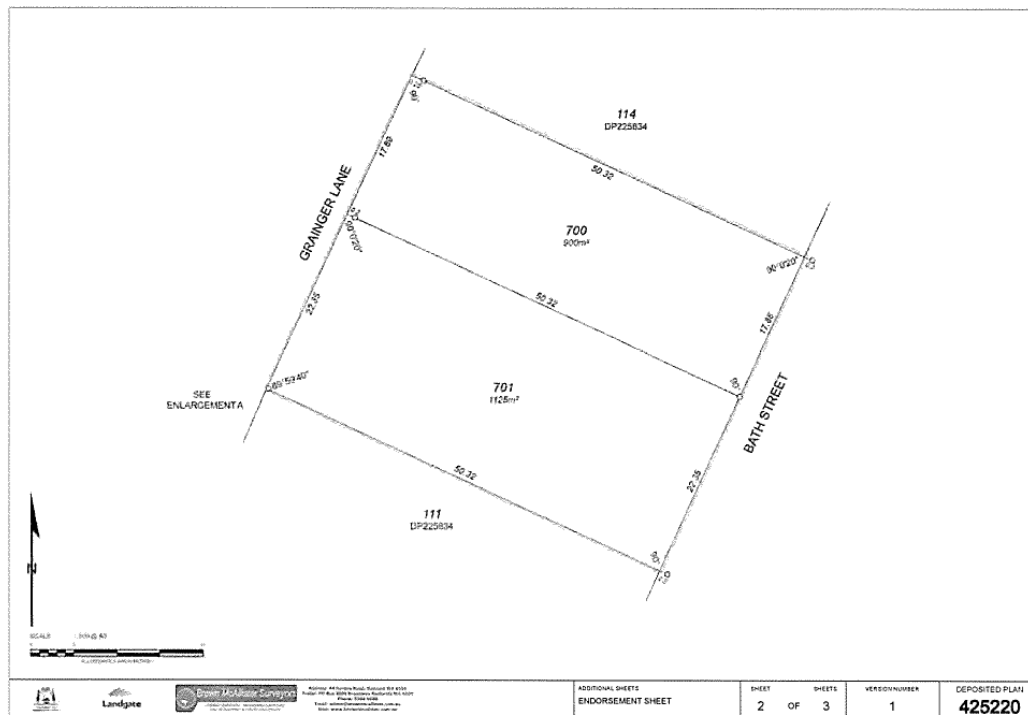


Figure 4: Deposited Plan 425220

3.0 Town Planning Considerations

3.1 Planning and Development Act 2005

The proposed Amendment to LPS4 is prepared pursuant to Section 75 (b) of the Planning and Development Act 2005 and in accordance with the relevant provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.

3.2 State Planning Strategy 2050

The intended purpose and function of the State Planning Strategy is to “provide a credible State strategic context and basis for the integration and coordination of land-use planning and development across state, regional and local jurisdictions”. It is the highest-order planning instrument in the State and provides guidance for the sustainable use and development of land throughout the State. Manjimup is identified as a Sub-Regional Centre within the South-West Framework under the State Planning Strategy 20250.

3.3 State Planning Policies

3.3.1 State Planning Policy 3.0 - Urban Growth and Settlement

State Planning Policy 3.0 – Urban Growth and Settlement ('SPP3.0') applies throughout Western Australia. The Objectives of SPP3.0 include:

- *To promote a sustainable and well planned pattern of settlement across the State, with sufficient and suitable land to provide for a wide variety of housing, employment, recreation facilities and open space.*
- *To build on existing communities with established local and regional economies, concentrate investment in the improvement of services and infrastructure and enhance the quality of life in those communities.*

The amendment will fulfil these Objectives by rationalising the zoning of land in Manjimup Town Centre and providing an opportunity for development in proximity to the Town Centre.

3.3.2 State Planning Policy 3.3 – Historic Heritage Conservation

State Planning Policy 3.3 ('SPP3.3') sets out the *"principles of sound and responsible planning for the conservation and protection of Western Australia's historic heritage."*

SPP3.3 provides guidance for Local Government to establish a statutory Heritage List pursuant to a Local Planning Scheme. The former Church and Hall on the site are included in the LPS4 Heritage List. The future use and development of the site will need to give due consideration to the heritage significance of the place.

3.3.3 State Planning Policy 3.7 - Planning in Bushfire Prone Areas

The site is not within a declared bushfire prone area and not subject to the provisions of State Planning Policy 3.7 and the associated Guidelines for Planning in Bushfire Prone Areas. .

3.3.4 State Planning Policy 5.4 – Road and Rail Noise

The site is not within the trigger distance of any strategic freight / major traffic routes, other significant freight / traffic routes, passenger railways or freight railways. Accordingly, future development on the site is not expected to require any noise mitigation measures in accordance with the requirements of State Planning Policy 5.4 – Road and Rail Noise.

3.3.5 State Planning Policy 7.0 – Design of the Built Environment

Future development on the site will need to consider the Design Principles identified in State Planning Policy 7.0, with any residential development required to consider the provisions of State Planning Policy 7.3 – Residential Design Codes.

3.4 Regional and Sub-Regional Planning Framework

3.4.1 South-West Regional Planning and Infrastructure Framework

The South-West Regional Planning and Infrastructure Framework ('Regional Framework') was adopted in 2015 as a strategic planning document to guide future growth and development in the South-West Region. The Regional Framework includes a Settlement Hierarchy with Manjimup identified as a Sub-Regional Centre within the Warren-Blackwood sub-region.

3.4.2 Super Towns Program

The Regional Centres Development Plan (known as 'SuperTowns') was established in 2011 as part of the Royalties for Regions initiative to enhance and stimulate growth in regional towns.

A total of nine regional towns were identified by the program, including Manjimup in the South-West Region. A Growth Plan was prepared for each 'SuperTown' to manage population growth and identify priorities and projects to achieve the anticipated population growth.

3.5 Local Planning Strategy

The Local Planning Strategy was adopted in 2003 and seeks to optimise the role of Manjimup as a regional centre providing a range of facilities and services to meet the needs of the surrounding region. The Local Planning Strategy includes the site in 'Manjimup Precinct 1 – Town Centre', which extends west through to Bath Street and is intended to provide for the expansion of commercial and residential uses commensurate with the function of the Town Centre.

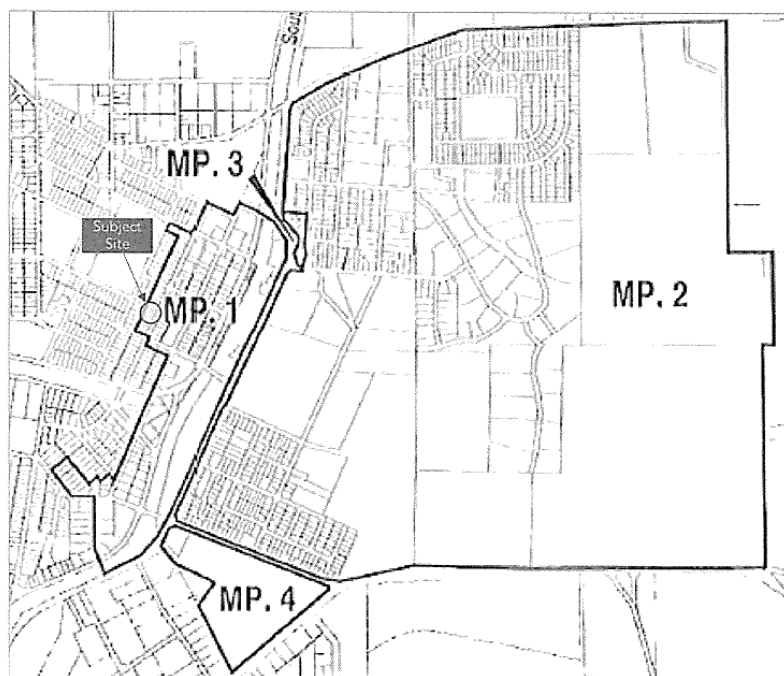


Figure 5: Local Planning Strategy

3.6 Local Planning Scheme No.4

3.6.1 Zoning

The site is presently zoned 'Clubs and Institutions' due to the former place of worship on the site. The abutting land to the north and all of the land to the east of Bath Street is zoned Town Centre under LPS4. Land to the south and west is zoned Residential, while there are a number of properties to the west used for educational, community or religious purposes that are also zoned 'Clubs and Institutions'.

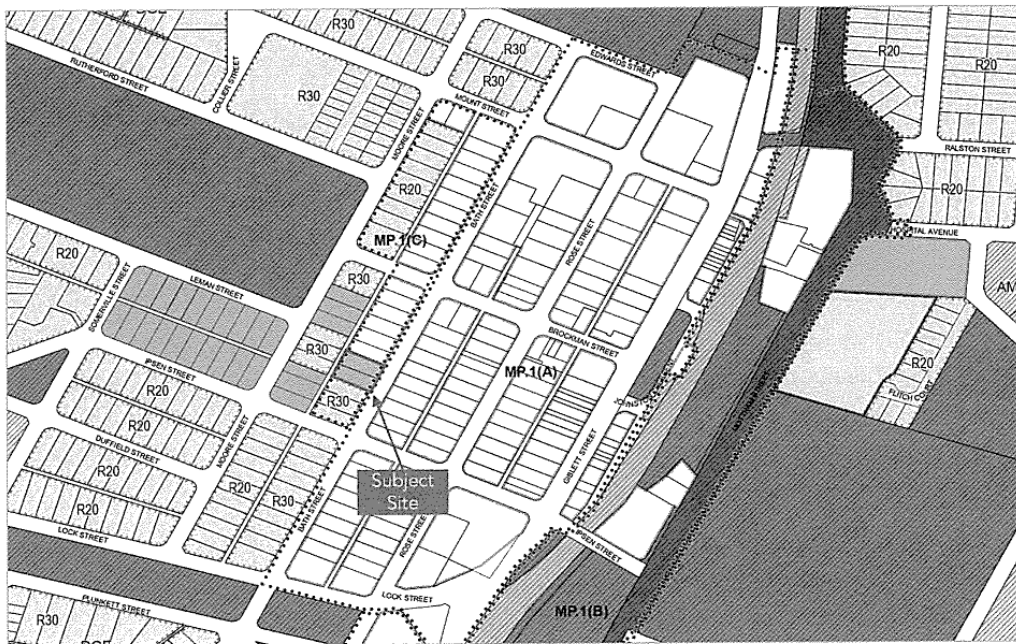


Figure 6: Local Planning Scheme No.4 Zoning Map

3.6.2 Planning Precincts

Clause 2.7 of LPS4 makes provision to include land within a Planning Precinct. The Planning Precincts are shown on the LPS4 Map and Planning Precinct Statements are included in Schedule 8 of LPS4.

Consistent with the recommendations of the Local Planning Strategy, the site is within the Precinct known as Manjimup Precinct 1 – Town Centre, specifically, Sub-Precinct C, being the land to the west of Bath Street.

Schedule 8 – Planning Precinct Statements provides additional provisions in relation to Manjimup's Precincts, as identified in the Local Planning Strategy. The Scheme divides these Town Centre Precincts into a number of Sub-Precincts. The subject site is located within the Manjimup Precinct 1 – Town Centre, Sub-Precinct C.

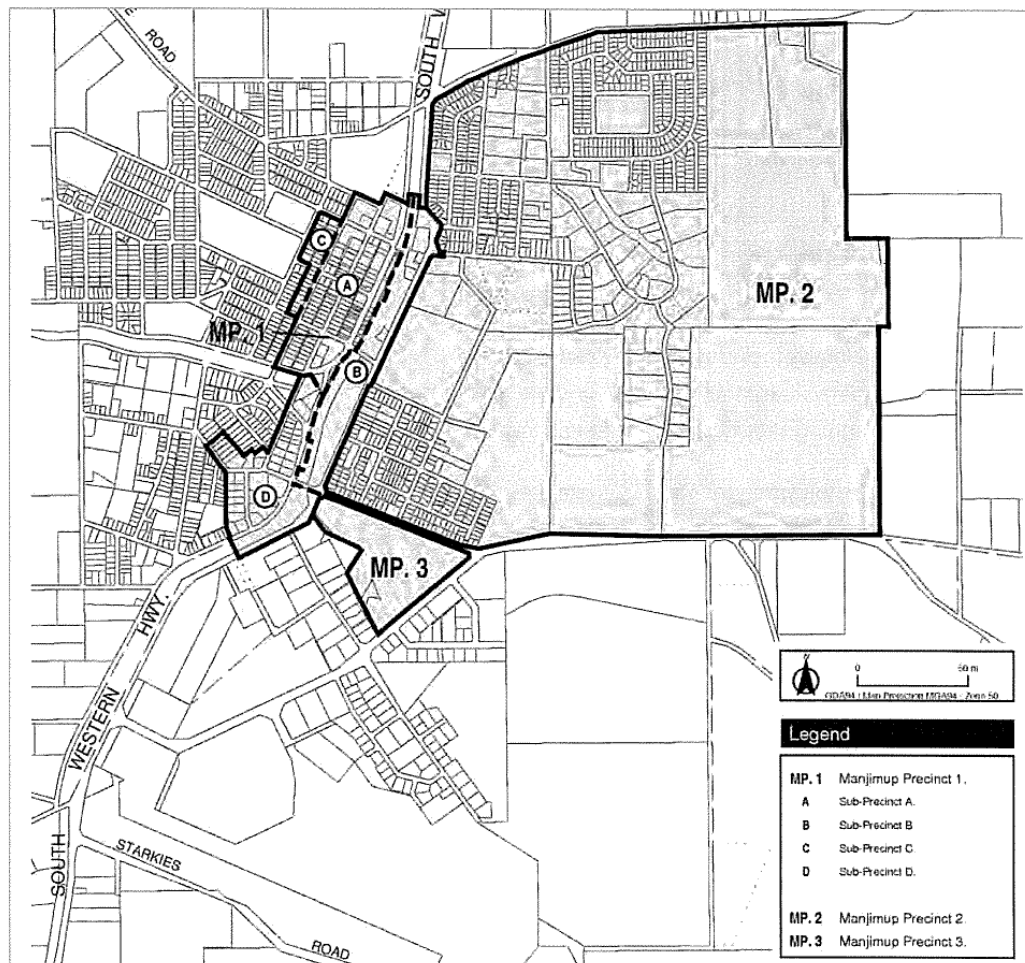


Figure 7: Local Planning Scheme No.4 Manjimup Precinct Plan

Schedule 8 indicates Sub-Precinct C should allow for the full range of Town Centre uses, with the opportunity to utilise existing housing or redevelop housing to provide low intensity commercial activities that enhance the streetscape and are not detrimental to the amenity of the abutting Residential zones. The amendment will allow for the natural expansion of the Town Centre zone west of Bath Street consistent with Sub-Precinct C in Manjimup Town Centre Precinct 1. Future development on the site will be required to be consistent with the Objectives of the Town Centre zone and satisfy all relevant land use and development standards, whilst taking into consideration potential impacts on the heritage significance of the former church and amenity of the locality.

3.6.3 Special Control Areas

The site is not within any Special Control Areas under LPS4.

3.6.4 Development Investigation Areas

The site is not within any Development Investigation Areas under LPS4.



4.0 Conclusion

This report has been prepared in support of an amendment to the Shire of Manjimup Local Planning Scheme No.4 to rezone Lot 112 (No.27) and Lot 113 (No.29) Bath Street, Manjimup from 'Clubs and Institutions' to 'Town Centre'.

The site is owned by the Uniting Church in Australia Property Trust (WA) and occupied by a former Church and Hall constructed circa 1930 and included in the LPS4 Heritage List. The site is no longer used as a place of worship and is now surplus to the requirements of the owner.

The site is already included in Sub-Precinct C of the Manjimup Town Centre Precinct 1 and rezoning will facilitate the use and / or development of the site for a range of purposes consistent with the Planning Precinct Statement in Schedule 8 of LPS4.

Any future Application for Development Approval will be required to give due consideration to the impacts of the use and / or development on the heritage significance of the Church and Hall.

The proposed amendment is consistent with the orderly and proper planning of the locality.



LEGEND

- Site Boundary
- Existing Lot Boundaries
- Proposed Lot Boundaries
- Existing Structure to Remain
- Existing Sewerage
- Existing Water Mains

DEPARTMENT OF PLANNING, LANDS AND HERITAGE		
DATE	FILE	
14-Mar-2023	163376	

Subdivision Plan

Lots 112 (No. 27) & 113 (No. 29) Bath St, Manjimup



Job No.: 0203
Drawing: A
Date: 18 January 2023
Scale: 1:500 @ A3

LATERAL
PLANNING

9.3.1 Adoption of Material Variance / Percentage 2023/2024 Financial Year

PROPONENT	Shire of Manjimup
OWNER	N/A
LOCATION / ADDRESS:	N/A
WARD:	Whole Shire
ZONE:	N/A
DIRECTORATE:	Business Directorate
FILE REFERENCE:	F160188
LEGISLATION:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
AUTHOR:	Greg Lockwood
DATE OF REPORT:	26 February 2024
DECLARATION OF INTEREST:	Nil

BACKGROUND:

The *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* require that each financial year a local government is to adopt a materiality level for the purpose of reporting variances in the monthly statement of financial activity.

The *Local Government (Financial Management) Regulations 1996* – Financial Reports includes Regulation 34 requiring the local government to prepare each month a statement of financial activity, as set out in the Rate Setting Statement included in the annual budget.

Regulation 34 (1) lists the details to be included in the statement of financial activity, among which are **material variances** between budget estimates and actual amounts of expenditure, revenue and income to the end of the month to which the statement relates.

Regulation 34 (2) (b) requires an **explanation** to be provided to Council for each of the material variances shown in each statement of financial activity. *Regulation 34 (5)* prescribes that each financial year, a local government is to adopt a **percentage or value**, calculated in accordance with accounting standard AAS 5 (AASB 1031), to be used in statements of financial activity for reporting material variances.

This report recommends the percentage or value to be adopted in determining material variances for the purposes of *Regulation 34* of the *Local Government (Financial Management) Regulations 1996* as amended, during the current financial year.

PUBLIC CONSULTATION UNDERTAKEN:

Nil.

COMMENT (Includes Options):

Whilst considering the best method to report material variances to Council, it is important to remember that Council has budget expenditure categories ranging from \$12,640 through to \$9,715.739 and the method adopted should extract material variances that are relevant to all levels of budget.

It is recommended that Council adopt a value method, using the following sliding scale based on normal expenditure values.

Value Range of Department Operating Budget Total Expenditure	Reportable Variance Amount
\$0 to \$300,000	\$3,000
\$300,001 to \$500,000	\$5,000
\$500,001 to \$700,000	\$7,000
\$700,001 to above	\$10,000

Whilst the value range is determined from expenditure totals, any material variances on income that are greater than the "Reportable Variance Amount" will also be reported.

The recommended value method variances listed above have been used for reporting in Monthly Financial Activity Statements for the past ten financial years and these values have been found to be effective in measuring what is an important material variance for reporting to Council.

STATUTORY ENVIRONMENT:

Local Government Act 1995, section 6.8; and *Local Government (Financial Management) Regulations 1996*, r.34(5).

POLICY / STRATEGIC IMPLICATIONS:

Nil.

ORGANISATIONAL RISK MANAGEMENT:

Having clear guidelines to the level of reportable variances reduces risk of misstatements or omissions in the Monthly Financial Activity Statement.

FINANCIAL IMPLICATIONS:

Nil.

SUSTAINABILITY:

Environmental: Nil.

Economic: Nil.

Social: Nil.

VOTING REQUIREMENTS: SIMPLE MAJORITY

OFFICER RECOMMENDATION:

That Council adopt the recommended “Value Range” and Reportable Variance Amounts” as following for the 2023/2024 Financial Year:

Value Range of Departmental Operating	Reportable Variance Amounts
\$0 to \$300,000	\$3,000
\$300,001 to \$500,000	\$5,000
\$500,001 to \$700,000	\$7,000
\$700,001 to above	\$10,000

Ordinary Meeting

COUNCIL RESOLUTION:

MOVED: Jenkins, D SECONDED: Buegge, D

29255

That Council adopt the recommended “Value Range” and Reportable Variance Amounts” as following for the 2023/2024 Financial Year:

Value Range of Departmental Operating	Reportable Variance Amounts
\$0 to \$300,000	\$3,000
\$300,001 to \$500,000	\$5,000
\$500,001 to \$700,000	\$7,000
\$700,001 to above	\$10,000

ADOPTED BY EN BLOC RESOLUTION: 9/0



ACCESS AND INCLUSION ADVISORY COMMITTEE

TERMS OF REFERENCE

Status:	<u>Advisory Committee</u>
Members:	1 Councillor Community Development Officer Building Services Manager, Technical Services NDIS Coordinator, Home and Community Care 2 Disability Services Sector Community Health Industry Representative 4 Community Representatives (Total 12)
Proxies:	1 for each Councillor, Shire Officer, and Organisation representative
Quorum:	At least 7
Term of Appointment:	2 years to 18 October 2025
Officer Responsible:	Director Community Services
Meetings:	Quarterly
Reporting:	Direct to Council
Meeting Requirements:	Nil
Delegated Powers:	Nil

FUNCTIONS OF COMMITTEE

1. Promote the benefits of access and inclusion to the residents and businesses of the Shire of Manjimup.
2. Be available to provide relevant advice on the development of proposals or plans for any activity, building or infrastructure within the Shire.
3. Support and encourage partnership networks of local organisations that are best placed to collectively plan and coordinate strategies to address the needs of our local disability communities.
4. Make recommendations to Council on matters arising not clearly dealt with by the Shire of Manjimup's Access and Inclusion Plan.
5. Monitor and review the Access and Inclusion Plan.

MEMBERS UPDATED (24 OCTOBER 2023)

Cr Wendy Eiby	Councillor
Cr Jayde Darin	Councillor (Proxy)
Kelsie Brown	Community Development Officer
Shammara Markotis	Community Development Officer (Proxy)
Vacant	Home and Community Care
Liz Lockyear	Manager, Home and Community Care (Proxy)
Ethan Stokes	Building Services
Peter Krispyn	Manager, Building Services (Proxy)
Catherine Mills	Manager, Technical Services
Coralie Peet	WA Country Health Service
Tyler Della Franca	WA Country Health Service (Proxy)
Vacant	Disability Services Representative
Christopher Smith	Disability Services Representative (Principal Manjimup Education Support Centre)
Danielle Mottram	Disability Services Representative (Manjimup Education Support Centre) (Proxy)
Nancy Giblett	Community Representative
Sue Edmonds	Community Representative
Marlena Hayhow	Community Representative
David Tapley	Community Representative



RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

Status:	<u>Advisory Committee</u>
Members:	1 Councillor 1 Director Community Services 5 Aboriginal & Torres Strait Islander - Community Members/Key Stakeholders 2 Aboriginal & Torres Strait Islander – Youth Representatives 2 Community Representatives (Total 11) 1 Community Development Officer (Non-Voting)
Proxies:	1 for Councillor and Shire Representative
Quorum:	At least 6 voting committee members
Term of Appointment:	2 years to 18 October 2025
Officer Responsible:	Director Community Services
Meetings:	Quarterly
Reporting:	Direct to Council
Delegated Powers:	Nil

FUNCTIONS OF COMMITTEE

1. To provide guidance and support to the Shire of Manjimup for the implementation of the Reconciliation Action Plan.
2. To provide advice and make recommendation to Council in regard to matters concerning the Reconciliation Action Plan and its implementation.
3. To be available and to provide a focal point for connection with the Aboriginal and Torres Strait Islander community.
4. To communicate and inform represented groups and the local community regarding activities of the Committee; and
5. To play an active role in the promotion and development of Aboriginal and Torres Strait Islander cultural awareness across the Shire of Manjimup.
6. Representative Members acknowledge and accept their role as a representative of the Aboriginal and Torres Strait Islander community and to act as a key liaison for the broader community.

[MEMBERSHIP LISTED OVER PAGE]



RECONCILIATION ACTION PLAN ADVISORY COMMITTEE

TERMS OF REFERENCE

MEMBERS FROM 24 OCTOBER 2023

Cr Donelle Buegge	Shire President (Chair)
Cr Cliff Winfield	Councillor (Proxy)
Gail Ipsen Cutts	Director Community Services
Vanda Dei-Tos	Manager of Libraries & Cultural Services (Proxy)
Emily O'Neil	Community Development Officer (Non-voting)
Suzanne Kelly	Aboriginal and Torres Strait Islander Community Stakeholder
Wayne Herdigan	Aboriginal and Torres Strait Islander Community Stakeholder
Susan Griffiths	Aboriginal and Torres Strait Islander Community Stakeholder
Michelle Cornwall	Aboriginal and Torres Strait Islander Community Stakeholder
Katrice May	Aboriginal and Torres Strait Islander Community Stakeholder
Vacant	Aboriginal and Torres Strait Islander Youth Representative
Vacant	Aboriginal and Torres Strait Islander Youth Representative
Wendy Eiby	Community Representative
Fiona Sinclair	Community Representative